

**University of California,  
Santa Barbara**



Request  
for  
Proposals  
for the:

**Portola Dining Commons  
And  
Jameson Community  
Center and Kitchen  
Renovations**

Project Number:  
986325/ 293-78  
&  
986325/ 293-79

Campus Design and  
Facilities

Office of Design and  
Construction Services

January 2011



**University of California, Santa Barbara**  
**Portola Dining and Jameson Community Center Renovations**

Project Number: 986325/293-78 & 293-79

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[Statement of Qualifications Form](#) (Separate PDF File Form)

[Campus Landscape and Long Range Development Plan](#)

[Professional Service Agreement](#)

[Executive Professional Design Agreement, ver B, \(EDPA\)](#)

[Certificate of Insurance](#) (Also included as an Exhibit to the Agreement)



## **ADVERTISEMENT**

### **Project Description**

Qualifications are hereby solicited from design professionals interested in providing design services for the renovations of the Portola Dining commons located in Santa Catalina Residence Hall and the renovations of the Jameson Community Center and kitchens located in Santa Ynez Apartments. The projects will be designed and bid as two separate projects.

Portola Dining Commons will be designed and bid as one project and built in two phases. The Jameson Community Center will be designed and bid as one project without phasing.

### **Scope of Services**

Consultant team should have significant experience in the design of kitchen and dining facilities for Universities - including renovations in existing facilities. Each proposed option will require a cost estimate and schedule impacts.

The first phase of the project will be a Detailed Project Program (DPP) effort that will seek to integrate all of the campus's requirements for these facilities within the constraints of the existing buildings, schedules and budgets. The consultant team will need to be fully engaged in the initial effort as these renovations will serve the campus for the near term as well as for long term campus needs.

Authorization to proceed with the second stage of services will be contingent on satisfactory completion of the initial stage, external project approvals, and appropriate funding.

At the completion of the Programming phase the consultant team may be authorized to complete the Schematic Design for the projects. During the Schematic phase all unresolved design issues should be addressed and the limitations of the existing facility must be incorporated into the project design and estimates. The design team will resolve all significant project design issues. A cost estimate is required at the conclusion of this phase.

During the second stage, the scope of services will include architectural and engineering design of the project, selection of food service equipment, preparation of construction documents, support services during the project administrative and environmental approval process, bidding assistance and construction phase administrative services, surveys and utility verification will be required.

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The consultant will be asked at each phase of the project to update the project costs.

Funding of the above project is contingent upon receipt of funding from a variety of sources. 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 Application**

Design teams with qualifications that include experience in the design of projects similar in scale and scope are encouraged to respond. A copy of the Request for Prop (RFP) form will be available on our home page: <http://facilities.ucsb.edu/contracts/proposals/>  
If you have difficulty downloading the document please call Jill Monthei (805) 893-2661 ext. 2211

Six (6) sets of the proposal must be returned no later than 4:00 PM, January 19, 2011 to the attention of:

George Levinthal, University Representative  
Contracting Services – Campus Design & Facilities  
Facilities Management Bldg. 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 - PROJECT SUMMARY**

### **Background**

UCSB's commitment to providing our student body with high quality, healthy and great tasting food will be further enhanced with the Portola renovations. The Housing & Residential Services dining program has been recognized as an industry leader in the delivery of sustainable foods to our students' dining table and the design of our facilities must support these efforts. We are committed to serving our students in a pleasant and attractive environment that will enrich their academic experience and become a positive part of their university life. This project will continue the campus's commitment to excellence within our Housing & Residential Services. The Portola project is one of the final items in the renovation of Santa Catalina. Present campus planning indicates that it may also serve as the food facility for additional student housing in this area.

The Jameson Community Center renovation will provide a much needed and often requested center for this part of campus that will combine a new updated food facility and enhanced community spaces.

### **PORTOLA DINING COMMONS – PHASE 1:**

The Portola Annex (formerly the Linda Vista Kitchen) is one of the two food service facilities located at the Santa Catalina residence halls. Built in 1966 the Portola Annex is in need of renovation to modernize the facility. Because of its poor condition, the Portola Annex has not been in general daily operation since 2003. The age and infirmity of the Portola Annex requires it also to undergo a modernization to gain production efficiencies, offer enhanced service options, enhance our sustainability efforts and provide better service delivery to the resident students

The Portola Annex is an important sequential piece of the dining commons long term program planning, as it must be completed in time to allow for the closure and renovation of the larger Portola Dining Commons.

When completed, the Portola Annex will become the main kitchen facility for the Santa Catalina residents and the summer clients who use Santa Catalina during the renovation phase when Portola Main Commons is not accessible. The renovation kitchen shall be fully self contained and will serve approximately 2,000 meals a day during the renovations of the main kitchen and may be used for catering and other support functions when this project is complete.

