

PROJECT FACT SHEET

FOR PROFESSIONAL CONSULTANT

PROJECT: MP-282C, Reitz Union New Building Program
LOCATION: University of Florida, Gainesville, Florida

A. PROJECT DESCRIPTION:

The University of Florida is seeking a leader in Student Union and Multi-Cultural center facility planning to work with the University, J. Wayne Reitz Union (JWRU), Multicultural and Diversity Affairs, Multicultural groups, student groups, faculty and staff in developing a master plan to reorganize and/or add onto the existing Union and develop a multi-cultural center. The existing student union building is a multi-purpose facility with over 350,000 GSF of public space and averages in excess of 20,000 guests per day. In addition to developing a facility master plan, the University would like concept images and estimated construction costs to aid with funding the future construction of the project.

The University desires to prepare a facility program for a multicultural center to be potentially consolidated from existing facilities and added to the programs currently housed in the JWRU. The selected architect/engineer (A/E) team will advise the University through an interactive and iterative discussion of alternatives analysis, consensus building, and alternative selection for this program component. Additional program areas of focus for the facility master plan will be meeting and administrative spaces for student organizations, as well as the consideration of a new auditorium space. The A/E team will assess current space utilization, need, and options including renovations, addition to the existing building, and/or a new building on a site across the street from the existing JWRU. The A/E team will also consider the potential to relocate certain existing programs housed in the JWRU to new decentralized facilities.

The A/E team will provide programming and planning, site selection, and concept design services. Basic Services – and, therefore, proposed teams – shall include the following discipline: cost estimating.

Programming and schematic design shall be accomplished with onsite interactive, charette-style formats. The design team shall prepare graphic illustrations of design concepts for review by both internal and external stakeholders, and will participate in the presentation of those concepts. See the *UF Design Services Guide* for additional information on expectations and standards for work at UF.

B. SELECTION CRITERIA and PROCESS:

Design teams will be evaluated during the shortlist phase in the following areas: experience & personnel, design quality and performance, and past performance (including work at UF and other Universities). Scores – **for the team of professionals proposed to manage and execute this project** – will be based on the following non-prioritized criteria as illustrated in the (10) past project examples provided in the PQS submittal. Additional criteria may be outlined for short-listed applicants.

- Building type experience – specifically Student Centers and Multi-Cultural Centers
- Working with many different user groups
- Programming and planning large complex buildings
- 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

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.	Mr. Eddie Daniels, Director J. Wayne Reitz Union, University of Florida
2.	Carol J. Walker, Assistant Vice-President Facilities Planning & Construction, University of Florida
3.	Cydney McGlothlin, Project Manager Facilities Planning & Construction, University of Florida
4.	Linda Dixon, Assistant Director Facilities Planning & Construction, University of Florida
5.	Mary Kay Carodine, Assistant Vice President Student Affairs, University of Florida
6.	Student Representative from Cultural Group, University of Florida
7.	Student Representative from the Student Government, University of Florida

D. SELECTION SCHEDULE:

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

Applications Due:	Thursday July 9, 2009, 3:00 PM Local Time
Shortlist Meeting:	Week of July 13, 2009
Final Interviews:	Week of August 03, 2009
Selection Recommendation Approval:	Week of August 10, 2009
Contract Negotiation & Execution:	Week of August 17, 2009
Kickoff Workshops / Charettes	Week of August 31, 2009

E. PROCESS INFORMATION:

1. See the MP-282C Professional Qualifications Supplement (PQS) and PQS Instructions for detailed information on the required submittal.
2. The signed submittal – **seven hard copies, plus one electronic (PDF) copy on CD-ROM** – must be delivered to the FP&C Office prior to the designated date and time. Late submittals, unsigned submittals, or those on a form other than the project-specific UF Professional Qualifications Supplement, will be disqualified. Misrouting or late delivery by courier service or other delivery means are unacceptable grounds for waiver of this stipulation.
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 University Vice-President. 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 FP&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 for finalists between the short-listing and interview phases.**

F. GENERAL INFORMATION:

1. Blanket professional liability insurance is required for this project in the amount of \$1,000,000, and shall be provided as a part of Basic Services.
2. The entity responsible for all aspects of project management is:
Facilities Planning & Construction (FP&C)
University of Florida
232 Stadium / PO Box 115050
Gainesville, FL 32611-5050
Phone: (352) 273-4000
Fax: (352) 273-4034
Internet: www.facilities.ufl.edu
3. Direct all inquiries to the FP&C Project Manager:
Cydney McGlothlin
Phone: (352) 273-4028
E-Mail: cmcglath@ufl.edu
4. Interested applicants should register with FP&C as a potential applicant for the project in order to be notified of information, changes, updates, etc. Visit the FP&C website for more information.
5. All project-related information, including the facilities program and PQS submittal forms and instructions, may be viewed or downloaded at the FP&C website.
6. Site utilities system information can be viewed or downloaded from the Physical Plant Division (PPD) FTP server site: www.ppd.ufl.edu/requests.
7. Applicants are strongly encouraged to also review the UF *Design 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.