



UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG

USFSP STUDENT HOUSING DEVELOPMENT PROJECT

INVITATION TO NEGOTIATE # 17-06-GC – ADDENDUM No. 3

ADDITIONAL MATERIALS FOR QUALIFIED PROPOSERS

December 13, 2016

The University of South Florida St. Petersburg is requesting responses from the shortlisted Private Entities based on the additional materials provided here. This is a continuation of ITN #17-06-GC to enter into a unique public private partnership agreement with the University to develop new on-campus student residence facilities and other amenities at its St. Petersburg, Florida campus, as further specified herein.

THIS ADDITIONAL MATERIAL CONTAINS STATEMENTS, DESCRIPTIONS AND ANALYSIS OF USFSP, THE ST. PETERSBURG CAMPUS, THE CURRENT HOUSING MARKET AND OTHER PROJECT BACKGROUND INFORMATION. SUCH STATEMENTS, DESCRIPTIONS AND ANALYSIS ARE FOR INFORMATIONAL PURPOSES ONLY. USFSP DOES NOT GUARANTEE OR REPRESENT AND WARRANT THE COMPLETENESS OR ACCURACY OF SUCH INFORMATION AND ANY RESPONDENT TO THIS ITN SHOULD COMPLETE ITS OWN DUE DILIGENCE WITH RESPECT TO SUCH INFORMATION.

Terms and conditions in the original ITN document remain in effect. Unless otherwise stated, all terms defined in the original ITN document have the same meaning when used in this ITN document.

Please note that responses to Phase II must be submitted no later than **3:00 p.m., February 9, 2017** to **USF Purchasing Services on the TAMPA CAMPUS**. Any questions concerning this Invitation to Negotiate should be directed in writing to George Cotter, Interim Director, Purchasing Services: gcotter@usf.edu.

Note: Please note receipt of this addendum and agreement to the conditions set forth by signing and returning with your proposal response.

Authorized Signature & Date

Print Name & Title

Company Name

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INTRODUCTION

The University of South Florida St. Petersburg (the “University”) is requesting proposals from the shortlisted qualified proposers (“Qualified Proposers”) to enter into a contractual relationship for a Design-Build-Finance-Operate-Maintain project for development of facilities on the St. Petersburg campus. This request for proposals (the “Phase II ITN” or “ITN”) continues the Invitation to Negotiate process initiated through Invitation to Negotiate #17-06-GC (the “Phase I ITN”) dated October 24, 2016. Terms and conditions in the Phase I ITN document remain in effect. Unless otherwise stated all terms defined in the Phase I ITN document have the same meaning when used in this Phase II ITN document.

The Phase II ITN is a formal document designed to satisfy the requirements of the procurement laws and regulations of the University and the State of Florida (the “State”). The University may amend or modify the terms and provisions hereof and may abandon the procurement as it determines to be in the best interest of the University and the State.

THE UNIVERSITY HAS NO RESPONSIBILITY TO THE QUALIFIED PROPOSER, OR FOR ANY OBLIGATIONS OF THE QUALIFIED PROPOSER, OTHER THAN THOSE INDICATED IN THIS ITN. THE UNIVERSITY WILL NOT GUARANTEE OR OTHERWISE SUPPORT OR BACKSTOP IN ANY WAY OBLIGATIONS INCURRED BY THE QUALIFIED PROPOSER IN THE PERFORMANCE OF ANY CONTRACT RESULTING FROM THIS ITN. THE UNIVERSITY WILL NOT SUBORDINATE ITS FEE INTEREST IN ANY OF THE REAL ESTATE THAT WILL BE LEASED BY THE QUALIFIED PROPOSER. THE UNIVERSITY WILL REQUIRE REGULAR FINANCIAL MONITORING OF THE QUALIFIED PROPOSER AND WILL RETAIN A RIGHT TO EXTINGUISH ANY OF THE GROUND LEASES AND AGREEMENTS WITH THE QUALIFIED PROPOSER AND TO TAKE POSSESSION OF THE FACILITIES CONSTRUCTED ON ITS PROPERTY TO PROTECT THE BEST INTERESTS OF THE UNIVERSITY IN ACCORDANCE WITH THE PROVISIONS DESCRIBED IN THIS ITN AND THE GROUND LEASE AGREEMENT. NONE OF THE ITEMS DESCRIBED IN THIS PARAGRAPH ARE NEGOTIABLE WITH THE UNIVERSITY AND EACH QUALIFIED PROPOSER MUST SIGN A DOCUMENT INDICATING ITS AGREEMENT TO THESE PROVISIONS.

This ITN contains statements, descriptions and analysis of the University, the St. Petersburg campus, the current housing market and other project background information. Such statements, descriptions and analysis are for informational purposes only. The University does not guarantee the completeness or accuracy of such information and any respondents to this Phase II ITN should not rely on such information.

PHASE II INVITATION TO NEGOTIATE

1. OVERVIEW OF DEVELOPMENT OPPORTUNITY

The University of South Florida (“University” or “USF”) is issuing this Invitation to Negotiate (“ITN”) to solicit responses from interested parties (“Private Entity” or “Private Entities”) to enter into a public-private partnership with the University to develop a new on-campus mixed-use residential community (“Project”) at its St. Petersburg, Florida campus (“USFSP”). The Project, to be delivered on July 1, 2019, is expected to include approximately 550 beds and associated residential spaces, 15,000 square feet of dining space and 25,000 gross square feet of conference center space. The addition of conference center space is subject to approval of the Florida Legislature. The building will support expansion of student life programming, community building, and integration of USFSP with the city of St. Petersburg. The University is seeking a Private Entity to design-build-finance-operate-maintain the Project including the option to incorporate existing housing facilities as described further in Section 1.4 Housing Maintenance and Operations.

1.1 Project Objectives

The University is interested in achieving the following Project goals:

- Offer a Residential Experience to More Students:
USF’s St. Petersburg campus is interested in supporting the latent and future demand that exists from its student population. The University recognizes the benefits to students who live on campus and wants to extend those benefits to all students who want a residential experience.
- Enrich the Campus Culture and Community Environment:
Expanding the number of students living on campus will expand the population that will remain on campus outside of teaching hours and will have a higher propensity to be involved in student activities and campus programming. New housing must not only increase the on-campus housing capacity but also support this type of community building for the increasing enrollment.
- Deliver a Progressive Housing Model:
Through additional housing offerings, USFSP desires to deliver a progressive housing model, aligning appropriate unit-type offerings with a student’s development along the student housing continuum. The University housing system should include units that are appropriate for all four years of the undergraduate experience. With existing facilities that are intended for first-year and senior students, the Project must create residential units that are developmentally appropriate for mainly sophomore and junior students.
- Create Financially Differentiated Housing Options:
While the University understands the need for the Project to be financially successful, the University is also interested in providing more financially differentiated housing options to expand the financial accessibility of student housing. Rental rate structures for both new and

existing housing facilities are expected to collectively create a financial range of housing options.

In support of these strategic objectives, USFSP desires to share control over rental rates with the Private Entity that can be charged for the Project.

- Further Integrate USFSP with City of St. Petersburg

The Project should enhance the University's competitive location in downtown St. Petersburg. It should also help solidify USFSP as a valuable member of the St. Petersburg community and encourage residents, workers, and visitors of the Clearwater/St. Petersburg area to visit the USFSP campus.

1.2 Detailed Project Overview

1.2.1 Housing Component

The University recognizes that undergraduate student housing is a strategic core business. USFSP believes that this Project could physically enhance the core of their campus located in downtown St. Petersburg. This Project also has the potential to further the University's strategic objectives and extend the advantages of a residential experience to more students.

The University's current plans include the development of 550 full-suite residential beds with associated residential support spaces to be delivered by July 1, 2019. A majority of residents living within the Project are expected to be sophomore and junior students, as current housing options include semi-suites for freshmen and apartments for seniors. However, enrollment growth is anticipated to also result in latent demand for additional freshmen and FTIC students until the University is able to build additional housing (in addition to the Project) per the University's approved Master Plan.

The residential program to be delivered by the Private Entity is anticipated to include:

- Approximately 550 student beds:
 - 55% two-bedroom, one bath, double-occupancy full-suite beds
 - 45% four-bedroom, two bath, single-occupancy full-suite beds
 - Single-occupancy studios for resident assistants (no less than 1 RA per 40 beds)
- One two-bedroom, two bath, apartment for professional staff, with interior & exterior entrances
- One studio apartment for a graduate assistant
- Student lounge and student study room on each floor
- Community great room/lounge with storage and an attached full kitchen
- Community laundry space
- Residence Life administrative spaces
- Resident mail and package service space (serving all USFSP residents)
- Large storage unit for residential furniture inventory

Existing Housing Inventory

The USF St. Petersburg campus current student housing capacity of 553 is a mix of single and double occupancy spaces in semi-suite and apartment-style units. All existing facilities are owned and operated by the University. The USF St. Petersburg campus currently consists of the following facilities:

<u>Housing Facility</u>	<u>Construction Date</u>	<u>Estimated Gross Square Feet</u>	<u>Student Capacity (Beds)</u>	
			<u>Semi-Suite</u>	<u>Apartment</u>
Residence Hall One	2006	125,500	0	352
University Student Center	2012	47,350	201	0

The 352 beds in Residence Hall One (“RHO”) consist of 8 Apt Studio Double beds, 28 2BR Apt Double beds, 309 4BR Apt Single beds, and 7 Resident Assistant non-revenue beds. The 201 beds in University Student Center (“USC”) consist of 196 Semi-Suite Double beds and 5 Resident Assistant non-revenue beds.

The table below lists the current, historical, and future rental rates for all types of living accommodations on the USF St. Petersburg campus. Rates shown are per student and are semester rates.

<u>Building</u>	<u>Type</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
RHO	4BR Apt Single	\$3785.00	\$3845.00	\$3922.00	\$3922.00	\$3922.00	\$3922.00	\$4197.00	\$4491.00	\$4671.00
RHO	Apt Studio Double	\$2470.00	\$2865.00	\$2922.00	\$2922.00	\$3174.00	\$3784.00	\$4049.00	\$4332.00	\$4505.00
RHO	2BR Apt Double	\$2470.00	\$3112.00	\$3174.00	\$3174.00	\$3784.00	\$3784.00	\$4049.00	\$4332.00	\$4506.00
USC	Semi-Suite Double		\$3710.00	\$3784.00	\$3784.00	\$3784.00	\$3784.00	\$4049.00	\$4332.00	\$4505.00

RHO is located at the southeast corner of Dali Boulevard and 2nd Street South. USC is located at the southwest corner of 2nd Street South and 6th Avenue South.

1.2.2 Non-Housing Components

To enhance the student experience within the community, as well as provide additional amenities to the community at large, the University is seeking to provide additional quality-of-life services including dining and a conference center.

Dining: For the residential dining facility, the Private Entity is expected to build according to University specifications and will require direct coordination between the Private Entity and USFSP. USFSP will coordinate input from its current food service provider. The estimated square footage for this facility is 15,000 GSF. Dining facilities are expected to be operated by the University’s food service provider.

The dining program to be delivered by the Private Entity is anticipated to include:

- All required kitchen, serving, and seating areas to serve 400 students simultaneously

- Back-of-the-house kitchen space to support catering operations in the conference center
- Administrative space for the dining operator

Conference Center: The conference center portion of the program will require the approval of the Florida Legislature to be included in the Project. The Project's conference center space is expected to total approximately 25,000 GSF and/or maximizes the utilization of the conference center footprint. The conference center is expected to be located on the top floor of the building and have separate access and vertical circulation from the other components of the Project with exception of controlled access to the back-of-the-house spaces in the dining space for catering operations.

The conference center program to be delivered by the Private Entity is anticipated to include:

- A large ballroom that maximizes seating capacity for in a banquet-style arrangement
- A large lobby/pre-event space
- Break-out rooms/classrooms, each with capacity for 100 seats in a theater-style arrangement
- Food prep and warming spaces for catering services
- Administrative space
- Storage spaces and laundry/linens space

Parking: The Private Entity may be asked to make a contribution to the University as a result of any displaced parking spaces and increased parking demand that may result from the Project.

1.3 Design and Sustainability Objectives

The University expects that the Project's buildings and site improvements to be of Class A institutional quality and commensurate with top-tier American universities. The Project is expected to comply with University building codes, standards and regulations. The Project must at least meet minimum requirements set forth by USFSP's design guidelines, which includes LEED Gold Certification by the US Green Building Council. The expectation is that this Project will demonstrate the design tenets adopted by the Association of College and University Housing Officers – International (ACUHO-I) 21st Century Project focused on sustainability, flexibility, community, and technology.

