

**University of California,  
Santa Barbara**



Request  
for  
Proposal  
for the:

**UCSB Lighting Survey  
and Retrofit Design**

Project Number:  
988880

Campus Design and  
Facilities

Office of Design and  
Construction Services

December 2009



**University of California, Santa Barbara**  
**UCSB Lighting Survey and Retrofit Design**

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Statement of Qualifications Form	(See Separate PDF File)

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

[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 services for a Campus wide lighting retrofit project. This project will enable the campus to participate and benefit from an energy reduction program. Services to be provided will at a minimum include;

1. A comprehensive lighting survey of approximately 31 buildings – includes interior, exterior and building path of travel lighting fixtures.
2. Lighting fixture recommendations applicable for the energy reduction program.
3. Detailed specifications of selected lighting fixtures and their appropriate installation.
4. Construction drawings directing the replacement of fixtures and all applicable construction.
5. A detailed cost estimate for each portion of work.

The Design Professional will insure the initial survey lists all elements of the existing building fixtures and their exact location. The University has limited information of the existing fixtures and will rely on the design professional to do a building by building review. It is also the responsibility of the design professional to insure that any recommended lighting fixture replacements can be replaced without any electrical upgrades. It is not the intent of this project to upgrade any of the existing electrical wiring or increase any of the building's existing electrical load capabilities.

The Campus buildings and complexes to be surveyed are listed on the Lighting Fixture Locations attachment.

The current projected construction budget is approximately \$3,500,000.00. The planned date for completion of construction is December 2011.

### Scope of Services

The scope of professional services will be as follows:

Survey	March – April 2010
Survey Review/Edits	April 2010
Lighting Recommendation	May 2010
Lighting Selections	May 2010
Construction Drawings & Specifications	May – July 2010

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Construction Drawing & Specification Final Review	July 2010
Bid	Aug – Oct 2010
Award	Oct 2010
Construction	Nov 2010 –December 2011

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 Statement of Qualifications (SOQ) form will be available on our home page: <http://facilities.ucsb.edu> click on Contracts, Requests For Proposals or email Jill.Monthei@dcs.ucsb.edu.

Five (5) sets of the Proposal must be returned to the attention of: Telli Foster, Project Manager, Contracting Services – Facilities Management Bldg. 439, Office of Design and Construction, University of California, Santa Barbara, CA 93106-1030 no later than 3:00PM, December 18, 2009.

• **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**

All buildings have been identified on the Lighting Fixture Locations spreadsheet along with their location and approximate ASF, GSF, and number of floors. The buildings are comprised of offices, recreation facilities, classroom and student living spaces. All lighting fixtures within the building, on the exterior of the building, and within the path of travel to the building should be categorized and evaluated.



## Scope of Services

Design projects at the UCSB campus may involve a great deal of participation by faculty, staff and students in several forums established to engage the campus community in the decision making process. Reviews and approvals of campus projects extend to public interest groups and public agencies. The scope of services anticipates full support of the Design Professional throughout the project.

The professional scope of services will include phases for survey and lighting assessment, producing a detailed project program, engineering design of the project, 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 initial effort (Phase I) will be a comprehensive site survey and lighting assessment. Work beyond this initial phase and all subsequent phases, is subject to funding and project approval.

