

**University of California,
Santa Barbara**



Request
For
Proposal
for the:

**Ocean Science Education
Building
Environmental
Documents**

Project Number:
981220

Campus Design and
Facilities

Office of Design and
Construction Services

DECEMBER 2007



University of California, Santa Barbara
Ocean Science Education Building - Environmental Documents

Project Number: 981220

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Advertisement

Proposals are hereby solicited from environmental consultants interested in providing services for the preparation of a joint NEPA/CEQA environmental document for the Ocean Science Education Buildings located on the east side of campus. The University of California at Santa Barbara (UCSB), in conjunction with the National Oceanic and Atmospheric Administration (NOAA), is planning the development of a UCSB Ocean Science Education Building (OSEB) on the UCSB campus. The services requested will support NOAA in implementing the National Environmental Policy Act (NEPA) and UCSB in achieving its policies under the California Environmental Quality Act (CEQA). The OSEB will consist of two structures each of approximately 7,000 gross square feet.

Instructions for Application

Environmental Consultants with qualifications that include experience in the preparation of NEPA and CEQA documents similar in scale and scope are encouraged to respond. A copy of the Request for Proposals and Statement of Qualifications (SOQ) form will be available on December 10, 2007 on our home page: <http://facilities.ucsb.edu/contracts> click on Request for Proposals or call Shari Hammond at (805) 893-3796. **One hard copy and one PDF** set of the proposal including the Statement of Qualifications Form and a Fee Proposal in separate envelopes, must be returned no later than **3:00 PM, December 28, 2007** to:

Ray Aronson, Associate Director, Design & Construction Services
Campus Design & Facilities, Contracting Services
Facilities Management Building 439,
University of California, Santa Barbara
Santa Barbara, CA 93106-1030

- **Affirmative Action 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, regardless of race, religion, sex, color, ethnicity and national origin have equal access to contracts and other business opportunities with the University.



Program Statement

The University of California at Santa Barbara (UCSB), in conjunction with the National Oceanic and Atmospheric Administration (NOAA), is planning the development of a UCSB Ocean Science Education Building (OSEB) on the UCSB campus. The proposed OSEB will serve the UCSB Marine Science Program and the Channel Islands National Marine Sanctuary (CINMS) staff within the NOAA National Marine Sanctuaries Program (NMSP). The preferred site for the OSEB is on the Main Campus adjacent to the UCSB Marine Science Institute building and the Donald Bren School of Environmental Science & Management on Lagoon Road.

Completion of the tasks in the Scope of Work (SOW) detailed below will support NOAA in implementing the National Environmental Policy Act (NEPA) and UCSB in achieving its policies under the California Environmental Quality Act (CEQA). Actions to achieve these objectives are clearly identified; however, the final deliverable is a joint draft and final Environmental Assessment (EA) and Initial Study/Mitigated Negative Declaration (IS/MND) document adhering to NEPA and CEQA procedural requirements, respectively. A stand-alone CEQA IS checklist complete with narrative to support its findings will accompany the EA/IS/MND report as an appendix.

The consultant will coordinate with NOAA and UCSB to complete applicable draft and final EA/IS/MND NEPA and CEQA internal agency reviews and approvals. The joint EA/IS/MND will be consistent with Council on Environmental Quality (CEQ) guidelines for implementing the NEPA of 1969 (40 *Code of Federal Regulations* [CFR] Parts 1500–1508) and specific procedures found in NOAA Administrative Order (NAO) 216-6, *Environmental Review Procedures for Implementing the NEPA*, as amended 20 May 1999. The document will also constitute an Initial Study as required under CEQA at California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000–15387.



Scope of Services

The consultant will provide coordination and joint documentation for NOAA as the lead federal agency under NEPA and UCSB as the lead state agency under CEQA. A joint NEPA/CEQA document will be prepared consisting of a project-specific EA/IS/MND analyzing the proposed OSEB project at UCSB. To facilitate review and approval by the UC Office of the President, the IS/MND will be contained in a stand-alone appendix to the joint EA/IS/MND document. The body of text in the EA/IS/MND will contain a complete analysis that conforms to NEPA and CEQA guidelines and is consistent with the narrative in a CEQA IS checklist.