The building will support expansion of student life programming, community building, and integration of USFSP with the city of St. Petersburg. Ample space must also be allocated for operational needs of the building including storage, custodial, maintenance, grounds, technology, trash, vending, and lobby and service desk locations. The exterior of the building and grounds of the site are expected to complement the existing campus as seen on the Harborwalk in the center of campus.

University review and approval of the Project design will be required.

It is expected that the direct costs of USF employees residing in the Project and providing Project administrative, facility, and academic services will be reimbursed by the Private Entity. Qualified Proposers are provided with estimates of costs in Exhibit 10.2, which are expected to be included as part of the total Project cost submitted in response to this Phase II ITN.

Further details regarding the design requirements for each Project component is provided below.

1.3.1 Student Housing Design Requirements

Please note that the items listed below for each of the Project components will either indicate that a specific number is requested to be provided by the Private Entity or the ultimate number of requested design items will be determined by the Private Entity for consideration by the University.

The residential spaces must include the following key components:

- A secure lobby with inviting lounge areas that create a sense of arrival and building identity within the Project. ADA unisex (single-fixture) bathrooms should be included in first floor design.
- Project must include an AED machine.
- One (1) 24 hour desk location will be contained within the Project. Desk will serve as both a welcome desk and service desk for keys and information. Service desk must accommodate two staff members at front counter space. Must be ADA accessible.
- Card access readers on all exterior doors that are compatible with the existing University card system including automatic door openers.
 - Access will also be restricted within the common areas of the project (not all students will be able to access all floors within the building).
 - Design of restricted access within the building will be determined by University.
 - Access card system will be hard wired with battery backup and appropriate connection to generators to ensure access and tracking during power outages.
- A single, central office area for Housing & Residential Life operations and programming staff.
 - It is expected that at least 3 Housing & Residence Life professional staff members will have an office located within the Project.
 - There is also need for a space that will be designated as RA resource room with sufficient size for meetings and supplies.
 - Additionally, there should be a Residence Hall Association (RHA) office with storage for RHA supplies.
 - A workroom with storage for general supplies should also be included.
- Laundry Facilities
 - The project will have a community laundry room preferably on the first floor with transparent access to study lounge/community space. Machines will be part of campus laundry contract and utilize latest smart technology. Number of machines to be determined in consultation with the University. Design allows for chase to facilitate easy access behind machines for repairs and maintenance. Appropriate venting and air handling to ensure comfort of users.
- Residential Mail and Package Center
 - All residential students must have a combination mailbox located within the Project, a minimum of 1,200 mailboxes should be included.
 - A mail and package room of sufficient size to accommodate all residential students will be provided and designed in consultation with USFSP.

- Must provide adequate secure package storage to handle peak delivery cycle in a campus residential population and deliver exceptional service.
- Large interior service counter/window and option for exterior service delivery window/door as well.
- Must provide easy access for package delivery vehicles without jeopardizing safety of pedestrians or impede traffic.
- Space must be ADA accessible.
- All common areas within the Project will be fully furnished, which will be designed in collaboration with the University.
- Hard flooring in entrance lobbies and in corridors. No flooring will require strip and wax for regular maintenance.
- Walls designed to attenuate sound between living areas and non-residential areas.
- Project will have one (1) full common kitchen located adjacent to the large community space. Kitchen shall contain sufficient counter space, four-burner stove/oven, code compliant exhaust hood, sink/garbage disposal, microwave and full size refrigerator. Kitchen facility will also provide for appropriate dry storage for supplies. Expectation is that kitchen space may be combined with multi-purpose space to provide open, great room concept for community gathering space with the ability to sub-divide and close off space as needed.
- Project will include one (1) large multi-purpose space that can be easily sub-divided for multiple uses. This co-curricular space is expected to be used for classes/programs/events in the community. Space should be equipped like a smart classroom with appropriate technology equipment and connections, wireless access, white boards, and furnishing that can be easily configured and stored, with sufficient power outlets to meet the needs of multiple residents. Appropriate adjacent storage for excess furniture is required. Space should have a movable wall connection to the common kitchen. Multi-purpose room should have access to natural light, and motion activated lighting controls.
- All floor communities shall have a gathering space that fosters collaboration and interaction. Connected lounges shared by multiple floors would be considered.
- Use of transparent walls to visually connect the activity in the various community spaces would be welcome (laundry, kitchen, study space, gaming). Access to television programming is expected.
- Wireless Internet will be available throughout with adequate load for multiple devices. Data drops and co-axial cable drops are expected to be provided in all shared/public spaces.
- Interior and exterior cameras at all building entrance points. Additional cameras are required at elevators, mailroom, service desks, main circulation spaces, and within public areas of the Project. All cameras, as well as access control points and other security infrastructure, should tie into the USFSP campus security system. The card access secured doors should have an alarm and camera feed to the UPD for monitoring of entry, exit and propped doors.
- Interior and exterior recycling, there should be recycling rooms included on each residential floor of the project, to meet LEED standard, as set by university.
- Trash disposal in a convenient location for student and staff use designed in a way that does not detract from landscape architecture, may be part of recycling rooms. Selected exterior location for trash disposal should consider pick-up logistics and minimizing noise disturbance for living units, and avoiding pedestrian vehicular conflict.
- An area for maintenance and equipment storage as well as additional furniture storage.

- Total number and location of storage areas to serve the Project will be determined by the Private Entity in consultation with the University.

Individual housing units must include the following key components:

- Individually controlled heating/cooling system per residential unit with advanced environmental control systems.
- All residential units within the Project will be fully furnished (beds, desks, chairs, closets, etc.) per university standards.
- Bathrooms to be exhausted to the exterior per local building code requirements at a volume respective to static pressure of ductwork.
- 4 Bedroom, 2 Bathroom, Single Occupancy Full-Suites will include the following:
 - Each bedroom will have:
 - One (1) single person bed (extra-long twin)
 - One (1) desk per bed
 - One (1) chair per desk
 - Two (2) wire drops per bed
 - One (1) set of Three/four drawers per bed
 - One (1) closet per bed (compliant with fire sprinkler requirements)
 - Windows and lighting will be consistent with University standards
 - Each window will include window blinds
 - Location and number of electrical outlets will be consistent with University standards and sufficient to handle typical residential student load
 - Each bedroom will have one (1) Co-axial cable drop
 - Exterior signage for resident names/notes
 - Each of the two (2) bathrooms will have:
 - One (1) toilet
 - One (1) shower
 - Bathroom 1: One (1) Tub with shower
 - Bathroom 2: One (1) Shower Stall
 - One (1) sink vanity with mirror, lighting, and electrical outlets.
 - Fixtures to be low flow for water reduction. High profile toilets preferred.
 - Each common area in the suite will have:
 - One (1) Couch
 - Two (2) Chairs
 - One (1) Coffee Table/Furniture Cube
 - One (1) Standalone sink vanity with mirror, lighting, and electrical outlets. (Outside the bathrooms)
 - One (1) Co-axial cable drop
 - Two (2) Wire drops
- 2 Bedroom, 1 Bathroom, Double Occupancy Full-Suites will include the following:
 - Each bedroom will have:
 - Two (2) single person beds (extra-long twin)
 - One (1) desk per bed
 - One (1) chair per desk
 - Two (2) wire drops per bed
 - One (1) set of Three/four drawers per bed

- One (1) closet per bed (compliant with fire sprinkler requirements)
 - Windows and lighting will be consistent with University standards
 - Each window will include window blinds
 - Location and number of electrical outlets will be consistent with University standards and sufficient to handle typical residential student load
 - Each bedroom will have one (1) Co-axial cable drop
 - Exterior signage for resident names/notes
 - One (1) bathroom per suite will have:
 - One (1) toilet
 - One (1) shower (Tub or Stall)
 - One (1) sink vanity with mirror, lighting, and electrical outlets.
 - Fixtures to be low flow for water reduction. High profile toilets preferred.
 - Each common area in the suite will have:
 - One (1) Couch
 - Two (2) Chairs
 - One (1) Coffee Table/Furniture Cube
 - One (1) Standalone sink area (Outside the bathrooms)
 - One (1) Co-axial cable drop
 - Two (2) Wire drops
- Single-occupancy units will be provided to support Resident Assistants (RA) spread evenly throughout the residential spaces. Resident Assistant single unit will include the following:
 - One (1) single bed Twin-Extra long
 - One (1) desk per bed
 - One (1) chair per desk
 - Two (2) wire drops per bed
 - One (1) Co-axial cable drop
 - One (1) set of drawers per bed
 - One (1) closet per bed
 - Soft seating area that supports meeting space for RAs to meet with residents
 - Windows and lighting will be consistent with University standards
 - Each window will include window blinds
 - Location and number of electrical outlets will be consistent with University standards and sufficient to handle typical residential student load
 - Signage on exterior of room door indicating staff space
 - Small kitchenette with Cabinet & sink area, no stove or cooktop.
 - One (1) bathroom per room will have:
 - One (1) toilet
 - One (1) shower (Tub or Stall)
 - One (1) sink vanity with mirror, lighting, and electrical outlets.
 - Fixtures to be low flow for water reduction. High profile toilets preferred.
- One (1) two-bedroom apartment will be provided in project to accommodate professional staff members and their family. First floor location with separate hallway from general residential population. Must have direct exterior access. Apartment unit to support professional staff will contain the following and be ADA accessible:
 - At least two (2) bedrooms with queen size beds
 - Each bedroom will have:

- Two (2) wire drops per bed
 - Two (2) drops for streaming/IP phone
 - One (1) Co-axial cable drop
 - Two (2) sets of four drawers per bed
 - One (1) closet per bedroom
 - One (1) full kitchen (stove, dishwasher, sink, garbage disposal, refrigerator, storage, microwave, range hood exhausted to the exterior)
 - Two (2) full bathrooms with low flow toilets, shower, mirrored vanity with electrical plugs, storage. One bathroom in unit must have bathtub.
 - In-unit laundry with energy efficient washer and dryer, vented to outside.
 - Living room / common room will be wired
 - Two (2) wire drops
 - Two (2) drops for streaming/IP phone
 - One (1) Co-axial cable drop
 - Living area furniture should include:
 - Three seat couch
 - Entertainment center
 - Coffee Table
 - Dining Table with 4 chairs
 - Windows and lighting will be consistent with University standards
 - Each window will include window blinds
 - Location and number of electrical outlets will be consistent with University standards
 - Flooring to be carpet tiles throughout with ceramic tile in wet areas and entrance.
- Graduate Assistant studio apartment will include the following:
 - One (1) full size bed
 - One (1) desk per bed
 - One (1) chair per desk
 - Two (2) wire drops per bed
 - One (1) Co-axial cable drop
 - One (1) set of drawers per bed
 - One (1) closet per bed
 - Soft seating area, with a couch that supports meeting space
 - Windows and lighting will be consistent with University standards.
 - Each window will include window blinds.
 - Location and number of electrical outlets will be consistent with University standards and sufficient to handle typical residential student load.
 - Signage on exterior of room door indicating staff space
 - Full kitchenette including: stove, garbage disposal, refrigerator, microwave, range hood exhausted to the exterior with cabinets & sink area
 - One (1) bathroom per room will have:
 - One (1) toilet
 - One (1) shower (Tub or Stall)
 - One (1) sink vanity with mirror, lighting, and electrical outlets.
 - Fixtures to be low flow for water reduction. High profile toilets preferred.

- Bedroom and bathroom doors for all unit types must be lockable and solid core.
- Peepholes to be provided at entry doors for each residential unit including ADA appropriate peepholes.
- One (1) easily-accessed room, to be viewed on campus tours, to resemble a half sample of the two bedroom one bath unit type representative of the Project room configuration that will be included in the Project. Tour room will not be part of residential floor in order to minimize disruption to community during heavy tour days.
- Wireless, high speed computer connections with sufficient broad band width for heavy download are required for the building.
- Each residential unit, office space, and multi-purpose space will be accessible through USFSP residential standard electronic key card security access.
- Residential units and bathrooms will be fully furnished by Private Entity with approval by USFSP.
- Walls designed to attenuate sound between living areas and non-residential areas
- Ample ADA rooms and accommodations will be included throughout project.
- Floor lounges in each building should be designed to accommodate temporary conversion to residential space (code compliant and connectivity).
- All elevators in the Project must be sized to at least fit medical stretcher and personnel to respond in an emergency. Elevators will be sized and configured to support heavy residential use not be a hindrance during move-in move-out peaks and provide for ease of maintenance.
- Project should have exit to exteriors from each stairwell, with access to each stairwell from the first floor without impeding other aspects of the project.

Additional details related to design and constructions standards can be found in Section 3.

