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RFQ Number: FM250106

Project Name: University Center Office Renovation, Bldg. 558

Project Description: Statements of Qualifications submittals are hereby solicited by the University of California, Santa Barbara (“University”) from design professionals and firms with relevant experience and expertise in providing the services described herein. The selected consultant will provide design services associated with the University Center (UCen) Office Renovation project (“Project”), as more fully described in this Request for Qualifications (“RFQ”) No. **FM250106**.

The Project includes the renovation/repair/design of approx. 2,300 sf located in the University Center Building at the University of California, Santa Barbara. The Project includes creating ten (10) private offices with additional cubicle space for six (6) support staff, including a copy room, secure storage area and kitchenette, easy to find main entrance with signage, and small reception area.

Estimated Construction Cost: \$1,300,000

Scope of Services: The professional scope of services for this project will include architectural and engineering design of the project, including cost estimating, code analysis, value engineering, project scheduling, and coordination with Campus personnel and other stakeholders, culminating in completed construction documents issued for competitive bids. Construction phase services will include RFI/Submittal/Change Order review/response and in person site visits.

The scope of professional services will be broken down into the following two phases: Phase 1 services shall include preparation of two concept plans, and a project cost estimate for the concept selected. Phase 1 work will be performed under the University’s standard Professional Services Agreement (See Exhibit B). Phase 2 services, if awarded, will include architectural and engineering design services for the Project and the preparation of bidding documents with updated cost estimates, administrative support services during the project bidding assistance and construction phase administrative services and as built documentation. Phase 2 services shall be performed under the University’s standard Executive Design Professional Agreement (See Exhibit C).

While it is anticipated that funding will be obtained, there is no assurance that funds will be received for the project noted. Selection of the design professional will follow standard University procedures.

Instructions for Applicants: Qualified professionals and firms possessing relevant experience and expertise in providing design services for projects similar in scale, size and scope are encouraged to respond to this RFQ. The Request for Qualifications document will be available at www.ucsbplanroom.com on October 31, 2024. The deadline for SOQ submittals is 4:00PM on **November 14, 2024**. A shortlist of firms will be determined by a University screening committee, and final consultant evaluations and selection recommendations developed by a University selection committee.

Contact Information: For additional project information contact the University Representative, Jennifer Hernandez, at (805) 450-7217 or jlhern@ucsb.edu.

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SOO Submittal: An electronic copy of your firm’s SOQ submittal in .pdf format must be returned to the University no later than 4:00 p.m. either: (i) via email the UCSB planroom page at <https://www.ucsbplanroom.com/rfq> (click the project link and the “Submit Bid” tab); or, alternatively, (ii) an electronic (.pdf) copy may be delivered to the following physical address on a thumb drive:

Greg Moore, Associate Director
University of California, Santa Barbara
6789 Navigator Way
Goleta, CA 93117

Equal Opportunity Statement: Each candidate firm will be required to show evidence of its equal employment opportunity policy. Every effort will be made to ensure that all persons shall have equal access to contracts and other business opportunities with the University, regardless of: race; color; religion; sex; age; ancestry; national origin; sexual orientation; physical or mental disability; veteran's status; medical condition; genetic information; marital status; gender identity; pregnancy; service in the uniformed services; or citizenship within the limits imposed by law or University's policy.

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