UCSB will provide the consultant with current data to use in the NEPA/CEQA analysis. It is not anticipated that special studies will be required (e.g. traffic analysis or cultural studies). The following consulting services are necessary to support the proposed action.

TASK A: NEPA/CEQA Coordination

Subtask 1: Lead Agency Coordination. The consultant will coordinate with NMSP and CINMS managers and the UCSB Office of Campus Planning during an initial orientation meeting at UCSB. The goal of the meeting is to arrange project and site area data gathering, identify information gaps and confirm key milestones in the project schedule. The meeting will also convey the overall environmental review strategy and future collaborations during the NEPA/CEQA process. This collaboration will include review of preliminary OSEB design and site layout information, the adequacy of existing traffic and other resources studies, and the need for specialized environmental studies (e.g., updated UCSB parking and other data).

The proposed site and potentially affected areas will be evaluated and key contacts identified to obtain information on existing conditions at affected areas. The consultant will also use previously acquired data, when applicable, associated with previously planned OSEB activities. During the initial coordination meeting(s) and site visit, the consultant will update all data necessary to describe the proposed action and existing conditions accurately and completely for NEPA/CEQA review.

Subtask 2: Prepare Description of the Proposed Action and Action Alternatives. The consultant will use UCSB-approved conceptual design and site layout data to describe the proposed action to be analyzed in the EA/IS/MND. The consultant will also draft a project definition for alternative actions, if any, that may be under consideration by the NOAA and UCSB planning team. Alternative actions may include substantive design change options, or the later phasing of certain currently proposed facilities within the preferred site. The

description will include conditions that may impinge upon an analysis of review topics found in the EA/IS/MND outline in Appendix A (attached) and in accordance with Appendix G of the CEQA Guidelines. All CEQA-mandated considerations and UCSB CEQA policies, such as growth inducing effects and variance from the UCSB LRDP, will be included.

TASK B: NEPA/CEQA RESEARCH AND Draft EA/IS/MND Documents

Subtask 1: Data Collection and Review. The consultant will collect key information from a variety of sources, including meeting attendees, inquiries with NOAA staff and UCSB campus representatives, prior UCSB-area studies and databases, and various regulatory and natural resource agencies. The consultant will also receive and use information requested during Task A, which may include programming and design specifications, floor elevations, staff and visitor occupancy estimates, and parking and traffic circulation requirements, including bus waiting areas and bicycle traffic routes.

Other local development projects and recent demographic data available from UCSB and US census tract sources will be collected and reviewed for assessment of socioeconomic, cumulative and other effects. Existing studies applicable to project-related traffic, existing or abandoned utilities, nearby cliff retreat and geology, traffic, and cultural and biological resources will be obtained and reviewed for use or further study.

Subtask 2: Agency Scoping and Consultation. In coordination with UCSB and NOAA representatives, key natural resource and regulatory agencies will be consulted if necessary.

Since there are no anticipated biological resources impacts from this project, consultation with the U.S. Fish and Wildlife Service or California Department of Fish and Game is not required. Consultation may be required with the California Coastal Commission to discuss permit requirements and to seek concurring opinions regarding the project's potential effects.

During this subtask, data acquisition from federal, state, county, regional planning, and resource management entities will be completed. Early identification of adverse impacts and practicable mitigation strategies expected to ensure impacts will be less than significant will be established. Agency consultations and data gathering activities generally will be performed directly by mail, although some circumstances may warrant an in-person interview among key individuals.

Subtask 3: Prepare and Submit Preliminary Draft EA/IS/MND. The consultant will prepare and submit to the UCSB and the NOAA project managers a PDF file and up to ten (10) printed copies of a Preliminary Draft EA/IS/MND for internal review and comment by the project team. The EA/IS/MND format is outlined in Appendix A. It will be consistent with CEQ guidelines for implementing NEPA (40 CFR 1500-1508) and NAO 216-6, as well as California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000–15387. The IS/MND will be prepared in accordance with CEQA regulations and the UC CEQA guidelines. UCSB will provide the consultant with a IS/MND template.

Based on definitions established under current NAO 216-6 guidelines and CEQA statutes and guidelines, the significance of each impact will be determined. Individual, cumulative and growth inducing environmental impacts will also be analyzed, and measures identified whenever possible to ensure impacts are less than significant.