1.3.2 Non-Housing Component Design Requirements

Dining

Dining facility must include the following key components:

- A secure lobby with a service / security desk and common bathrooms
- Additional storage areas for administrative support and equipment
 - Number and size of storage areas will be determined by the Private Entity in consultation with the University.
- Cameras to University specifications at building entrance points and within public areas
- Wireless Internet throughout
- Sufficient data drops at all desk locations
- Interior lighting throughout the Project that is consistent with University standards

Dining General Shell Requirements

- Complete environmental envelope. Construction assembly for exterior envelope to be complete inclusive of required weatherproofing and thermal barriers. No interior finish.
- Accessible grade level access for patrons; accessible entrances at all required means of egress.

- Grade level service drive(s) and grade level access for deliveries and waste removal. See platform worksheets for additional requirements. (location and interaction with pedestrian traffic)
- The loading dock is a critical area and should not be visible to pedestrian traffic and must be designed to minimize odors and provide pest control, safety design to prevent hazards to pedestrians in area and minimize noise disturbances to residential area
- 16' minimum floor to floor height in dining areas; 14' minimum floor to floor height in back of house locations
- Maximize visibility between indoors and out for dining areas
- Include shading devices for glazed exterior surfaces to maximize access to natural light with limited direct sun March –September
- Complete fire-rated assembly between dining operations (assembly occupancy) and adjacent occupancies as required by code. Include fire dampers and fire caulking of all penetrations through rated assemblies.
- Minimum 4" concrete slab. Slab flatness and finish to meet industry standards for polished concrete floor finishes. Use of post-tensioned slabs not acceptable.
- Underfloor utility infrastructure to designated service locations. See platform worksheets for specific requirements. Service platform layouts to be provided at later date for coordination purposes.
- Metered water service to spaces designated for dining operations sized to meet demand. See platform worksheets for specific requirements.
- Metered Gas service to spaces designated for dining operations sized to meet demand inclusive of gas regulator. See platform worksheets for specific requirements.
- AHU unit(s) sized to meet demand. AHU capacity to account for environmental load, anticipated occupancy, make-up air requirements and equipment heat loads. See platform worksheets for specific requirements.
- Primary supply and return air ducts from dining spaces to AHU location(s).
- Complete EMS control system(s) for AHU's to meet University standards.
- Thermostatic controls for AHU's accessible from applicable dining spaces (computer controlled).
- Chases for hood exhaust and make-up air from hood location to roof. See platform worksheets for specific requirements. Hood locations to be designated at later date for coordination purposes. Where chases are required to pass through intermediate floors/occupancies, provide fire rated chase assemblies in accordance with applicable code requirements.
- Roof parapet or equipment screen to shield view of roof mounted equipment.
- Sprinkler service entry, riser, distribution piping and heads to cover all spaces designated for dining operations. Hold piping tight to roof or floor structure; provide swing arms for all piping to individual heads to accommodate adjustments necessary to adapt to finish ceilings to be installed by others.
- Fire alarm panel and system with annunciating devices and pull stations as required by code. Provide contactors in alarm panel for all hoods, shunt trip breakers and automatic shut-off valves for food service equipment. See platform worksheets for specific requirements.
- Emergency generator sized to operate walk-in coolers and freezers and code required emergency lighting. See platform worksheets for specific requirements.

- Independent electrical panel sized for all emergency circuits with appropriate transfer switch and conductors to emergency generator.
- Electrical transformer and MDP sized with capacity to meet general power and lighting requirements, space conditioning needs and food service equipment loads. See platform worksheets for specific food service requirements. Provide primary conduits and conductors sized by code as required to energize MDP.
- Individual electrical panels at each service platform location sized to meet local power and lighting requirements and food service equipment loads. See platform worksheets for specific food service requirements. Provide secondary conduits and conductors sized by code as required to energize individual panels.
- Telecommunications closet with backboard and active fiber backbone connected to University telecommunications network
- Grease interceptor(s) sized to meet local code. Interceptor(s) to be located for ease of access without disruption to building/dining operations. See individual platform worksheets for fixture requirements.

Dining Area Shell Requirements

- Maximize visibility between indoor and outdoor spaces to support connectivity between Project spaces and the general campus
- Provide complete operational public restrooms to match available seating capacity. Calculate rest room capacity based upon occupant load as required by local code. ADA accessible and unisex, single occupant option.

Service Platform Shell Requirements

- Platforms to operate as stand-alone kitchens: include required infrastructure to support equipment and storage components to operate independently for daily menu expectations. See platform worksheets for specific requirements.

Back of House Shell Requirements

- Space for a remote refrigeration rack to hold condensers for respective walk-in coolers and freezers. The unit can be located on the roof, but its weight and size may make it easier to locate adjacent the building. If there is a mechanical space in the building, it could be located there and be connected to the chilled water system.
- Provide natural light to back of house areas where possible.
- The loading dock is a critical area. Cameras to be installed with coverage of any loading dock areas. Space must include truck docks with dock levelers; area allocations for used oil container, with enough room for a waste service truck to remove used oil from its receptacle and storm water regulations can impact the location of the used oil storage and storm drains, electric cart parking and charging, truck bay for trash compactor; and ramp for hand truck deliveries where required by grade.
- Depressed floors for the walk in freezer and coolers. See individual platform worksheets for specific requirements.
- Provide complete operational employee restroom(s). Calculate rest room capacity based upon occupant load as required by local code.

Conference Center

Please note that the items listed below for each of the Project components will either indicate that a specific number is requested to be provided by the Private Entity or the ultimate number of requested design items will be determined by the Private Entity for consideration by the University.

The conference center spaces must include the following key components:

- Ballroom
 - The Ballroom space will accommodate formal dining and assembly events for groups using the conference center. The Ballroom should have its own arrival and pre-function space. The Ballroom and its pre-function will have a level of finishes equal to or higher than other meeting rooms.
 - This is a large, column free space that is divisible into a number of subdivisions using multiple operable walls.
 - The space should be divisible into approximately three or four spaces using operable walls. The divisions may vary in size. Each division must have lighting, sound, and HVAC controls that relate to each space.
 - There shall be two stage locations planned, each location will have permanent rigging points, along with stage lighting and audio connection points. All stages will be portable.
 - Ballroom features will include the following:
 - Finished ceiling with a minimum clear height of 20 feet
 - A variety of lighting types will be used including dimmable incandescent and fluorescent, with specialty lighting for architectural feature
 - Permanent overhead power
 - Oversize doors for display access
 - Access for food service through back-of-house corridor with pathway to back-of-house kitchen facilities in the dining space
 - Rigging capability for hanging banners, drapes, and other decorations
 - Permanent accommodations for portable stage and dais set-up, including microphones, projector and lighting controls, power, phones and data outlets
 - In-floor box for temporary production control setup
 - Ballroom finishes will include the following:
 - Decorative multi-level ceiling designed to relate to the scale of the space, and to the divisions anticipated with a secondary grid-system to house strategic lighting and mechanical components as well as to accommodate operable wall track and acoustical separation
 - Wall finishes will include durable hard surfaces where subject to abuse; feature areas behind head table/stage location(s) may include wood, marble or fabric-wrapped acoustical panels
 - Floor areas will be non-custom high quality large format carpet tiles
 - Emphasis on high quality appearance using durable, low-maintenance, non-custom materials
 - Operable walls finished with acoustical wall fabric
 - Ballroom acoustical treatment will meet the following standards:
 - Background noise level should meet NC 35
 - Acoustical performance for operable walls, minimum STC of 52

- Acoustical performance criteria for permanent walls, minimum STC of 58
 - Acoustical separation between the ballroom floor and spaces below required (this is required between all conference center space floors that are located above non-conference center spaces)
- Ballroom will be supported by the following spaces, all of which will be located strategically with convenient access to the ballroom:
 - Audio visual room
 - Restrooms
 - Storage for tables, chairs, and other furniture
 - Pre-function space
 - Operable wall storage on service side of Ballroom
 - Back-of-house corridors
 - Freight elevator
 - Food service cart/food prep staging areas
 - Main food/kitchen storage area
- Meeting Rooms
 - Meeting room spaces must accommodate a wide spectrum of event types and group sizes. These spaces need to accommodate simultaneous multiple events. Provide a minimum of five (5) meeting rooms, although more are preferred if it can be achieved in the conference center footprint. Each meeting room to be divisible. Flexibility in sizing of permanent meeting rooms is acceptable, but same size rooms are preferred. Minimum ceiling heights should vary with the overall room size to maintain the right proportions for multimedia presentations.
 - Plan for a head table location along one wall of each room break. Provide microphone, audio and lighting controls for each room with the ability to combine electronically for single point controls when operable walls are removed.
 - Divisions achieved using operable walls to divide permanent rooms (lockable). Lighting, sound, and HVAC controls to relate to each division. Operable wall storage enclosures on back-of-house service corridor side.
 - Meeting Room features will include the following:
 - Finished ceiling with a minimum clear height of 14 feet
 - Personnel doors into meeting rooms are to be minimum 8'-0" high
 - Door hardware should utilize concealed rods and closers with levers of a type allowing smooth, quiet operation; door stops to be built-in or on walls (not on floor)
 - Peepholes in doors on both public and service sides of rooms
 - Entrance alcoves on pre-function side sized for tabletop registration is preferred
 - Meeting Rooms finishes will include the following:
 - Ceiling with acoustical tile lay-in with coffers and drop soffits at perimeter and at operable wall tracks
 - Durable wainscot, low maintenance finish up to 3 feet above floor with chair rail with painted gypsum board and/or wall fabrics above

- Floors areas will be non-custom high quality large format carpet tiles
 - Operable walls finished with acoustical wall fabric
 - Meeting Room acoustical treatment will meet the following standards:
 - Background noise level should meet NC 30-35
 - Acoustical performance for operable walls, minimum STC of 52 ±1dB
 - Acoustical performance criteria for permanent walls, minimum STC of 50-55
 - Acoustical separation between the floor and spaces below required (this is required between all conference center space floors that are located above non-conference center spaces)
 - Meeting Rooms will be supported by the following spaces, all of which will be located strategically with convenient access to the Meeting Rooms:
 - Audio visual room
 - Restrooms
 - Storage for tables, chairs, and other furniture
 - Pre-function space
 - Back-of-house corridors
- Board Room
 - The board room will primarily be used for special meetings and receptions for small important groups and should have executive level finishes; such as wood paneling and fabric wall covering or fabric wrapped acoustical panels.
 - Provide power, telephone, data and audiovisual systems capabilities to support interactive links, delegate voting and videoconferencing between board members here and at remote locations.
 - Flexible lighting schemes should adapt the space from board meetings to multimedia presentations and videoconferencing. Wall washers and indirect lighting should enhance the ambience of the room, with feature lighting for artwork.
 - Board Room features will include the following:
 - Finished ceiling with a minimum clear height of 10 feet
 - Access to/from public circulation
 - Food service through back-of-house service corridors
 - Built-in service bar with lockable base and upper cabinets
 - Location for two large screen TVs mounted to the wall or concealed in casework
 - Gas fireplace
 - Board Room finishes will include the following:
 - Ceiling with acoustical tile lay-in with coffers or other perimeter feature
 - Walls with wood paneling, fabric-wrapped wall panels, or other easily renewable finishes; at least one wall should have a tackable surface or rail; painted gypsum board should be minimized
 - Floors areas will be non-custom high quality large format carpet tiles
 - Meeting Room acoustical treatment will meet the following standards:
 - Background noise level should meet NC 30-35

- Acoustical performance criteria for permanent walls, minimum STC of 50-55
- Acoustical separation between the floor and spaces below required (this is required between all conference center space floors that are located above non-conference center spaces)
- Other spaces to be provided in the Conference Center include, but are not limited to, the following:
 - Public entry/grand lobby
 - Roof terrace
 - Administrative space/manager's office
 - Back of house restrooms
- Wireless internet provided throughout

1.3.3 Site and Exterior Design Requirements

Additional information about the site, including existing conditions, utilities, and infrastructure, can be found in Section 2.

Site Orientation

The Project will have a designated main entrance for each of the project components: housing, dining, and conference center. Interior access, through a secured access control point, should be available between the housing and dining portions of the Project. The conference center portion of the Project will have a completely separate circulation route for users and visitors to the space, including separate entrances and exits as well as vertical circulation. The back of house portion of the dining space should be accessible to both dining and the conference center. The loading dock should be accessible to the residential mail services center, dining, and the conference center. The location of all primary entrances to the Project should consider the relationship of the Site to the center of campus and the 5th Avenue Parking Garage Facility. Additional entrances and exits should be considered based on the design's relationship to the recreation field, north of the Site.

Parking

The construction of new parking facilities is not part of the Project. While new parking is not expected to be developed, the University strategy for parking in the vicinity of the Project is to provide parking options at the 5th Avenue Parking Garage Facility located east of the Site, across 3rd Street South. The garage has over 1,100 existing parking spaces that are used by many different users including University students, faculty, staff, and visitors. The Campus Master Plan anticipates an expansion of the garage, to include several hundred parking spaces (the final count is to be determined), to the south of the existing facility.