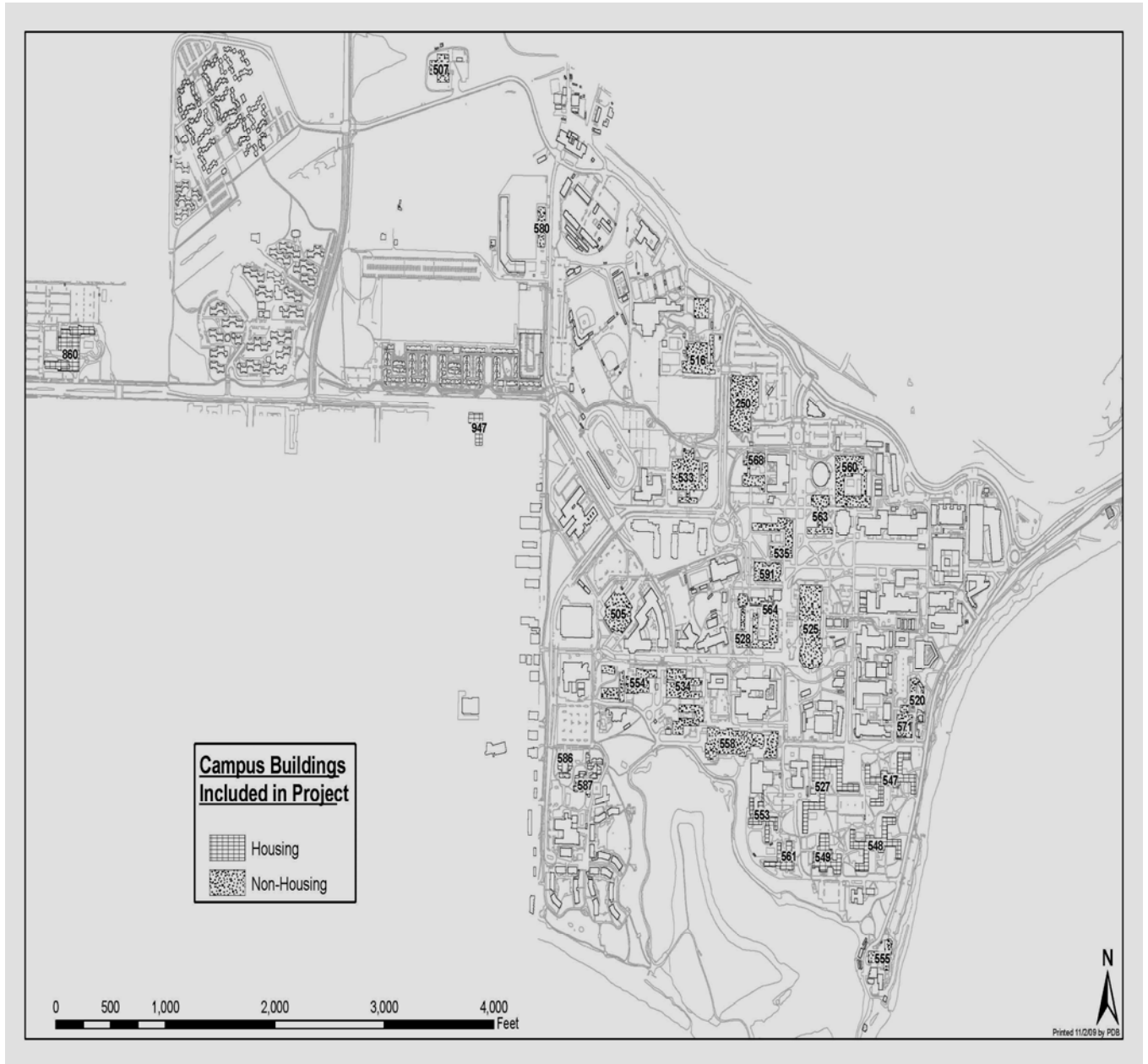


**Services Provided by UCSB**

Access to all available campus building drawings.



**Campus Buildings Included in Project**







**Lighting Fixture Locations**

Building Name	Bldg. #	ASF	GSF	# of Floors
SAASB	568	58921	800330	5
CENTRAL STORES	507	20209	22055	1
200 Bi-Level Stair fixtures				
DAVIDSON LIB (Main)	525	238769	334552	10
PHELPS HALL	560	88407	131559	7
SOUTH HALL	528	80281	131730	7
ROBERTSN GYM	533	60498	76516	3
ARTS	534	65201	79151	4
NORTH HALL	535	41011	66188	3
ELLISON HALL	563	66253	113217	8
GIRVETZ HALL	564	28621	46726	2
BIOLOGY 2	571	73180	129737	8
HARDER STAD	580	25052	29315	3
KERR HALL	591	33121	40010	2
ECEN HID to Fluorescent Fixtures				
EVENTS CNTR Interior Lights	505	51, 035	64266	2
UNIV CENTER	558	105, 063	140,35	2
RECCEN	516	46367	65569	2
MAR SCI BLDG	520	35327	60542	5
MAR BIO LAB	555	22238	35151	3
SNIDECOR	554	21823	33726	3
MESA PARKING HID to Fluor Fixtures	250	0	297700	4
Housing 100 Bi-Level Stair fixtures				
Housing 100 Bi-Level Stair fixtures				
SANTA ROSA	527	55038	84495	2
ANACAPA	547	53509	78, 113	2
SANTA CRUZ	548	50476	78114	2
DE LA GUERRA	549	27526	32027	2
SAN MIGUEL	553	50192	85414	10
SAN NICOLAS	561	50625	84950	10
SAN RAFAEL W	586	41831	61473	9
SAN RAFAEL M	587	40282	48012	3
FRANCISCO TO	860	200880	251100	10
ELDORADO APT	945	38848	41936	2
WESTGATE APT	947	18526	26029	2



Project Site Plan





## Project Schedule

RFP's Due at UCSB December 18, 2009

Screening Committee January 2010

*The resultant selected short-listed firms will be posted on the UCSB Campus Design & Facilities website, click on this project.*

Notify Selected Consultants January 2010

Consultant Interviews January 2010

*Note: consultant interviews may not be conducted. Response to RFP should include all information necessary for selection.*

Chancellor Approval January, 2010

Successful Candidate Notified January, 2010

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

Fee Negotiations - Design Development Phase (DPP) February, 2010

Contract Award February, 2010

Survey Complete to UCSB April 2010

Preliminary Design Start May 2010

Construction Documents Start May-July, 2010

Bids August-October, 2010

Construction Start November, 2010

Project Complete November, 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. Project statistics should include net and gross areas, efficiency ratio, and a contact person with a telephone number.
3. Your Proposal shall also address the following:

Design Issues – How would the team approach incorporating the participation of campus community members into their planning and design processes? How will the team approach developing a project that responds to the context of existing facilities? What will be the team's landscape design approach and how will it address circulation routes? 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 and enhance this area of campus in particular?

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

Executive Design Professional Agreement – Note any exceptions to the enclosed Agreement 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 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

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 and university experience (not the collective corporate experience of the firm).

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 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

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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.

5. Return to: Telli Foster, Project Manager  
Contracting Services, Facilities Management, Building 439  
Office of Design & Construction Services  
University of California  
Santa Barbara, CA 93106-1030
6. Submit five (5) copies of all material bound into single documents.
7. Due Date: December 18, 2009, no later than 3:00 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 engineering 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 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. 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 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