The adjoining Linda Vista Room will provide seating areas for the Portola Annex. This will allow the summer conference program to continue in a seamless fashion and earn the planned net revenues which offset the costs to residents in the academic year. The Linda Vista project scope consists of a physical plant of approximately 7,400 square feet.

The completed Portola Annex will need to operate at a level sufficient to deliver a diverse set of food service operations for Santa Catalina's student diners and summer conferees. After the completion of the main Portola Dining Commons, the Portola Annex will continue to service the needs of students in Santa Catalina with an extended evening meal service, and dining similar to the service offered to students on the main campus at the De La Guerra Dining Commons. The campus is also interested in the Portola Annex being transformed into a more traditional restaurant or bistro when this project is complete.

## **PORTOLA DINING COMMONS - PHASE 2**

Built in 1966, the Portola Dining Commons is one of four on-campus dining facilities serving a residence hall population of over 4,800 students. Because of its physical location, Portola's primary service group is the 1,300 plus students living at Santa Catalina Hall. Portola also serves non-resident students, summer session students, and summer guests who reside at Santa Catalina.

At a current operating age of 45 years, Portola has substantial needs for renewal and modernization. The prior owners had not maintained the infrastructure of the dining hall. Portola has continued to operate in less than ideal conditions. The state of repair has been exacerbated because of the extremely high usage patterns which make it even more difficult to maintain the facility.

The project scope for Portola consists of a physical plant of 25,485 GSF/19,754 ASF. The facility will undergo a modernization to gain production efficiencies, offer enhanced dining options, and provide better service delivery to students, enhance our sustainability efforts, lower utility costs and food waste. The project should obtain a LEED Gold certification as per campus policy.

The San Joaquin Apartments will add 1,000 beds to the existing 20-acre site currently occupied solely by Santa Catalina. Implications of this addition should be considered in relation to its impact on the dining operations.

When the Portola kitchen is complete it will serve between 2,000 and 2,500 meals a day during the academic year. The available dining will encompass a wide variety of food choices for our diverse and sophisticated student population. When completed, Portola will also serve non-resident students, summer session students, and summer guests who reside at Santa Catalina.

Total construction budget for Phases 1 and 2 is \$7.8 million.

### **THE JAMESON COMMUNITY CENTER**

The original building built in 1979 was significantly expanded in 1987. The Jameson Community Center at the Santa Ynez Apartments was built in 1987 and was part of the Phase 2 construction of the Santa Ynez Apartments. The community building is in need of some general renovation aimed at serving the new population of students which now includes new transfers and sophomores who replaced the prior population of graduates, seniors and juniors.

The Community Center is comprised of a modest kitchen and dining area, community rooms and an outdoor patio. The renewal will also include a reconditioning of the Jameson Café, which was originally put into operation when the campus leased space for freshman at the Westwinds complex from 1988-91. The Jameson Café ceased operation in 1992, after UCSB terminated the agreement with Westwinds and changed its population mix in the Santa Ynez Apartments.

The renewal will also include a reconditioning of the Jameson Café. The Jameson Café is now being reinstated at the request of residents. The renewal of the Jameson Café will provide a reconditioning or replacement of the food equipment. The Jameson Community Center consists of a physical plant of 4,197 GSF. The Café portion of Jameson is 1,072 GSF.

The Jameson Community Center construction budget is \$950,000.



## **SCOPE OF SERVICES**

Projects at the UCSB campus involve participation by faculty and staff and students. Reviews and approvals of campus projects may extend to public interest groups and public agencies in the surrounding area and the California Coastal Commission. The scope of services anticipates full support during the approval process.

The professional scope of services will include phases for programming, site planning, architectural and engineering design of the project, selection of kitchen equipment, including cost estimating, code analysis, value engineering, project scheduling, and coordination with regulatory agencies, culminating in completed construction documents issued for competitive bids. Construction phase services will include submittal reviews and field representation.

The first phase of the project will be a Detailed Project Program (DPP) effort that will seek to integrate all of the campus's requirements for these facilities within the constraints of the existing buildings, schedules and budgets. The consultant team will need to be fully engaged in the initial effort as these renovations will serve the campus for the near term as well as for long term campus needs. The campus will bring a rigorous understanding and knowledge of food preparation and dining to this effort. The campus has significant experience in what has worked in the past and will work with the consultant team in evaluating each element of the proposed programming and design.

Each proposed option will require a cost estimate and schedule impacts.

At the conclusion of the DPP the two projects (Portola and Jameson) shall be clearly defined and all campus goals should be addressed. The cost estimates from this effort must be adequate to assure the campus that the final projects as described in the programming phase can be built. The final DPP document will serve as a guide for the duration of the projects.