Exterior Design Requirements

- Design of emergency vehicle access / security access must meet University standards.
- Design of vehicular access points to ease flow of residential move-in and move-out processes.

- Project should have loading dock that is easily accessible by the dining space, conference center, and residential mail services center.
- Landscaping throughout the Project that is consistent with University standards but does not impede the view or ability of natural light to enter building.
- Clear walkways with sufficient lighting should lead towards the center of campus, consistent with university standards.
- Interior and exterior cameras at all building entrance points. (Additional cameras are required at elevators, mailroom, service desks, main circulation spaces, and within public areas of the Project.) All cameras, as well as access control points and other security infrastructure, should tie into the USFSP campus security system. The card access secured doors should have an alarm and camera feed to the UPD for monitoring of entry, exit and propped doors.
- Wireless Internet throughout all exterior plazas, walkways, and public areas in the Project.
- Secure exterior bicycle storage that is covered and at least 100 feet from primary building entrances, located on way to campus core.
- Exterior benches, trash cans, and recycling containers consistent with University standards.
- Exterior lighting throughout the Project that is consistent with University standards.
- Private entity to provide clear signage both on building exteriors, as well as wayfinding throughout the Project.
- Storage area for the recreation field should be included on site to replace the existing storage area currently on site.
- Further site and exterior design requirements can be found in Section 2.2 under Existing Conditions. The removal, reconfiguration, relocation, and/or replacement of some of the existing components on the Site and recreation field will be required by the Project.

1.4 Housing Maintenance and Operations Objectives

In alignment with the stated objectives, the delivery of maintenance and operations for the Project must be consistent and integrated with similar services currently provided on campus.

There are five (5) options that the University will consider from Proposers for the delivery of maintenance operations:

1. University will maintain and operate the Project, and will be reimbursed for all costs by the Private Entity.
2. Private Entity will maintain and operate the Project in alignment with USFSP standards.
3. Private Entity will outsource to a third-party operator at the sole cost of the Private Entity. The third-party operator will provide a level of service consistent with USFSP standards.
4. Private Entity will deliver one of the approaches above for the existing housing system in addition to the Project.
5. An appropriate combination of options listed above.

The University will work with the Private Entity to develop an agreement that delineates the standards for the management and maintenance responsibilities within and around the Project.

If maintenance and operations are to be delivered by USF, cost assumptions should be included in the Private Entity's Phase II ITN proposed pro forma submission per Exhibit 10.2. If maintenance and operations are to be provided to USF housing, cost assumptions should be included in the Private Entity's Phase II ITN proposed pro forma submission per Exhibit 10.2.

The University will require that certain maintenance be performed to the housing facilities during the term of the Ground Lease to ensure that the housing facilities are maintained properly and at a level of maintenance that makes the housing facilities an asset to the University community.

1.5 Operating Costs of Non-Housing Project Components

For non-housing Project components, the University or third-party operators will be responsible for management, operations, operating costs and routine and life cycle maintenance and repairs and renovations (utilities, supplies, general and administration, turnover, property insurance, service contracts, and all maintenance, repairs and renovations to the built-out spaces and to the facilities). The Private Entity's sole responsibility for non-housing Project components will be to design and build the facilities. Once constructed, the facilities will be delivered to the University to own, operate and maintain.

- Dining
 - The USFSP dining services provider will be responsible for management, maintenance, and operating costs.
- Conference Center
 - The USFSP-hired third-party provider will be responsible for management, maintenance, and operating costs.

1.6 Assignments, Billing, Marketing, and Programming Support for the Project

For housing components of the Project, it is important to the University that students residing in all housing on campus have a common student life experience. The University assumes that proposals from the Private Entities will have the University provide marketing, leasing, billings, collections, and room assignments services to the Project through the Department of Housing & Residence Life. These services will not include any guarantees of occupancy or outcomes and will not include the pricing of the Private Entity's leases with residents for the Private Entity or the Project. The Private Entity is responsible for conducting its own due diligence in considering these services. Costs associated with the University's provision of student housing services will be reimbursed by the Private Entity from the Project. The University anticipates entering into a Management Agreement with the Private Entity or such entity's third party operator to describe services and responsibilities. Expense assumptions for student housing services for the Project are provided in Exhibit 10.2 herein.

For the non-housing Project components, the University will retain all operating and life cycle maintenance expenses for the facilities. The leasing, marketing, and programming responsibilities will be assumed as follows:

- Dining

- The University's third-party dining services operator will retain the responsibility of marketing and executing of dining operation within the Project. The operating costs associated with this effort will be assumed by the University's third-party dining operator.
- Conference Center
 - A third-party operator hired by the University will retain the responsibility of marketing and executing of conference center leases within the Project. The operating costs associated with this effort will be assumed by the University's third-party operator.

2. SITE CONDITIONS AND UTILITIES

2.1 Proposed Site

The identified Project site is a highly visible location on the campus and within the boundary of the existing Campus Development Agreement. The identified Project site is on the north side of 6th Avenue South between 3rd Street South and 4th Street South. The identified Project site is a highly-visible location that is adjacent to the following:

- University Parking Garage
- University Bookstore
- Recreation Field
- USFSP Police Services
- USF Federal Credit Union

The site is only one block away from the following:

- University Student Center (includes 201 beds, dining, and meeting spaces)
- Student Life Center (includes student organizations, student health center, offices and student fitness center)
- Harborwalk (outdoor pedestrian plaza in the center of campus)

This site location and zoning will allow for development of the full project program. The University's approved master plan designates this site for 218,000 gross square feet of new development for housing and dining uses. The site is the largest of three designated locations for future housing expansion and the only designated location for dining expansion.

The diagram below indicates the site for the Project.



2.2 Existing Site Conditions and Utilities

The site is located on the campus and within the boundary of the existing Campus Development Agreement. Located on the square bounded by 5th Avenue, 6th Avenue, 3rd Street, and 4th Street, the site includes approximately two acres located south of the Recreation Field. It currently serves as green space and a surface parking lot. The northern boundary of the site is the southern edge of the field, the eastern boundary of the site is 3rd Street, the southern boundary of the site is 6th Avenue, and the western boundary of the site is 4th Street.

The Phase I ITN included additional information about the site including a partial topographic survey, Phase I environmental site assessment, Phase II environmental site assessment, geotechnical report, and geotechnical groundwater analytical summary. A completed topographical survey showing existing utility locations can be found [here](#).

Existing Conditions

The following components are currently on the site. Anticipated changes to existing site components are noted. Changes should be considered additional site and exterior design requirements to Section 1.3.3.

- Parking Lot: to be removed (currently has approximately 70 spaces)
- Parking Lot Poles (11): to be removed by Duke Energy
- Perimeter Light Poles (14): to be removed as needed
- Detention Pond: can be removed if the parking lot it serves is removed
- Trail: can be removed and/or reconfigured
- Equipment Shed: as needed, to be relocated elsewhere by the Private Entity

- 8' Fence (north side, with access gates and hand reader): as needed, to be reconfigured/relocated elsewhere by the Private Entity
- Trees (numerous, approximately +/- 27 feet tall): to be removed as needed
- High Power Speaker Array/Pole/Controls: as needed, to be relocated elsewhere by the Private Entity
- Lightning Warning System: as needed, to be relocated elsewhere by the Private Entity
- Blue Light Emergency Phones (2): as needed, to be relocated elsewhere by the Private Entity
- Pole Mounted Cameras (4): as needed, to be relocated elsewhere by the Private Entity
- Reclaimed Water Irrigation System with Controls: to be reconfigured by the Private Entity as needed
- Controls for Field Lights and Scoreboard: as needed, to be relocated elsewhere by the Private Entity

Utility Infrastructure

There is minimal existing utilities infrastructure on the Project site. The Project is expected to include providing all new utilities infrastructure on site and to include the cost of providing such infrastructure to the site in the capacity necessary for the Project. The Private Entity must conduct its survey the site to determine subsurface conditions.

Current USFSP infrastructure capacity is sufficient for the proposed program for electrical, storm water, potable water, reclaimed water, and sanitary sewer. Project must not interrupt continuity of infrastructure service to the rest of campus.

3. CODE AND PLANNING REQUIREMENTS

3.1 University Building Standards and Planning Requirements

Qualified Proposers must submit proposals that comply with the University's code requirements, design guidelines, and Master Plans described in this section. It will be the continuing responsibility of the Private Entity to fully comply with all of these Code and Design requirements throughout the design, construction, maintenance, operation and future renovation of all facilities.

Design Review

The University will perform a detailed design review (Owner Review) of proposed buildings and site design for this Project. The Owner Review will include submissions for compliance with applicable portions of the University's design standards and other criteria identified in this ITN. The Owner Review will include, but is not limited to, items such as the following:

- Site Master Plan
- Architectural Design
- Interiors
- Mechanical

- Electrical/Telecom
- Environmental Health and Safety
- Utility Infrastructure
- Sustainability
- Security Systems
- Fire Safety
- ADA Compliance

Below is a list of the phases that will require an Owner Review. Please note that the Developer may not proceed to subsequent phase without written approval from the University of the Prior Phase. While the University is committed to reviewing as promptly as possible, the Developer must allow adequate time for review and approval.

- Conceptual Site Design
- Schematic Design 100%
- Design Development 100%
- Construction Documents 50%
- Construction Documents 90%

Written review comments will be returned to the Developer for each review effort. The selected Developer and the University will create and agree to a schedule of submission due dates and designated review periods based upon the Developer's proposed schedule and the University's schedule requirements. Additionally, the Developer agrees to furnish bi-monthly construction reports to the University for review. As built drawings will be provided at the end of each construction phase. Digital PDF and CAD drawings to be provided to the University at the end of each construction phase.

Campus Master Plan

The project scope as defined in this document is within the allowable quantities in the existing Campus Master Plan adopted by the USF Board of Trustees in December 2016 as well as the 2016-2021 Campus Development Agreement that was executed in September 2016. The approach to development to be consistent with the Campus Master Plan goals, objectives, and policies.

University Requirements and Information

- A. [USF Policies](#)
- B. [USFSP Master Plan](#) and [Amendment](#)
- C. [USFSP Campus Development Agreement](#)

- D. [USF Design and Construction Guidelines and Standards](#)
- E. [USFSP Campus Computing and IT Standards](#)
- F. [USFSP Parking & Transportation Services](#)

3.2 Additional Code and Planning Requirements

The Architect/Engineer shall ensure that the Contract Documents comply with all applicable codes, regulations, and orders in effect at the time of permitting. The Architect/Engineer shall submit a list of codes to which the Project is subject, to the University with the Schematic Design submittal. All reference to codes herein shall mean the latest editions adopted through legislation or state rule-making for use in state-owner/leased buildings (including, but not limited to Florida Statutes sections 471, 481 and 553).

The Architect/Engineer shall confer with the University Project Manager to determine those permits to which the Project is subject. Required permits include those necessary for the design as well as those needed by the Contractor for actual construction work.

The Architect/Engineer shall determine the requirements of each permit, confer with the appropriate officials, and submit all required information necessary to obtain approvals by the agencies having jurisdiction over the Project. The Architect/Engineer shall ensure that the design and contract documents and additional information provided are capable of obtaining all required approvals and permits in a timely manner.

The Architect/Engineer shall use the following codes (where code requirements conflict, the USFSP Office of Facilities Planning and Construction shall resolve any disputes of code application). The Florida Building Code will be in effect at time of building permitting.

Fire Prevention and Life Safety:

- G. The Florida Fire Prevention Code, including the Life Safety Code, Fire Protection Rules and Regulations of the State Fire Marshal, in effect at time of building permitting. State Fire Marshall plans review and inspections required. Current Building Code and Permitting process information may be obtained at the USF Facilities Planning & Construction, Building Codes Administration website: <http://www.usf.edu/administrative-services/facilities/design-construction/bcap-process.aspx>

Federal (EPA):

- H. National Pollution Discharge Elimination System (NPDES), Phase II MS4 Permit for Storm Water Pollutant Abatement/Discharge - Notice and coverage under the State's General Permit submitted to the FDEP.
- I. Air Emissions Permit for Central Plant Boilers are not needed as the campus is not served by central boilers.

FDEP:

- J. Permit for Water System Improvements/Alterations – Applications submitted to the City of St. Petersburg and Pinellas Co. Health Dept. (PCDOH).