UCSB (and NOAA), and their contractors, will be asked to review and comment on the Preliminary Draft EA/IS/MND. The approved changes to this document will be included in the Draft document prepared under Subtask 4 and made available for public review and comment. Approximately seven (7) days have been scheduled for internal review by UCSB, NOAA, its partners, and its project support team.

Subtask 4: Prepare and Submit Draft EA/IS/MND. The consultant will revise the Preliminary Draft EA/IS/MND in response to comments from UCSB and NOAA. Upon UCSB approval and authorization, The consultant will prepare a PDF file, create 15 CD copies and prepare an accompanying Executive Summary and Notice of Completion (for State Clearinghouse submittal), and publish and distribute up to thirty (30) printed copies of the Draft EA/IS/MND. The Draft EA/IS/MND will be made available to the public on the NOAA website for at least 30 days and distributed to members of the public and government agencies indicating an interest. UCSB and NOAA will provide the consultant with a mailing list. Public input on the Draft EA/IS/MND will be accepted by NOAA during a 30-day period beginning immediately following submittal to UCSB.

TASK C: NEPA/CEQA REVIEW AND FINAL EA/IS/MND DOCUMENTS

Subtask 1: Prepare and Submit Preliminary Final EA/IS/MND. Public comments will be mailed to the UCSB Office of Campus Planning and Design. Following the comment period, UCSB will forward all public comments received to NOAA and the consultant. The consultant will collect and organize public comments pertaining to the Draft EA/IS/MND. If necessary, revisions to the Draft EA/IS/MND will be proposed to UCSB to address topics requiring additional clarification or supporting documentation. Following discussion with UCSB and NOAA regarding proposed revisions, a PDF and five (5) printed copies of a Preliminary Final EA/IS/MND will be prepared and submitted to UCSB and NOAA for review and approval. A period of approximately seven (7) days is allotted for this final internal review.

Subtask 2: Prepare and Submit Final EA/IS/MND. The consultant will revise the Preliminary Final EA in response to final comments from NOAA and UCSB. Upon receiving UCSB and NOAA approval of the document and any specific changes, the consultant will publish a PDF file and up to thirty-five (35) printed copies of the Final EA/IS/MND. If directed, the consultant will distribute those copies to interested members of the public and government agencies.

2.4 TASK D: NEPA/CEQA DECISION DOCUMENTS

Subtask 1: Prepare and Submit Draft NEPA FONSI and CEQA Findings. On direction from UCSB and NOAA, the consultant will prepare and submit an electronic version of a Draft FONSI to UCSB and NOAA for review and approval. UCSB Staff from the Office of Campus Planning and Design will prepare Findings and approval documentation for the UC Office of the President Approval process.

The content and format of these documents will comply with requirements set forth in NAO 216-6 and UCSB CEQA implementation policies. UCSB and NOAA will be responsible for seeking signatures and routing required for full execution of these documents. The consultant will reply to questions or comments, when necessary, concerning these decision documents.

government agencies indicating an interest. UCSB and NOAA will provide the consultant with a mailing list. Public input on the Draft EA/IS/MND will be accepted by NOAA during a 30-day period beginning immediately following submittal to UCSB.

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Subtask 2: Prepare and Submit Final EA/IS/MND. The consultant will revise the Preliminary Final EA in response to final comments from NOAA and UCSB. Upon receiving UCSB and NOAA approval of the document and any specific changes, the consultant will publish a PDF file and up to thirty-five (35) printed copies of the Final EA/IS/MND. If directed, the consultant will distribute those copies to interested members of the public and government agencies.