At the completion of the Programming phase the consultant team may be authorized to complete the Schematic Design for the projects. During the Schematic phase all unresolved design issues should be addressed and the limitations of the existing facility must be incorporated into the project design and estimates. The Mechanical, Electrical and Plumbing components of the projects must be adequately designed and existing facilities capacities and limitations incorporated into this phase of the project. The design team will resolve all significant project design issues. A cost estimate is required at the conclusion of this phase.



During the second stage, the scope of services will include architectural and engineering design of the project, selection of food service equipment, preparation of construction documents, support services during the project administrative and environmental approval process, bidding assistance and construction phase administrative services, surveys and utility verification will be required.

The consultant will be asked at each phase of the project to update the project costs.

Portola Dining Commons will be designed and bid as one project and built in two phases. The Jameson Community Center will be designed and bid as one project without phasing.

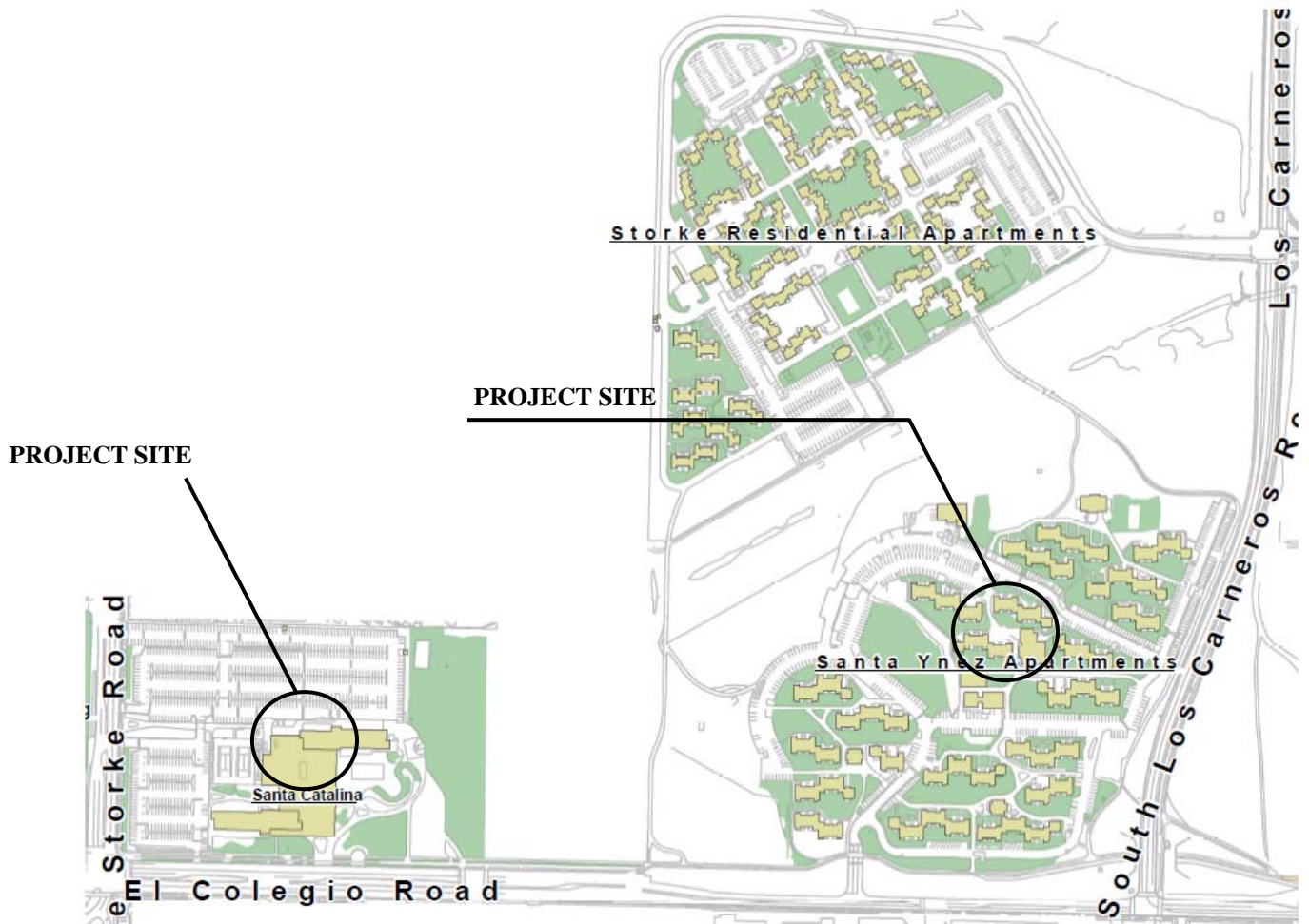


## **SERVICES PROVIDED BY UCSB**

1. Site alternatives and construction budget
2. Topographic map including below-grade utilities. Critical information contained in these documents will be verified by the campus when requested by the Design Professional.
3. On-site construction phase management and inspection.
4. Environmental Analysis (CEQA) and Coastal Commission approval.
5. Delineation of cultural resource sites, wetlands and other planning constraints specific to the site.
6. Available drawings.