- K. Permit for Sanitary System Improvements/Alterations – Applications submitted to the City of St. Petersburg and Pinellas Co. Environmental Protection Commission (PCEPC).
- L. Permit for Fuel Containment Vessels greater than 500 gals – Not applicable
- M. Permit for Industrial Waste Discharge (IWP) – Permit for any Chiller Plant cooling tower discharges going into the storm water system – Not applicable
- N. Notice of Demolition or Asbestos Renovation – if required, administered by the local Agency PCEPC – Not applicable

SWFWMD:

- O. Permit for Storm Water Management and Pollutant Abatement – Applications submitted to the Southwest Florida Water Management District, Tampa Office.
- P. WUP – Water Use Permit. This is included as part of the Campus Development Agreement (CDA) with the City of St. Petersburg.

City of St. Petersburg:

- Q. Commitments of Service for City of St. Petersburg Water – Application submitted to the City Water Dept. only when water will be served by them to a USFSP project. This is included as part of the Campus Development Agreement with the City.
- R. Commitments of Service for City of St. Petersburg Sewer – Application submitted to the City Sewer Dept. for all new building services on the USFSP Campus. This is included as part of the Campus Development Agreement with the City.

Pinellas County and City of St. Petersburg

- S. Right-of-Way Use Permit – Application submitted to the Right-of-Way Dept. for any work required to be done in the Right-of-Way of 3rd St. S., 4th St. S., 5th Ave. S. and 6th Ave. S.

Note: Permits listed above are not the specific names of the permits but are identified by the issue they address.

Other:

- T. Applicable Federal Regulations, FAA and Albert Whitted Airport regulations
- U. Florida Statutes
- V. Archeological permit and Survey
- W. Board of Governors Regulations
- X. Federal Fair Housing Accessibility Guidelines
- Others as applicable

3.3 Project Infrastructure

The net proposed growth is within the University's Water Use Permit. For future phases that go beyond this, USFSP must absorb this additional impact and still meet the needs of the future campus population. This is addressed in the Campus Development Agreement with the City. The capacity refers to that of generation and delivery systems of, electrical, potable water, reclaimed irrigation water, storm and sanitary sewers. The Authority Having Jurisdiction (AHJ) approval will be required for design of systems and selection of materials.

There are a number of infrastructure systems which the institution operates across the environment, including those enumerated below. Respondents should plan, design, and build for the continued operation of these infrastructure systems by USFSP. Systems which have not been specifically mentioned include (but are not limited to) the building access control system, energy management systems, security camera systems, and security alarm systems. Buildings must be provided with infrastructure systems which are of the same type as already exist in order for the institution to continue consistent operations. Respondents are responsible for ensuring consistent and compatible infrastructure management systems are in place and reviewed and coordinated with the University organizations which have responsibility for each system.

Additional information about existing infrastructure, including a detailed survey of the Project site can be accessed in Section 2.2.

Project Utilities:

ELECTRICAL: Duke Energy Florida currently provides both primary and secondary metered service to all buildings on campus.

HOT/CHILLED WATER: There is currently insufficient chilled water capacity for this Project. Therefore, four (4) options are available to the respondents. Option 1 includes a variable refrigerant flow (VRF) air-conditioning system integral to the building. Option 2 includes a new plant with chilled water capacity near the project. Option 3 expands SEP for chilled water to serve this site. Option 4 includes Stand Alone Systems if applicable. Each plant would require additional capacity and/or distribution piping in order to meet the facility demand. To provide hot water, a boiler within the building will be required.

STORMWATER: The Building will need to be elevated per City of St. Petersburg requirements. New storm water piping to convey water from the area will be needed and onsite retention/detention pond(s) may be required to manage the flow and provide flood protection.

POTABLE WATER: Existing lines will have to be relocated, and extended and sized appropriately, will be needed for the combined potable demand and fire flow requirements.

RECLAIMED IRRIGATION WATER: Existing lines and controls will have to be relocated.

SANITARY: New sanitary lines will be needed to tie into the City's sanitary mains.

TELECOMMUNICATIONS/DATA: The site has in place extensive in-ground infrastructure including manholes, conduit, copper cable and fiber optic cable. Once a site plan is determined, an assessment of the current infrastructure will need to occur to determine what modifications and additions will be needed to support the Project. Rerouted and new cable will be required to provide services to the area buildings.

3.4 Project Information Technology Requirements

This section is intended to outline the USFSP technology services expected for the residents and administration of the Project.

USFSP Technology Support

The St. Petersburg Regional Data Center (“SPRDAC”) at USFSP will provide the technical systems software staffing support noted and outlined in this section on a fixed monthly fee per bed basis annually adjusted for inflation. The fee amount to be assumed by the Private Entity is included in Exhibit 10.2. This per bed fee is in order to provide the delivery of a unified, seamless, comprehensive on-campus Housing information technology experience. The equipment model standards specified in the document below are current as of 2017 and are included for budget purposes. As 2019 approaches, it is anticipated that the equipment models will change as technology advances.

The following services will be provided by SPRDAC:

Internet Connectivity: Internet connectivity will be provided by SPRDAC to ensure the most seamless service to the end users (residents). A proportionate amount of Internet service for the Project will be funded by the Private Entity. All costs for the design, construction and connectivity to the existing USFSP backbone will be the responsibility of the Private Entity.

Wired Local Area Network: Wired data network connections must be provided by the private entity to support classrooms, digital information displays, residence rooms (2 per bed), wireless access points and common areas. While many students use the wireless network for their activities, the wired network is necessary for applications that require higher, consistent network bandwidth. Many current students connect their game consoles, TV’s, and other entertainment devices to the wired network as well as those with desktop computers. All costs for the design, construction, maintenance and replacement for the wired data network will be the responsibility of the Private Entity. Software configuration and support will be provided by SPRDAC using the monthly per bed fee.

In the construction of the Project, there must be accommodation for environmentally controlled, emergency generator power protected dedicated wiring closets. These closets are the termination points for the data network connections out to the room and the location for emergency power circuits, network equipment, VOIP equipment, rack based UPS power, video surveillance servers and building access control nodes. Wiring closets need to be located so that no wiring run (from the jack to the termination in the closet) is longer than 100 meters. The cabling must be installed in compliance with USFSP wiring specifications. It is required that the cabling and associated jacks and cross-connect panels be installed by one of USF System pre-qualified contractors under the oversight of SPRDAC. This insures a quality installation and one that will be supported by SPRDAC. All costs for the design, ongoing maintenance, construction and buildout of the wiring closets to USFSP specifications will be the responsibility of the Private Entity.

The Cisco 3850 (using POE where needed) physical network switch equipment with 10GB fiber uplinks, Liebert UPS units, configuration and installation for each building will be funded by

the private entity during the initial construction. Equipment specifications and estimates for the cost of this equipment will be provided by SPRDAC when building plans are developed to the completion stage where data jack, wireless access points, cameras and card access needs are identified. Installation and configuration of the physical network switch equipment will be conducted by SPRDAC in order for it to be supported by SPRDAC network operations. All costs for design, programming, implementation and maintenance will be the responsibility of the Private Entity. Software configuration and support will be provided by SPRDAC using the monthly per bed fee.

This Cisco network switch equipment will need to be repaired, upgraded / replaced periodically by the private entity. USFSP will expect an appropriate replacement/upgrade schedule (no less than every 8 years). SPRDAC will consult with the Private Entity at the time of replacement to develop a cost estimate and for equipment specifications. Installation and configuration of replacement equipment will be conducted by SPRDAC in order for it to support USFSP network operations with the Private Entity being responsible for all costs.

The Private Entity will be required to provide a 12 strand single mode cable terminated with SC connectors from the MDF to the Soccer Field splice case and use USFSP preferred vendor Fiber Optic Services for the splice and certification for 10 Gigabit. From the MDF to each IDF the Private Entity will provide a 12 strand, 50 micron multimode OM3 fiber cable terminated with SC connectors and certified for 10 Gigabit. It is anticipated that the Private Entity will need to upgrade the MDF to IDF infrastructure with new a 12 strand, 50 micron multimode OM4 fiber cable terminated with SC connectors and certified for 40 Gigabit in the 10 to 15 year range.

Wireless Networks: Wireless authentication access will be provided by the USF system to provide seamless coverage to the end users. In the building design process, SPRDAC will provide specifications to the Private Entity for the design of the wireless network in order to provide the proper coverage and capacity. The wireless infrastructure will consist of Cisco 3802I wireless access points, cabling, and POE network switch connections. Infrastructure funding and replacement of the Cisco wireless access points at least every five (5) years, will be funded by the Private Entity along with ongoing repairs and replacement of faulty equipment. Installation and repair of the wireless equipment will be conducted by the Private Entity under the direction of SPRDAC with the Private Entity being responsible for all costs. Software configuration and support will be provided by SPRDAC using the monthly per bed fee.

Additionally, SPRDAC will continue to manage the Cisco wireless controllers that support the Project's wireless installation, which are tightly integrated into the USF system wireless network infrastructure. A portion of SPRDAC's cost for running this infrastructure including but not limited to annual software and hardware license fees will be assessed and funded by the Private Entity for the Project's wireless network.

Firewall: A Blue Coat PacketShaper S500 with 10GB interface and shaping along with annual recurring maintenance will be funded by the Private Entity. Software configuration and support will be provided by SPRDAC using the monthly per bed fee. USFSP will expect an appropriate replacement/upgrade schedule (no less than every 6 years).

Voice Telephone Services: Locations for telephones or telephone like devices including but not limited to fire alarm phone lines, office phones, fax machines, emergency phones, elevator and elevator rescue phones will be identified during the design process as part of construction standards. Each location will need cabling installed for connection back to the wiring closet as well as the appropriate jacks. USFSP cabling standards must be followed in order for the system to be supported. USFSP will use pre-qualified cable installers who, as with the wired and wireless networks, will install the cabling with USF oversight. The current standard for emergency phones is the wall mount VOIP Talk-A-Phone ETP-WM/E painted blue with emergency white letters using the ETP-EL12/24 blue light kit along with the Vigitron Model: Vi22201 & Vi3103 and Ditek DTK-MRJPOE. The Private Entity will be responsible for the purchase, monthly recurring costs ongoing maintenance associated with telephone service devices including but not limited to fire alarm phone lines, office phones, fax machines, emergency phones, elevator and elevator rescue phones and equipment. Telephone equipment will need to be upgraded / replaced periodically. USFSP will expect an appropriate replacement/upgrade schedule (no less than every 10 years).

Video Surveillance: The Project will deliver Video Surveillance in a manner consistent with the other residential buildings at USFSP. At the present time, USFSP has a campus IP camera standard of Sony and uses custom configured Dell PowerEdge 730 Raid6 80TB servers with ExacqVision 8 Software. The USFSP indoor camera standard is the Sony SNC-EM630 and the outdoor standard is the SNC-EM632RC with the UNI-WMBB1 & UNI-MDB3 mounting hardware. USFSP will expect an appropriate replacement/upgrade schedule (no less than every 7 years). All costs for the design, construction, configuration and connectivity to the existing USFSP infrastructure will be the responsibility of the Private Entity. Ongoing maintenance and repair contracts will be the responsibility of the Private Entity. Software configuration and support will be provided by SPRDAC using the monthly per bed fee.

Generator: The Project will deliver a Kohler natural gas generator with dedicated MPAC 1500 Transfer switch for life safety and a separate dedicated (50kva) MPAC 1500 Transfer switch for wiring closet electronic infrastructure. The requirement is consistent with the other residential buildings at USFSP. Three dedicated 20 amp emergency circuits in the MDF and dual 20 amp emergency circuits in IDFs are required. All costs for the design, construction, configuration and connectivity to the existing USFSP infrastructure will be the responsibility of the Private Entity. Ongoing maintenance and repair will be the responsibility of the Private Entity under contract with Tampa Armature Works.

Building Access Control: The Project will deliver Building Access Control in a manner consistent with the other residential buildings at USFSP and will comply with USFSP card access standards document. At the present time, the USFSP standard is Lenel/Casi Rusco running FCWNX 7.7SP5 Firmware 133.00.01 and CASI 1000 dual prox/mag readers. All costs for the design, construction, configuration and connectivity to the existing USFSP infrastructure will be the responsibility of the Private Entity. ISOF is the preferred vendor for hardware repair and maintenance. Ongoing maintenance will be the responsibility of the Private Entity for all door hardware and associated reader hardware. Ongoing software configuration and support will be provided by SPRDAC using the per bed fee. USFSP will expect an appropriate replacement/upgrade schedule (no less than every 8 years).

Television: The Project will deliver television programming in a manner consistent with the other residential units on campus. All costs for the design, construction and connectivity to the existing USFSP infrastructure will be the responsibility of the Private Entity. Recurring monthly expenses will be the responsibility of the Private Entity.

Laundry:

USFSP currently contracts with Mac-Gray using Bull Bucks and the LaundryView system. Installation and recurring monthly expenses will be the responsibility of the Private Entity. Bulls Bucks software configuration and support will be provided by SPRDAC using the per bed fee.