2.4 TASK D: NEPA/CEQA DECISION DOCUMENTS

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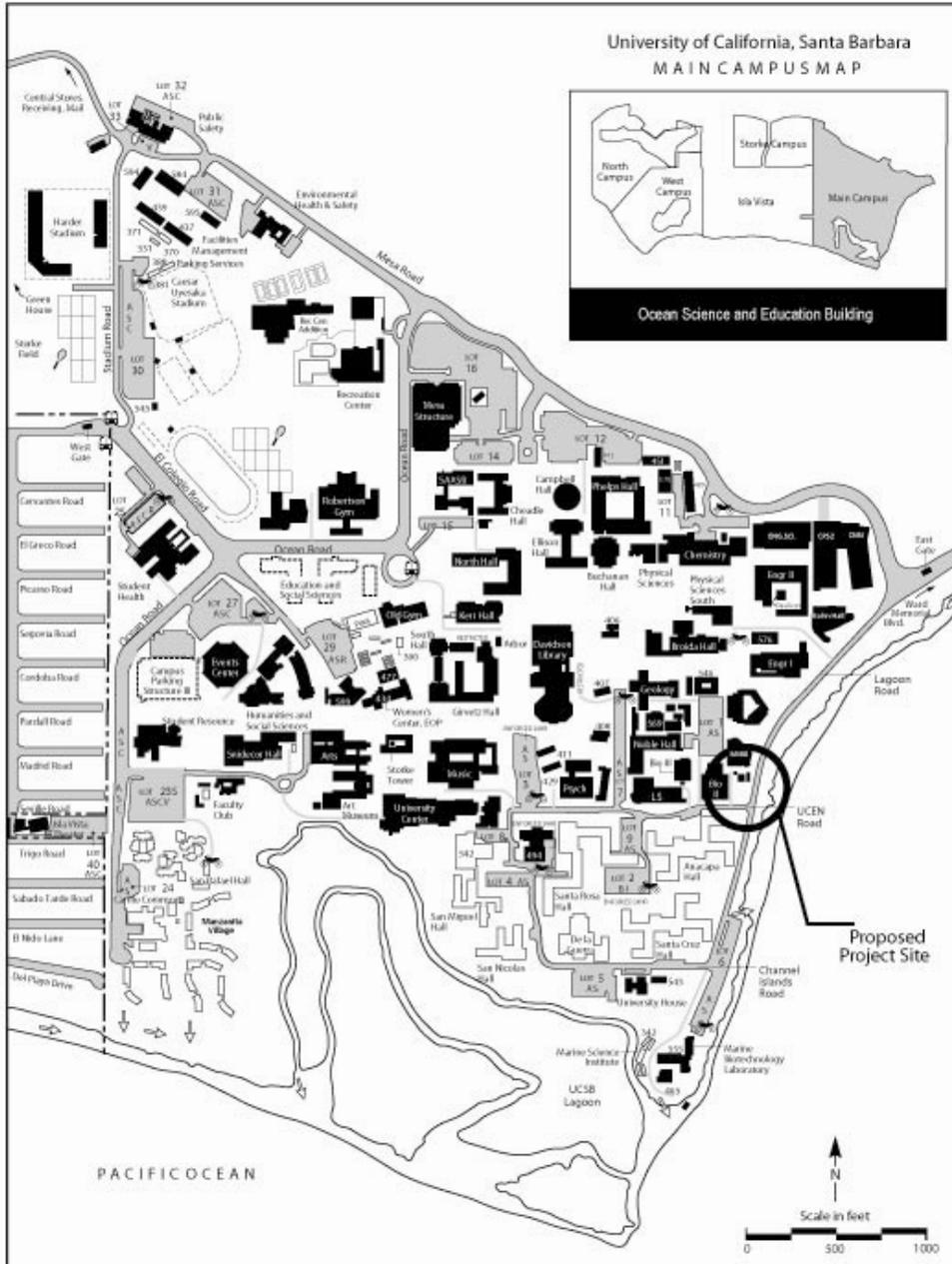


Services Provided by UCSB

1. Site plans
2. Topographic map including below-grade utilities. Critical information contained in these documents will be verified by the campus when requested by the Environmental Consultant.
3. Geotechnical investigations; fault survey for the selected site.
4. Traffic information and parking supply and demand projections.
5. Delineation of any planning constraints specific to the site.
6. Relevant past CEQA documents
7. Long Range Development Plan policies



Project Site Plan





Project Schedule

RFP Available Monday, December 10, 2007

RFP's Due at UCSB Friday, December 28, 2007

Review of RFP and Selection of Consultant Thursday, January 3, 2008

The anticipated schedule is tentative. The exact dates will be set forth in a Notification letter to the selected Consultant.

