PROJECT: UF-603, Career Resource Center Addition and Renovation
LOCATION: University of Florida, Main Campus (Gainesville)

A. PROJECT DESCRIPTION:

The University of Florida’s Career Resource Center (CRC) is a centralized comprehensive unit serving 50,000 students and alumni. Recognized as the nation’s #1 career center in 2010 and 2012 by the Princeton Review, the CRC provides a diverse range of services to help connect job seekers with employers. The CRC provides our students with individualized career education and connections that enriches their collegiate experience and prepares them for life after graduation.

The CRC serves as the bridge from the educational experience to the work world for University of Florida students. To continue to provide nationally recognized services to students, employers, and campus partners, enhanced facilities are needed. With renovated and additional space, the CRC would be able to meet the demand of hosting more students and employers while continuing to fulfill our mission of educating and creating connections.

The selected architect/engineer (A/E) team will provide program verification, design, construction documents, and construction administration services. Basic Services – and, therefore, proposed teams – shall include the following disciplines: telecommunications, security & access control, audio/visual design and integration.

Design and C.A. services using Building Information Modeling (BIM) software is mandatory.

Major building systems, including mechanical and building envelope, will be commissioned by an independent consultant, with whom the A/E shall plan and coordinate its efforts.

Gold LEED (Leadership in Energy and Environmental Design) accreditation by the US Green Building Council is mandatory, but the design team shall work with the University to analyze the possibility of achieving a higher level of certification. The proposed team shall include at least one LEED-accredited design professional (LEED AP), plus designers in the disciplines of architecture, civil engineering, mechanical engineering, electrical engineering, and landscape architecture who are either LEED-credentialed (LEED AP or LEED Green Associate) or experienced with LEED certification.

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Thoroughly review the Facilities Program for more background on the project, its goals, and the Owner’s Project Requirements (OPR). See the UF Design & Commissioning Services Guide for additional information on expectations and standards for work at UF.

The A/E shall also participate in the selection of the Construction Manager, and may be quizzed in the interview session for ideas to improve the design development, refinement, and estimating processes with CM delivery.

B. SELECTION CRITERIA and PROCESS:

Applicants will be evaluated on the basis of their past performance, experience, personnel, design ability, references, and responses to questions posed both in the shortlist and interview phases. Scores will be based on the following non-prioritized criteria as illustrated in the (10) past project examples listed in the PQS submittal. Additional criteria may be outlined for short-listed applicants.

- Building type experience – student career centers; student centers
- Corporate offices
- Addition / renovation projects
- Experience with higher education facilities design and construction in the State of Florida and at the University of Florida.
- Applicant’s past performance and experience working with proposed consultants
- Team’s understanding of the project’s intent, goals, and objectives as outlined in the conceptual facilities program

A portion of the shortlist phase score will be devoted to the applicant’s past performance rating on work at, or for, the University of Florida. The University will use either the cumulative average score of the applicant(s) or the current average score of all firms for an applicant who does not have a performance evaluation history with the University. For Joint Venture applicants, the proportionate average of scores for JV partners shall be used.

Scores from the shortlist phase are not additive with scores from the interview phase, but the Committee reserves the right to consider information provided in the PQS submittal during the interview phase.

C. ARCHITECT/ENGINEER SELECTION & CERTIFICATION COMMITTEE:

1. Heather White, Director  
   Career Resource Center, University of Florida
2. Miles Albertson, Director  
   Planning Design & Construction, University of Florida
3. Cydney McGlothlin, Project Manager  
   Planning Design & Construction, University of Florida
4. Gregg Clarke, Director  
   Physical Plant Division, University of Florida
5. Ja’Net Glover, Sr. Associate Director  
   Career Resource Center, University of Florida
6. Mike Mironack, Director of Operations  
   J. Wayne Reitz Union, University of Florida