Audio/Visual Services: USFSP will consult on educational and other AV needs in the Project to ensure standards are implemented where possible offering faculty and students a seamless teaching and learning classroom experience.

Summary

Provision of technology services for USFSP Housing & Residential Education Department is best served through utilization of USFSP technology systems and services. Following the precedent of the current model, any Project arrangement needs to follow the same model for provision of equipment, payment for services provided by USFSP, as well as provision of upgrades and replacement of equipment.

4. AGREEMENTS AND KEY TERMS

4.1 Management Agreement (Operating Agreement)

The University will entertain proposals that include entering into a Management Agreement with the Private Entity or such entity's third party operator, which will describe responsibilities for the administration of leases with residents and for billings, collections and room assignments.

The Management Agreement will provide for the establishment of an advisory committee including University representatives that will prepare annual budgets, including rental rates. The Private Entity will be responsible for financial reporting.

The housing facilities must be maintained at a level commensurate with Class A student housing space that ensures the marketability of the improvements. The University will retain the right to demand that the Private Entity pay for certain operational and life cycle maintenance to be performed to the housing facilities during the term of the Ground Lease to ensure that the facilities are maintained properly and at a level of ongoing maintenance that makes them an asset to the University community. The Private Entity will be required to fund a replacement and repair reserve in accordance with a budget that is approved annually by the University and/or advisory committee.

The Operating Agreement, if applicable, will contain provisions that will provide enforcement rights to the University.

The University is committed to the academic success and personal development of all students at the University. It is the University's intent that the University's Resident Life Program, administered by the Housing and Residential Life Department, will be required in the Project's housing facilities, to promote and enhance academic support services, living and learning communities, and faculty involvement. The inclusion of Resident Life Programming spaces, such as study spaces, community spaces, etc., will be required in the Project's housing facilities.

4.2 Ground Lease and Proposed Term Sheet

Should the Private Entity propose a development structure where a ground lease for the site is necessary, a Ground Lease will be entered into for the Project.

The Ground Lease or other development structure will require the Private Entity to commence and complete the Project or element covered by such Ground Lease on a schedule to be agreed upon with the University, but meeting at a minimum the schedule requirements set forth in this ITN. It is critical that the entire scope of the Project be accomplished. Therefore, failure to comply with these requirements will result in remedies including termination of the term of the Ground Lease at the sole discretion of the University.

The University expects that any Ground Lease will have a term of not more than 40 years. During the term of the Ground Lease, the Private Entity will have control of the improvements relating to use, operating maintenance, life cycle maintenance, replacement, repairs and renovation subject to the terms of the Management Agreement. The University and its agents may enter the premises and improvements for inspection and to ascertain compliance with all contract provisions.

The University has developed the following key terms for each Private Entity's review and consideration.

4.2.1 Key Terms

Replacement, Repairs and Renovation. The Private Entity will be responsible at its expense for all maintenance, routine replacement of fixtures and equipment and all life cycle maintenance and repairs required for the housing facilities. To provide assurance for the costs of these items, the Private Entity will be required to fund a replacement and repair reserve to be placed in escrow at an amount and in accordance with a budget that is approved annually by the University. The Private Entity will be responsible for marketability of the improvements and a portion of the reserve requirement will be to provide funds for renovations and refitting to keep the Project attractive to tenants, both for housing and office space. The Ground Lease will contain provisions for review and approval by the University of the level of reserves, the maintenance requirements and to address the need for renovations.

Insurance. The Private Entity will be responsible for providing insurance meeting the standards described below and, in the event of any damage or destruction, the proceeds of such insurance must be used for maintenance and repair of the damaged facility.

Assignment and Transfer. There will be no right to assign or transfer the Ground Lease without the approval of the University.

Liens. The Ground Lease will contain terms requiring the Private Entity to obtain consent from the University to any pledge or mortgage of its leasehold interest under the Ground Lease as security, or otherwise allowing liens to be placed upon the leasehold estate, for financing or any other purpose relating to this Project or any other project.

Right of Approval to Certain Changes. The Ground Lease will contain provisions regarding the requirement of University review and approval for any changes that occur to the exterior landscaping and façade of any of the facilities during the term of the Ground Lease.

Buy-Out by University. The Ground Lease will contain provisions providing the University with a right, at its sole option, to buy out the remainder of the lease term. This buy out provision will be based upon either the unamortized cost of the specific facility or facilities involved (based upon a 40 year amortization period) or the current appraised value of the leasehold interest, whichever is less.

Delivery of Premises at End of Term. At the conclusion of the term of the Ground Lease, any improvements located on the site will remain and shall be delivered to the University fully operational and in good condition as determined jointly by the University and the Private Entity.

Other Covenants. The Ground Lease will contain additional covenants requiring periodic financial reports to be submitted by the Private Entity to ensure that the Private Entity maintains financial strength throughout the term of the lease. Additional covenants may contain limitations on use, signage, and other items designed to ensure conformity with the campus environment.

Termination. The University will have as a remedy for default under the Ground Lease, the right to terminate and take possession and occupancy of any improvements. If there are separate Ground Leases, there will be cross-default provisions. The University will consider providing for step-in rights for lenders.

Guarantees and Support Agreements. The University will not guarantee occupancy or enter into a first-fill policy or support agreement.

4.3 Bond Obligations

The University has \$192 million in outstanding debt on its existing Campus housing facilities as of September 30, 2016, to which all of its existing housing auxiliary revenues are pledged. The University will not enter into any transaction that would violate its existing bond covenants or jeopardize its ability to meet its payment obligations or the credit ratings on those bonds. For more information of the University's debt positions, please visit the USF University Treasurer website at: <http://www.usf.edu/business-finance/treasurer/debt/index.aspx>.

Based on financial analyses of the potential development terms, structures, and financial consequences for the Project itself, the University expects the Project to provide additional revenue to the University with no corresponding impact to its expenses or liabilities relative to its current and future housing operations.

The University will not approve any proposal which the University believes in its sole discretion will result in the selected Private Entity's project structure adversely affecting the University's credit profile or credit ratings by any national credit rating agency currently rating University debt.

5. PHASE II ITN SCHEDULE

Dates are subject to change

PHASE II PROJECTED SCHEDULE	DATE
ITN - Document issued to Qualified Proposers	December 13, 2016
Qualified Proposers meeting	January 5, 2017
Due date for Qualified Proposer questions	January 12, 2017
Addendum responses to questions due	January 17, 2017
Phase II - ITN Proposals due	February 9, 2017
Campus Presentations/Interviews	February 21 – 23, 2017
Finalists Selected / Begin Final Negotiations	March 7, 2017

6. SUBMITTAL REQUIREMENTS

The following constitute the submittal requirements and evaluation criteria for the University to evaluate the Phase II ITN responses. The Phase II ITN response must follow the order provided below in order to facilitate evaluation of the responses. In addition, the Phase II ITN response should provide tabs correlating to each of the following criteria numbers below. It is critical that responses to the Phase II ITN are consistent in order to ensure accuracy in the University's review process. Failure to submit proposals in the requested order poses risk that all Submittal Requirements are included, and accurately compared.

Your proposal must respond to each criterion in the following order:

- Cover Page
- Cover Letter
- Table of Contents
- Tab 1: Acknowledgement
- Tab 2: Project Team Background & Information
- Tab 3: Project Program

- Tab 4: Graphic Documents / Renderings
- Tab 5: Project Budget
- Tab 6: Project Schedule
- Tab 7: Proposed Development Structures
- Tab 8: Source of Funds
- Tab 9: Project Pro Forma

A description of each Tab is included below in further detail.

6.1 Tab 1 – Acknowledgement

The Private Entity is required to submit a signature page that acknowledges the receipt, review, and understanding of all materials provided in this ITN, including information included in appendices and addenda. With this signature page, it will be assumed that the Private Entity is fully aware of all information that may impact design, program, and financial assumptions included in the ITN submission. Failure to provide this signature page may result in non-compliance with the submission materials, thus impacting the University's ability to review the proposal. The signature page that must be included in the Private Entity's response is the cover page to this ITN Phase II Addendum.

6.2 Tab 2 – Project Team Background & Information

Description of Project Team Members: Provide a brief description of the Private Entity's partner entities for the project, including each partner's relevant experience. Include in the description the roles of key personnel that will be included on the development team. At a minimum descriptions should be provided for the following entities:

- The architectural firm(s) who will be providing design services for the project;
- Civil, structural, and MEP engineers;
- The general contractors who will provide construction services;
- Any law firms who will provide legal services for the Private Entity;
- Entities that will provide operations and maintenance if not performed by the Private Entity; and
- Any partners or other entities who will provide funding, like kind or other services to the Private Entity and who will gain any ownership or beneficial interest in or revenue from the project.

For each of these entities, provide the following information:

- Private Entity and subcontractor name(s)
- Primary address for each Private Entity and subcontractor member
- Chief Executive / managing partners
- Year founded
- Building types developed (Student Housing, Market-rate Housing, Recreation, Dining, Retail, Office, Academic, Parking, etc.)
- Description & approximate value of real estate assets developed and currently under control
- Number of employees (by function)

- Firm principals / leadership team
- Development and finance
- Construction
- Leasing
- Property and asset management
- Administration and support (accounting, IT, HR, graphics, etc.)

The entities identified will be considered to participate with the Private Entity as subcontractors. Any additions to or changes to the subcontractors in connection with a proposal are subject to review and approval by the University. If a Private Entity does not name other entities, then that Private Entity's proposal will be evaluated assuming that the Private Entity will self-perform all functions and any later decision to include other entities in any of these roles will also require review and approval of these entities prior to their use by the Private Entity.

Project Team Personnel – Identify the individuals of the Private Entity and each member of a subcontractor, as required by the preface, who will be directly responsible for performing the tasks required for the Project. Please address the following items for this section:

- Point of contact for submission and potential questions
- Private Entity and subcontractor organization chart
- Résumé for the Project Executive for this Project
- Résumés for each person identified in the submission as part of the Project Team

The University of South Florida encourages and values the use of local Tampa Bay region vendors and Florida vendors as sub-contractors to complete this Project.

6.3 Tab 3 – Project Program

Private Entities are required to fill out the assumptions page provided in Exhibit 10.2 that correspond with the submitted pro forma and graphics. If there are assumptions provided by the University that do not align with the preliminary program (i.e., exact bed counts), please note them accordingly.

6.4 Tab 4 - Graphic Documents / Renderings

Private Entities shall illustrate their design proposal for all aspects of the Project and the sites in a graphic manner as part of the ITN response. The minimum drawings required by the ITN shall be:

- A schematic site plan for the Project indicating proposed street level functions and the relationship between program components and the site footprint
- Typical residential floor plans
- Typical unit plans
- Primary elevations illustrating the major components of the Project (including all program components)
- 3-D renderings illustrating the primary facades for the Project (including all program components)

- Materials shall be either noted or clearly rendered

Private Entities shall clarify their design proposal with narratives as part of the ITN response. Narratives may also identify specifications offered by the Private Entities which are beyond the design guidelines described herein. The minimum narratives required by the ITN shall be:

- A narrative describing broad architectural concepts which govern the proposal for the site layout and building design for all Project components. The narrative should also describe details of the design that may not be readily apparent from drawings and may include comments on material and finish quality.
- A narrative describing the structural methodology which the Private Entity would employ for the Project.
- A narrative describing the mechanical systems (HVAC, plumbing), and the electrical system which the Private Entity would employ for the Project.

Please note the following for your design preparation:

- Drawings shall be 11" x 17"

6.5 Tab 5 – Project Budget

- Predevelopment Budget
 - The Private Entity shall submit a budget for all predevelopment costs associated with the project which will be the Predevelopment Budget. It is expected that at a minimum the Predevelopment Budget will include costs for the following and be allocated among the project.
 - Applicable University predevelopment costs
 - Design drawings
 - Permit-set completion
 - Construction drawings
 - Bid-set completion
- Development Budget
 - The Private Entity shall submit a budget for all development costs associated with the project which will be the Development Budget. It is expected that, at a minimum, the Development Budget will include costs for the following and be allocated among the project:
 - Demolition
 - Site preparation
 - Construction
- Total Project Cost
 - The Private Entity shall submit a budget for all predevelopment, development and all other costs associated with the Project which will be the Total Project Cost.

6.6 Tab 6 – Project Schedule

Private Entities should discuss how you will advance the Project’s requirements, add distinctive value to the University, and the steps you would take to ensure timely completion of the project.

Specifically, please address the following:

- Steps you would take to ensure timely completion of the Project. Within the description, please provide an explanation for how the Private Entity would keep the Project on schedule during the period following selection of the Private Entity and during negotiation with the University.
- Include a schedule for the design and construction of the Project.
- The schedule should demonstrate the Private Entity’s ability to ensure that the Project is move-in ready not later than the date indicated within the ITN.
- Please provide a narrative that describes the proposed Project approach. The narrative should include any anticipated risks in meeting the targeted schedule.
- In the event of a force majeure event or other delay of the completion of the Project beyond the completion dates, please describe how you would mitigate impacts to the University, including a detailed alternative housing plan for students.