Successful Candidate Notified Thursday, January 10, 2008

Fee Negotiations Upon notification of selection

Contract Award Upon successful negotiation

Project Environmental Report Complete June 2008



Instructions to Applicants

1. Respond concisely to the Selection Criteria and complete the Statement of Qualifications Form. A responsible member of the firm applying for the project must sign the Statement of Qualifications Form. Submit the Statement of Qualifications Form along with the remaining proposal documents identified below.
2. Provide a list of projects of similar scope and complexity along with team member's roles, project budgets. Include, and a contact person with a telephone number.
3. Your Proposal shall also address the following:

Professional Service Agreement – Note any exceptions to the enclosed Agreement (refer to the web link provided in the Table of Contents) that would prevent your firm from executing the Agreement. We cannot accept any request to include language to limit liability with regards to insurance and/or modify the indemnification clauses. Proposal submittals shall include a separate letter affirming the intent of the proposer's acceptance of terms and conditions contained in the Agreement (see enclosed Agreement). Provide a copy of your current billing rate schedule and proposed consultants.

Certificate of Insurance – Note any exception to the Certificate requirements and provisions (refer to the web link provided in the Table of Contents) that would prevent your firm from executing an Agreement. Proposal submittals shall include a separate letter affirming the intent of the proposer's acceptance of terms and conditions contained in the Certificate of Insurance (see enclosed certificate). Minimum Insurance limits are as follows:

General Liability: Comprehensive or Commercial Form	Amount
Each Occurrence	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000

General Aggregate	\$2,000,000
Business Automobile Liability	Amount
Each Occurrence	\$1,000,000
Workers' Compensation	as required under California State Law
Professional Liability	Amount
Each Occurrence	\$1,000,000
Project Aggregate	\$2,000,000

Individual Experience – Submit resumes of the responsible Partner, the Project Manager, the Principal Designer and technical consultants focusing on preparation of joint NEPA/CEQA documents and relevant experience of those individuals and university environmental review or planning experience (not the collective corporate experience of the firm).

Work Location – Identify any portions of the Environmental Consultant's scope of work that will be performed outside of the office responding to the RFP and the individuals responsible for that work.

4. Include supplementary information supporting qualifications (8 ½ x 11 format). Organization and brevity will be appreciated. Work submitted as an example of the environmental consultant team's qualifications will be considered only to the extent it is similar to the proposed project. Additional information may be submitted demonstrating experience in programming, planning and design on university campuses. Identify the team and consultants for all projects listed as examples of your firm's work. Provide information on proposed staff and consultants for this project and an organization chart. Provide a list of previous projects the proposed team has participated in together.

Return to: Ray Aronson
Associate Director, Design & Construction Services
Campus Design & Facilities
Contracting Services, Facilities Management, Building 439
University of California
Santa Barbara, CA 93106-1030

5. Submit 1 copy of the proposal material bound into a single document and one copy of a fee proposal in a separate envelope and one copy of both in .PDF format.

6. Due Date: Friday, December 28, 2007, no later than 3:00 p.m.
7. Design teams with qualifications considered appropriate by the Screening Committee may be asked to interview with the Selection Committee.



Selection Criteria

1. ***Program responsiveness.*** Previous experience that demonstrates success in completing projects consistent with program schedule, budget, and technical requirements, and that indicates the ability to complete the proposed project in a manner that is responsive to the specifics of the program.
2. ***Production capability.*** Evidence of ability to perform all design phases of the work, to produce construction documents of superior quality and to meet the completion schedule for each phase.
3. ***Coordination and supervision.*** Evidence of ability to provide experienced staff and timely support during the construction phase of the project.
4. ***Proximity.*** Proximity to the project location, and/or willingness to travel to campus as needed. Also evidence of ability to electronically access and manipulate campus maps and documents to obtain necessary information.
5. ***Client relationships.*** Recognition of the consultative processes associated with work on a University Campus.
6. ***Equal Opportunity.*** The commitment of the University to equal opportunity applies to the selection of design professionals.



Privacy Notification

The state of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply information about themselves:

The principal purpose for requesting the information on this form is for use in the selection process for Design Professionals commissioned by the University. University Policy authorizes maintenance of this information.

Furnishing all information requested on this form is mandatory - failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. The Office of Design & Construction, Facilities Management, University of California at Santa Barbara will use information furnished on this form in consideration of commissions to Design Professionals.

Individuals have the right to access to this record as it pertains to themselves.

The official responsible for maintaining the information contained on this form:

Contracting Services
Office of Design & Construction Services and
Physical Facilities
University of California, Santa Barbara
Building 439
Santa Barbara, California 93106-1030