D. SELECTION SCHEDULE:

The anticipated schedule for selection, award, and negotiation is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Applications Due</td>
<td>Thursday, May 12, 2016, 3:00 PM Local Time</td>
</tr>
<tr>
<td>Shortlist Meeting</td>
<td>Friday May 20, 2016</td>
</tr>
<tr>
<td>Pre-Interviews</td>
<td>Friday June 3, 2016</td>
</tr>
<tr>
<td>Final Interviews</td>
<td>Thursday July 7, 2016</td>
</tr>
<tr>
<td>Selection Recommendation Approval</td>
<td>Week of July 10, 2016</td>
</tr>
<tr>
<td>Contract Negotiation &amp; Execution</td>
<td>Week of July 17, 2016</td>
</tr>
<tr>
<td>Kickoff Workshops / Charettes</td>
<td>Week of July 23, 2016</td>
</tr>
</tbody>
</table>

E. PROCESS INFORMATION:

1. See the UF-603 Professional Qualifications Supplement (PQS) and PQS Instructions for detailed information on the required submittal.

2. Provide both one (1) hard copy and one electronic copy of the submittal prior to the designated date and time. Do not deliver the e-copy on CD or flash drive to UF. Instead, e-mail the file per the following instructions. Late submittals, blank/corrupt files, unsigned submittals, incomplete submittals, or those on a form other than the project-specific PQS are grounds for disqualification.

   - Provide all proposal/submittal documents in a single (searchable) PDF file
   - Attach this file to an e-mail addressed to both uf603@connect.ufl.edu and the UF project manager (cmgloth@ufl.edu)
   - The email + attached proposal shall not exceed 30 MB
• The sender will receive an auto-response that the mail was received by UF; contact the UF project manager if you do not receive this receipt within an hour or so of sending.

3. At least three applicants will be selected for the interview phase, unless fewer than three apply. In the event of a tie in the shortlist ranking, when the margin between two applicants among the top scores is less than one/tenth (0.1), the Committee may select additional applicants for interview.

4. All applicants will be notified of the results of the short-listing in writing. The short-listed applicants will be informed of the results via the quickest means possible (phone, fax, e-mail) and will be provided with additional project information as needed. Unsuccessful applicants will be notified via letter only.

5. Following the interview phase, the committee will make a recommendation to the Vice-President for Business Affairs. All finalists will be notified in writing of the Vice-President’s action. Upon approval by the Vice-President, negotiations will be conducted in accordance with Section 287.055, Florida Statutes.

6. If negotiations with the top-ranked and approved firm are unsuccessful, negotiations will be conducted with the second-ranked firm, upon approval by the Vice-President.

7. Applicants shall direct all questions regarding the process or the results of short-listing and interviews to the PD&C Project Manager, not to User Group representatives or other Selection Committee members. Opportunities for direct interaction with the User Group(s) may be provided at the pre-interview meeting for finalists between the short-listing and interview phases.

8. GENERAL INFORMATION:

1. The entity responsible for all aspects of project management is:
   UF Planning Design & Construction (PD&C)
   245 Gale Lemerand Drive / P.O. Box 115050
   Gainesville, FL 32611-5050
   Phone: (352) 273-4000
   Fax:(352) 273-4034
   Internet: www.facilities.ufl.edu

2. Direct all inquiries to the PD&C Project Manager:
   Cydney McGlothlin, AIA
   Phone: (352) 273-4028
   E-Mail: cmcgloth@ufl.edu

3. Interested applicants should register with PD&C as a potential applicant for the project in order to be notified of information, changes, updates, etc. Visit the PD&C website for more information.

4. All project-related information, including the facilities program and PQS submittal forms and instructions, may be viewed or downloaded at the PD&C website.

5. Site utilities system information can be viewed or downloaded from the Physical Plant Division (PPD) FTP server site: www.ppd.ufl.edu/requests.

6. Applicants are strongly encouraged to also review the UF Design & Commissioning Services Guide, template Owner/Professional contract, UF Design & Construction Standards, and other forms, guidelines, standards, and documents that pertain to work at the University of Florida.