6.7 Tab 7 – Proposed Development Structures

The University is interested in receiving all development structure proposals that Private Entities believe may be the best solution for this Project, including but not limited to equity, 501(c)(3) and concessionaire structures. The Private Entity shall submit a detailed description of the development structure(s) proposed for the Project.

Among the range of potential funding structures that may be submitted by the Private Entity, should a structure include equity, the equity percentage composition must be flexible.

6.8 Tab 8 – Source of Funds

Private Entities must clearly identify the source of funding for all development structures proposed in response to this ITN. Specifically, address funding sources for the following:

- Senior Debt – Project or Corporate Level
- Subordinate Debt (if applicable)
- Equity (if applicable)
- Other (if applicable)

In your description of the funding sources, please clearly and explicitly confirm that you as the contracting Private Entity have authority to negotiate on behalf of your funding source.

6.9 Tab 9 – Project Pro Forma

Private Entities must provide detailed pro formas for the University’s review. Pro formas must include the following information:

- Project Pro Forma for Full Term of Ground Lease
 - All revenue and expenses, including operating and maintenance expenses and net operating income
 - Annual cash flow after debt and / or equity obligations
 - Disclosure of growth assumptions
 - Ground Lease term and lease payments
 - Design and construction costs, financing and scheduling assumptions and all other identifiable project costs
 - Property taxes (if believed to be applicable given the financial delivery structure)
 - Replacement reserves
 - Proposed room-type mix and anticipated rental rates (based on a 8.5-month academic year term).
 - Additional revenue beyond rental revenue during the 8.5-month academic year term
 - All Private Entity compensation
 - Disclose cost of capital assumption for Project funding – full term of Ground Lease
- Project Compensation to Private Entity
 - Developer fee
 - Contingencies
 - Revenue sharing
 - Others
- Project Compensation to University
 - Ground Lease Base Rent
 - Percent of Gross Revenues
 - Payment to University for any utilities and/or services provided by USFSP including residential life administrative or marketing services or technology services through SPRADAC
 - Payment to the University for out-of-pocket costs for developing the Project

7. EVALUATION FACTORS / CRITERIA

Evaluation process

The purpose of this ITN is to provide the University with a detailed, consistent proposal in order to facilitate a fair evaluation of each proposal by the University. The University's evaluation of each proposal will be based upon the information provided in your response to this ITN, additional information requested by the University, information obtained from independent sources, and formal presentations if requested. The University will select the Qualified Proposer that best meets the University's programmatic and financial objectives.

Following selection of a finalist, the University reserves the right to modify project requirements set forth in the ITN as deemed in the best interest of the University. The University makes no representations of any kind that an award will be made as a result of this ITN. The University reserves the right to accept or reject any or all proposals, waive any formalities or minor technical

inconsistencies, to request clarification of proposal data and/or delete any item/requirements from this ITN when deemed to be in University's best interest.

Selection of a finalist

The University will evaluate proposals submitted by each qualified party to determine which proposal creates the greatest overall value for the University. The University reserves the right to call for Best and Final Offers.

Based upon its evaluation of the Phase II responses, the University will select a finalist(s) to enter into negotiations.

The University will not enter into negotiations on a Ground Lease, Development Agreement and/or other legal documents with a Private Entity until a full investigation has been completed on behalf of the University. The finalist shall fully and timely cooperate with the University's representatives and/or advisors during the investigation.

For the initial qualifications stage, submit one (1) original, five (5) hard-copies and one (1) electronic copy (via CD/DVD/flash drive) of your proposal that can be readily disseminated among the University's evaluation committee members.

The hard copy should be single-sided and submitted on 8.5" x 11" sized paper to make reproduction feasible as needed by the University. Graphic documents and renderings provided in response to Section 6.3 may be provided on 11"x17" paper. Pro forma should be appended to your response. No supplemental information will be allowed.

Copies of your proposal should be delivered to the representative at the address shown below no later than 3:00PM EST, on December 19, 2014.

The Qualified Private Entities parties should not contact any other parties of the University, its Housing & Residential Education program, or advisors of these entities with regard to this opportunity. The Qualified Private Entities are advised that unauthorized contacts with officials or related parties of the University may result in elimination from this ITN process.

Receipt of each submission will be acknowledged via e-mail.

Questions

All questions or requests for information regarding this ITN should be directed only to George Cotter via e-mail (gcotter@usf.edu) no later than 3:00PM EST, December 6, 2014.

Addenda

Any addenda or instructions issued by the University prior to the time for receiving proposals shall become a part of this proposal. Such addenda shall be acknowledged in the proposal. No instructions or changes shall be binding unless documented by a proper and duly issued addendum. The University is under no obligation to contact proposers for clarification but reserves the right to do so.

8. ADDITIONAL PROCUREMENT REQUIREMENTS AND NOTICES OF CONTRACT PROVISIONS

Submission Instructions

Copies of the qualifications stage of your submission should be delivered to the University procurement representative at the address shown below no later than 3:00 pm EST, on February 9, 2017.

George Cotter
Interim Director Purchasing Services
University of South Florida
4202 E. Fowler Avenue SVC 1073
Tampa, Florida 33620-9000
gcotter@usf.edu

Any questions concerning this ITN should be directed in writing to George Cotter, Interim Director Purchasing Services (gcotter@usf.edu). Questions must be received by 5:00 p.m. January 12, 2017.

Selection Protests.

Any respondent to this ITN who claims to have been adversely affected or aggrieved by the selection of a competing respondent shall have three business days after notification of that selection to submit a written protest of the selection to George Cotter at the address or email listed in this document pursuant to Board of Governors regulation 18.002.

Disclaimer.

The University reserves the right to request additional information, or clarifications of material submitted by your firm during the ITN selection process.

Any representations or statements made within this ITN shall not be considered a contractual obligation by the University and your team entities shall not be entitled to rely upon them. The University reserves the right to reject any and all submittals and to identify and select the firm which the University, in its sole and absolute discretion, deems most qualified.

The respondents shall be solely and totally responsible for all costs associated with responding to this ITN, and the University accepts no responsibility with regard thereto. Submissions will become the property of the University.

9. SPECIAL CONDITIONS

1. OPENING NOTE TO PRIVATE ENTITIES

Qualified Private Entity's response to this Phase II **Invitation to Negotiate** shall be delivered to the *Purchasing Services, University of South Florida, 4202 East Fowler Avenue SVC 1073, Tampa, Florida 33620-9000*, no later than **3:00 P.M. on February 9, 2017** according to the official time stamp clock located in the University's Purchasing Services Department. No other time-keeping source will be considered for this purpose. The University shall not extend or waive this time requirement for any reason whatsoever. Responses to the ITN that arrive after **3:00 P.M. on February 9, 2017** will be rejected in the University's sole discretion. These proposals will be returned unopened to the Private Entity. Proposals and/or amendments **will not** be accepted at any time via fax or email. **At 3:00 P.M. on February 9, 2017, all timely ITN Proposals received will be opened and receipt of documents recorded.**

If the Private Entity elects to mail/ship its ITN Proposal package, the Private Entity must allow sufficient time to ensure the University's proper receipt of the proposal package by the time specified above. **Regardless of the form of delivery, it is solely the responsibility of the Private Entity to ensure that the ITN Proposal package arrives at the University's Purchasing Department no later than 3:00 P.M. on February 9, 2017.**

ITN Proposals will be accepted up to, and no proposals may be withdrawn after, the deadline for proposals submission time and date shown above.

ITN Proposals must be delivered in sealed envelopes/packages clearly marked: **ITN Proposal No.17-06-GC Phase II.**

2. GRANTING A SECURITY INTEREST IN AND RIGHT TO USE THE PRIVATE ENTITY PLANS

The University acquires the rights to use any design ideas or other intellectual property submitted in any proposal and the University acquires the right to reuse any designs and plans without paying the Private Entity or its architect.

3. INQUIRIES

The University will not give verbal answers to inquiries regarding negotiation considerations or verbal instructions prior to or after the selection process of this ITN. A verbal statement regarding same by any person shall be **non-binding**. The University is not liable for any cost incurred by the Private Entity in connection with the preparation, production, or submission of their ITN Proposal including any increased costs resulting from the Private Entity accepting verbal direction. All University changes to the ITN terms or specifications, if necessary, shall be made by the University by written addendum to the Invitation to Negotiate and distributed electronically by e-mail and posted on the Purchasing web site only.

Note: Private Entities are responsible to insure that the University has their point of contact as well as their name, title, company name, address, telephone, and e-mail address in order to receive any addenda via e-mail.

4. **QUESTIONS ABOUT ITN - POINTS OF CONTACT**

ALL QUESTIONS MUST BE SUBMITTED IN WRITING VIA EMAIL BY 5:00 P.M. January 12, 2017.

Any questions concerning this Invitation to Negotiate should be directed to George Cotter, Interim Director Purchasing Services (gcotter@usf.edu).

5. **ADDENDA**

Purchasing Services may issue written addenda prior to the proposal opening date, supplementing, modifying or interpreting any portion of this Invitation to Negotiate. No verbal or written information from any source other than the Purchasing Services addenda is authorized as representing the University.

Private Entity's failure to return any and all addenda may result in disqualification of that Private Entity's Invitation to Negotiate.

PLEASE NOTE: It is solely the Private Entity's responsibility to check the USF Purchasing Web site at usfweb.usf.edu/purchasing/purch2.htm, forty-eight (48) hours before the closing time of this proposal to verify that the Private Entities have received any addenda that may have been issued.

8. **AWARD**

Proposals will be evaluated based on the requirements set forth in this Invitation to Negotiate. The University reserves the right to reject any or all proposals.

Private Entities may be required to answer questions and may be required to make a presentation to the evaluation committee regarding their qualifications, experience, service, and capability to furnish the required service(s).

The award shall be made by the University to the most responsive and responsible Private Entity whose final proposal is determined to be the most advantageous to the University taking into consideration price and other criteria as set forth in the Invitation to Negotiate.

9. **PROPOSAL TABULATION**

Proposal tabulation will be available after award and will be posted on the Purchasing website. The proposal tabulation is an accounting of initial proposal information received relative to requested information and may not include price information. Proposal results

will not be given out over the telephone.

10. THE INVITATION TO NEGOTIATE PROCESS

The ITN process is a flexible procurement process that is used when highly specialized and or variable services or products are required. Negotiations offer an opportunity for selected Private Entities to discuss their responses with an evaluation committee. The goal of this comprehensive process is for identification of the optimal outcome or the solution that best meets the needs of the University. Only representatives of the participating Private Entity who are authorized to negotiate and make agreements shall be involved in negotiations.

11. EVALUATION CRITERIA

Evaluation to qualify potential Private Entities will be based on qualification requirements identified in the **SECTION 7**. **Any information a Private Entity deems essential to the evaluation of the services offered, for which no provision is made in the ITN, should be clearly stated in the proposal.** While the University reserves the right to request additional information or clarification from Private Entities at any time in the process, Private Entities should not assume that they will be allowed to amplify or modify their initial written proposal. The initial response must be a clear and easy to understand explanation of the products, services, benefits and prices offered and should include information as to how all specifications will be met.

12. NEGOTIATION WITH PRIVATE ENTITIES

To identify Private Entities for negotiations, submitted proposals will be evaluated, presentations may be requested, and references may be verified and reviewed. The University will compare the proposals according to the evaluation criteria described in **SECTION 7** for the purpose of identifying Qualified Proposers and negotiation.

Private Entities may be invited to continue in the negotiation process. Negotiations offer an opportunity for the selected Private Entities to discuss their offers and proposals in further detail with the University. Selected Private Entities may be given the opportunity to refresh their initial offers. Refreshed proposals allow Private Entities to match or exceed the offers made by competitors, both as to services and cost. This allows the University to secure services which best meet its needs, at a highly competitive and favorable cost. At the conclusion of this negotiation process, the University may ask selected Private Entities to submit a written best and final offer, to memorialize all agreements reached during negotiations and to extend additional benefits to the University, if desired. Invitation to submit a best and final offer is not automatic. After this negotiation a final Private Entity may be selected.

13. RIGHT TO NEGOTIATE

Upon evaluation of the responses, the University has the right to enter into negotiations with one or multiple Private Entities that appear to have submitted proposal(s) that best meet the

needs and requirements of the University. Negotiations could include but are not limited to price, scope of services, and the terms and conditions of this ITN.