**PROJECT SITE PLAN**





## PROJECT SCHEDULE

RFP's due at UCSB	January 19, 2011
Screening Committee Proposal Review and Short Listing	January 20 to 24, 2011

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

*Selected short-listed firms will be posted on the UCSB Campus Design & Facilities website:  
Requests for Proposals*

Notify Selected Consultants	January 25, 2011
Consultant Interviews	February 10, 2011
Successful Candidate Notified	February 17, 2011
Fee Negotiations –	February 28, 2011
Contract Award (PSA) for Detailed Project Program Professional Service Agreement (PSA)	March 14, 2011
Start work on Detailed Project Program	March 21, 2011
Detailed Project Program Complete	May 21, 2011



## INSTRUCTIONS TO APPLICANTS

1. Respond concisely to the Selection Criteria and complete the Statement of Qualifications Form. The Statement of Qualifications must be signed by a responsible member of the firm applying for the project.
2. Provide a list of projects of similar scope and complexity along with team member's roles, project construction budgets, bid amounts, and final change order amounts related to errors and omissions. Please also address the scheduled duration of construction and total of delays attributable to errors and omissions.
3. Your Proposal shall also address the following:

Design Issues – How will the team approach developing a project that responds to the existing facilities? What will be the team's approach to dealing with issues of sustainability, use of energy resources, affordability and prioritization of design goals within the project budget? How can the site be used to achieve its full potential? How can the project improve the campus in general? How will the team maximize the use of the heat pump to reduce campus energy and maintenance costs? How will the project's building be integrated into this section of the campus?

Cost Control -- What mechanism or procedures will the team implement during the design and construction document phases to control costs?

Executive Design Professional Agreement & Professional Service Agreement – Note any exceptions to the enclosed Agreements that would prevent your firm from executing the Agreements. 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 Agreements (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 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:

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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

Malpractice Claims – List malpractice claims adjudicated within the last 5 years or currently pending. Identify the projects. Provide the same information for your Associate Architect if one is proposed, and your Mechanical and Structural Engineers. List any lawsuits pending with the Regents of the University of California. List past lawsuits with the Regents of the University of California and indicate if a settlement was paid to the University. List all current and past UC projects, name of UC project manager and telephone number.

Individual Experience – Submit resumes of the responsible Partner, the Project Manager, the Principal Designer and technical consultants focusing on relevant experience of those individuals.

Work Location – Identify any portions of the Design Professional's scope of work that will be performed outside of the office responding to the RFP and the individuals responsible for that work. If an associate architect or engineer is involved, explain their role and the planned division of responsibilities.

4. Include supplementary information supporting qualifications (8 ½ x 11 format). Organization and brevity will be appreciated. Work submitted as an example of the design 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 engineering team and consultants for all projects listed as examples of your firm's work. Provide information on proposed engineering staff and consultants for this project and an organization chart. Provide a list of previous projects the proposed team has participated in together.

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5. Return to: George Levinthal  
Contracting Services, Campus Design & Facilities  
Facilities Management Building 439  
University of California, Santa Barbara  
Santa Barbara, CA 93106-1030
6. Submit 6 (six) copies of all material bound into single documents. The response should be organized so that the information is provided in the same order as requested above.
7. Due Date: January 19, 2011, no later than 4:00 p.m.
8. Design teams with qualifications considered appropriate by the Screening Committee would be asked to interview with the Selection Committee.



## SELECTION CRITERIA

1. ***Design ability.*** Ability as it can be evaluated by examination of the functional, technical, economic, and aesthetic qualities of projects done for the University or other clients.
2. ***Research potential.*** Capability to undertake appropriate research to resolve design problems specific to the needs of the program or project under consideration.
3. ***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.
4. ***Evaluation of consultants proposed to be employed.*** Previous experience with special engineering requirements appropriate to the project under consideration with evidence or expression that appropriate consulting advice can be obtained as required.
5. ***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.
6. ***Coordination and supervision.*** Evidence of ability to provide experienced staff and timely support during the construction phase of the project.
7. ***Proximity.*** to the project location, willingness to establish a local office or an association with a local consulting firm.
8. ***Client relationships.*** Recognition of the consultative processes associated with work on a University Campus.
9. ***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 them:

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. Information furnished on this form will be used by the Office of Design & Construction, Facilities Management, University of California at Santa Barbara in consideration of commissions to Design Professionals.

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

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

Contracting Services  
Campus Design & Facilities  
University of California, Santa Barbara  
Facilities Management Building 439  
Santa Barbara, California 93106-1030