If for any reason a Private Entity and the University cannot arrive at a mutual agreement that would result in the issuance of a contract, the University reserves the right to terminate negotiations, to reject the proposal, and to continue negotiations with other responsive Private Entities that may lead to the issuance and award of a contract.

14. PRIVATE ENTITY’S RESPONSIBILITY

It is understood and the Private Entity hereby agrees that it shall be solely responsible for all services that it proposes, notwithstanding the detail presented in the Invitation to Negotiate.

15. PRIVATE ENTITY’S EXPENSE

All proposals submitted in response to the ITN must be submitted at the sole expense of the Private Entity, whether or not any agreement is signed as a result of this Invitation to Negotiate. Private Entities will pay all costs associated with the preparation of proposals and necessary visits to campus and other required site visits.

16. NUMBER OF PROPOSALS SUBMITTED

Private Entity shall submit 10 proposals – one clearly marked as “Original.” Private Entities must also submit one (1) Electronic copy preferably on a thumb/flash drive. Proposals that do not include all of the requested copies, including electronic copy, may be disqualified at the sole discretion of the University of South Florida.

17. PROPOSAL REJECTION

The University shall have the right to reject any or all ITN proposals and in particular to reject an ITN proposal not accompanied by data required by the Invitation to Negotiate or an ITN proposal in any way incomplete or irregular including the omission of pricing information. Conditional ITN proposals may be considered non-responsive.

18. OPEN COMPETITION

The University encourages free and open competition among Private Entities. Whenever possible, specifications, invitations to negotiate, and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the University’s needs and the accomplishment of a sound economical operation. The Private Entity’s signature on their ITN proposal guarantees that the proposals have been established without collusion with other Private Entities and without effort to preclude the University from obtaining the lowest possible competitive contract.

19. ORAL PRESENTATION

After ITN proposals have been opened, Private Entities submitting ITN proposals may be requested, at the sole option of the University, to make oral presentations or provide written clarifications. Such presentations or clarifications will provide an opportunity for the Private Entity to clarify the proposal. Oral presentations may be recorded. Recorded oral presentations and written clarifications will be affixed to the Private Entity's ITN proposal and become part of the same as if originally submitted.

20. MISTAKES

Private Entities must check their proposals for any errors. Failure to do so will be at the Private Entity's risk.

In the event a mistake results in the written request of a Private Entity withdrawing any part of the proposal, the Private Entity must withdraw the entire proposal package and the University will not consider that proposal for award of ANY of the subject ITN. This applies to all requests for withdrawal. The only exception to this policy would be a case where the mistake was the result of misinformation unknowingly supplied by the University. In this event, a waiver of policy must be approved by Purchasing, whose decision shall be final.

21. RIGHT TO TERMINATE

In the event any of the provisions of the contract are violated by the successful Private Entities, the University may serve written notice upon Private Entity of its intention to terminate the contract. Such notice will state the reason(s) for the intention to terminate the contract. If the violation does not cease and satisfactory arrangements for correction are not made within ten (10) days after the notice is served upon the Private Entity, the contract shall cease and terminate. The liability of the Private Entity and/or his surety for any and all such violation(s) shall not be affected by any such termination.

10. EXHIBITS

10.1 Student Housing Demand Assessment

In early 2016, the University engaged Brailsford & Dunlavey ("B&D", a nationally known comprehensive planning and program management firm) to act as a development advisor for USFSP for a new, on-campus mixed-use project. As part of their scope, B&D completed a study of the strategic needs and demand for additional on-campus housing ("Plan" or "Analysis") with the assistance of senior administration and Student Affairs staff. In addition to the Analysis, B&D was engaged to evaluate project structuring and delivery alternatives as well as facilitate the procurement of a Private Entity to enter a public-private partnership with the University and oversight of the Project delivery.

The Analysis identified additional student housing, in addition to dining and conference spaces, as needed in response to the University's strategic objectives, enrollment growth, and short supply of

beds, food service, and meeting spaces on campus. Through the Analysis, B&D quantified demand and space needs and translate the results into a Project concept that furthers the University's strategic objectives. In August 2016, the USFSP Campus Board and USF Board of Trustees unanimously approved the Project concept and authorized the University to initiate an Invitation to Negotiate to identify a partner for the Project.

B&D completed the following tasks as a part of the Analysis:

- An analysis was conducted to assess USFSP's vision for the desired role of new housing facilities in supporting the University's strategic objectives. The resulting information was then synthesized to prioritize the strategic objectives that must be accomplished in order for the University to achieve its objectives.
- A series of focus groups and stakeholder interviews were facilitated by B&D in order to engage USFSP students and faculty/staff in dynamic conversations regarding their opinions, observations, and recommendations related to existing conditions and future opportunities for on-campus housing and quality-of-life facility integration.
- An analysis of the off-campus market was completed in order to understand the diversity and availability of housing accommodations proximate to USFSP's campus.
- An internet-based survey was administered to USFSP students to better understand the current satisfaction, participation, and needs related to on-campus housing, and to inform current and future latent demand for new or improved residential facilities provided at USFSP. The response rate resulted in a statistically significant sample of the University.
- Stemming from the survey results, a supply and demand analysis was conducted to evaluate the University's need for new or improved housing and associated campus facilities. In addition to quantifying the latent demand and needs for new housing facilities, additional dining space needs were quantified and an opportunity for a new conference center was identified. The demand results were then reconciled with the University's strategic objectives to develop recommendations for the spaces that should be considered for inclusion in an eventual on-campus development effort.
- A system-wide financial model of the USFSP housing portfolio that includes a project-specific financial pro forma was constructed to evaluate the financial feasibility of the Project concept. The model also considered a variety of structures and delivery alternatives to confirm financial feasibility under a range of potential scenarios.

The results of B&D's Analysis can be found in the Student Housing Demand Assessment link [here](#).

10.2 Key Project Assumptions Matrix

A version of the Project Assumption Matrix in Excel (.xls) format can be downloaded [here](#).

UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG
 ITN 17-06-GC
 Exhibit 10.2 - Key Project Assumptions Matrix

<u>Project Component / Financial Input</u>	<u>Fixed</u>	<u>Variable</u>	<u>Assumption</u>	<u>Notes / Considerations</u>
HOUSING				
Opening	X		Fall 2019	Project delivery by July 1, 2019.
Total Beds	X		550	Total number of beds is approximate. Includes all student beds (revenue and non-revenue).
Total Full-Suite, 4BR/2BA Single Occupancy Beds	X		55%	Percentage is approximate.
Total Full-Suite, 2BR/1BA Double Occupancy Beds	X		45%	Percentage is approximate.
Total Resident Assistant, Studio Beds (included in 550 total beds)	X		14	Bed total is approximate. RAs do not pay rental rates. RA to total bed ratio should not be less than 1 to 40.
Full-Suite, 4BR/2BA Single Occupancy Rental Rates (per semester)		X		Provided by Private Entity.
Full-Suite, 2BR/1BA Double Occupancy Rental Rates (per semester)		X		Provided by Private Entity.
Average Full-Suite, 4BR/2BA Single Occ. SF / Bed		X		Provided by Private Entity.
Average Full-Suite, 2BR/1BA Double Occ. SF / Bed		X		Provided by Private Entity.
Professional Staff Apartment, 2BR/1BA (not included in 550 total beds)	X		1	Number of units. Professional Staff do not pay rental rates.
Graduate Assistant Studio Apartment (not included in 550 total beds)	X		1	Number of units. Graduate Assistants do not pay rental rates.
Total Residential Common Area SF		X		Provided by Private Entity.
Total Residential GSF (Including Non-Assignable)		X		Provided by Private Entity.
Occupancy Rate Yr 1		X		Provided by Private Entity.
Occupancy Rate Yr 2		X		Provided by Private Entity.
Occupancy Rate Yr 3 and Beyond		X		Provided by Private Entity.
Summer Occupancy	X		10%	Percentage is approximate. Assumption should not exceed 10%.
Estimated Total Summer Rental Revenues		X		Provided by Private Entity.
Non-Rent Revenue		X		Provided by Private Entity.
Revenue Inflation (Annually)		X		Provided by Private Entity.
Assignments / Billings / Marketing / and Programming Expenses Per Bed (Annually)	X			
For Projects/Structures only involving new beds	X		\$700 / Bed	Inflation adjusted dollars as of 2019.
For Projects/Structures incorporating existing beds	X		\$1,100 / Bed	Inflation adjusted dollars as of 2019.
Custodial / Service Contracts and Facility Maintenance Expenses Per SF (Annually)	X		\$3.00 / SF	PROVIDED BY USFSP (YES / NO?)
Custodial / Service Contracts and Facility Maintenance Expenses Per SF (Annually)		X		PROVIDED BY Private Entity / 3RD PARTY (YES / NO?)
Asset Management Expenses / SF (Annually)		X		Provided by Private Entity.
IT Recurring Management, Service Operations Expenses Per Bed (Monthly)	X		\$8.20 / Bed	Monthly per bed service charge for services provided by SPRADC. Inflation adjusted dollars as of 2019.
IT Wireless Internet Service Per Bed (Annually)			\$150 / Bed	Includes cost of wireless internet service to be provided by SPRADC. Inflation adjusted dollars as of 2019.
USFSP Expense Inflation Assumption (Annually)	X		3%	
Private Entity Expense Inflation Assumption		X		Provided by Private Entity.

Residential Facility Replacement & Repair Reserve Allocation	X		Provided by Private Entity.
IT Infrastructure Replacement & Repair Reserve Allocation	X		Provided by Private Entity.
Repair & Replacement Reserve Inflation Assumption (Annually)	X		Provided by Private Entity.
Construction Cost Per SF	X		Provided by Private Entity.
Construction Cost Inflation Assumption (Annually)	X		Provided by Private Entity.
Soft Cost Per SF	X		Provided by Private Entity.
Total Development Costs	X		Provided by Private Entity.
Ground Lease Term	X		Provided by Private Entity. Not to exceed 40 years.
Ground Lease Payment	X		Provided by Private Entity.
Predevelopment Costs Reimbursement	X		TBD in conjunction with the University.

DINING

Opening	X	Fall 2019	Project delivery in early 2019 for interior fit out (exact date TBD).
Total Net Assignable SF	X		Provided by Private Entity
Total Gross SF	X	Approx. 15,000 SF	The facility size is approximate. Final size and program provided by Private Entity.
Operating Expenses Per SF	X	Assumed by USFSP Dining Provider	
Construction Cost Per SF	X		Provided by Private Entity
Soft Cost Per SF	X		Provided by Private Entity

CONFERENCE CENTER

Opening	X	Fall 2019	Project delivery by July 1, 2019.
Total Net Assignable SF	X		Provided by Private Entity
Total Gross SF	X	Approx. 25,000 SF	The facility size is approximate. Final size and program provided by Private Entity.
Operating Expenses Per SF	X	Assumed by USFSP Conference Operator	
Construction Cost Per SF	X		Provided by Private Entity
Soft Cost Per SF	X		Provided by Private Entity

**DIRECTIONS TO PROPOSAL OPENING AT
USF PURCHASING SERVICES (INCLUDING P-CARD)
4202 E. Fowler Avenue, **SVC 1073**
Tampa, FL 33620
(813) 974-2481**

1. Enter at the University's main entrance off of Fowler Avenue.

We suggest that you either stop at the Campus Information Center or the parking permit dispensers in the Collins Blvd. parking garage, to obtain a Daily parking permit prior to visiting Purchasing Services.

2. The USF Campus Information Center (building on your right that looks like a drive-through bank) is available for daily parking permit purchases for \$5.00 plus tax (permit prices subject to change without notice; contact Parking Services at (813) 974-4607 for updated pricing information). **NOTE: Parking permits are required in all non-metered spaces. Parking lots are monitored 24/7 and vehicles that are parked illegally will receive a citation.**
3. Upon leaving the Campus Information Center, turn right onto Leroy Collins Boulevard proceed straight through the first signal light which is Alumni Drive, and get into the right-hand turn lane.
4. Turn right at USF Mango Drive.
5. Proceed to Collins Blvd. Parking Facility (GBG).
6. Collins Blvd. Parking Facility has a parking pay station located on the street level entrance at the north-west corner of the garage. The Purchasing offices are located in the SVC Building, which is directly north and next door to the Collins Blvd. Garage.
7. Once parked, walk in a northerly direction (orient by parking pay station) to the connector bridge (SVC Bldg. should be visible)
8. Take elevator in SVC Bldg. to 1st floor and look left getting off the elevator for Purchasing Services area (in the 1072 suite area).
9. NOTE: You may request a Campus Map at the Campus Information Center.

Note: A campus Map showing the location of the Campus Information Center, the Collins Blvd. Garage and the SVC building is included with these instructions. **Do not forget to obtain a parking permit from either the Campus Information Center or the garage parking meter prior to visiting Purchasing Services.**

