

**University of California,  
Santa Barbara**



Request  
for  
Proposals  
for the:

22 Parking Structure  
Photovoltaic System Re-  
Design

Project Number:

FM130213/986610

Office of Design and  
Construction Services

October 2012



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## EXHIBITS:

Statement of Qualifications Form	(See UCSB Website for download at: <a href="http://facilities.ucsb.edu/contracts/proposals/">http://facilities.ucsb.edu/contracts/proposals/</a> )
Professional Services Agreement	(See separate .pdf file)
Executive Design Professional Agreement (EDPA)	(See separate .pdf file)
Campus Landscape and Long Range Development Plan	(web link: <a href="http://facilities.ucsb.edu/planning/">http://facilities.ucsb.edu/planning/</a> )
Certificate of Insurance	(See separate .pdf file)



## ADVERTISEMENT

**Project Name:** 22 Parking Structure Photovoltaic System Re-design

**Project Number:** FM130213/986610

### **Project Description**

Qualifications are hereby solicited from design professionals interested in providing design services for the re-design of the approximately 500kW photovoltaic system designed to be installed above the roof deck of the existing 22 Parking Structure located on the west side of the University of California, Santa Barbara campus. The 22 Parking Structure was completed in 2006. The parking structure is a 5-story concrete frame structure with a partial 6<sup>th</sup> floor, and an area of approximately 61,000 square feet of available roof area.

A 500kW photovoltaic system was originally designed in 2011 and 2012 by Premier Renewables, Inc. of San Luis Obispo, California. The construction project for that system was bid in July of 2012. Because the low bid exceeded the available funds, all bids were rejected. The new project will be redesigned to meet the available construction budget of \$2,600,000.

### **Scope of Services**

Prospective Consultant teams should have significant experience in all aspects of the design of photovoltaic systems including, but not necessarily limited to, Architectural, Structural, Mechanical, Electrical and Solar.

The scope of services will include Schematic Design Phase to include: Redesign the PV system per the University's requirements by eliminating the panel arrays that were previously designed to be cantilevered beyond the parapet walls of the roof on all four (4) sides of the structure.

Authorization to proceed with the Design Development phase of services will be contingent on satisfactory completion of the Schematic Design Phase, external project approvals, and appropriate funding. During the Design Development Phase all unresolved design issues should be addressed and the limitations of the existing facility must be incorporated into the project design and cost estimate. The Consultant team will resolve all significant project design issues.

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The Construction Documents phase, if authorized, will include the Consultant team's provision of all necessary plans and specifications, with bid alternates, ready for issuance for bidding purposes. Finally, the scope of services will include bidding assistance and construction phase administrative services.

Construction Cost estimates shall be provided by the Consultant team at the conclusion of each phase.

While it is anticipated that funding will be available, there is no assurance that funds will be received for the project noted, and final selection and appointment under this solicitation is contingent upon project approval. 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 contact Sean Parker at (805) 893-2661 ext. 2201.

Four (4) sets of the Consultant team's proposal must be returned no later than 4:00 PM, November 09, 2012 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.

*Posted on 10/22/12*



## **PROGRAM STATEMENT & PROJECT SUMMARY**

UCSB has a commitment to its students, faculty and staff, as well as to the surrounding communities to reduce its dependence on fossil fuels and other forms of energy provided by the local utility companies by installing energy efficient and low emission equipment as well as generating its own electrical power by the installation of photovoltaic systems throughout the campus supplying many of its buildings with its electrical needs.

The project was originally designed in 2011 and 2012 by Premier Renewables, Inc., San Luis Obispo, CA, for a 500kW system. The project was bid in July of 2012. As the low bid exceeded the available funds, all bids were rejected. The new project will be redesigned to meet the available construction budget of \$2,600,000.00.

The 22 Parking Structure was completed in 2006. The parking structure is a 5-story concrete frame structure with a partial 6<sup>th</sup> floor, and an area of approximately 61,000 square feet of available roof area. During the original construction, concrete pedestals were installed along with conduits which connect the roof area to the room designated for the inverter in the basement. Conduits have also been installed from the proposed inverter room to the existing electrical room, both located on the first floor of the building.



## SCOPE OF SERVICES

Projects at the UCSB campus involve participation by faculty, 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 scope of services for the 22 Parking Structure Photovoltaic System Re-Design Project (No. FM130213/986610) will include phases for Schematic Design, Architectural and Engineering re-design of the previously designed PV system. Services will also include Design Development and Construction Document phases culminating in completed construction documents issued for competitive bidding. Construction phase services will include submittal reviews and field representation.

**Schematic Design:** Redesign the PV system per the University's requirements by eliminating the panel arrays that were previously designed to be cantilevered beyond the parapet walls of the roof on all four (4) sides of the structure. The project, however, will maintain the originally designed infrastructure capable of handling a full 500kW PV system.

The Consultant will study the possibility of changing out the originally specified inverter with a different manufacturer's inverter, and modifying several of the perimeter arrays to avoid conflicts with existing architectural elements in order to maintain those elements.

The construction documents will be prepared with a base bid of the interior arrays of the system and the inverter infrastructure and two (2) bid alternates for the east-west arrays and the north-south arrays.

The Schematic Design will include a review with the campus Design Review Committee, which will require architectural elevations, sections and plans, and an animation to illustrate the visible impact of this project. Drawings adequate to describe the proposed solutions will be required.

A project cost estimate for the base bid and each of the two alternates will be required at the end of this phase. Duration of the Schematic Design Phase: 8 Weeks

**Design Development:** Drawings (50% CD's) and specifications to complete the design phase with any changes requested by the University or the design review committee, along with an updated cost estimate. Duration of the Design Development Phase: 4 Weeks

**Construction Documents:** Drawings and specifications to complete the project design with completed construction documents and specifications. At this time, it is anticipated that the

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project will be bid with additive alternates as described above. A final cost update will be required. Duration of the Construction Documents Phase: 6 Weeks

Bid assistance and Construction Administration to assist the University Representative. Duration of the Bid Assistance and Construction Administration Phase: 8 to 10 weeks

Construction is estimated to be approximately 5 months.

Proposals must include all necessary site visits throughout the course of the project and an allowance for all reimbursable expenses.

Work shall also include modifications to the redesigned lighting system that will be impacted by this re-design as well as the fire alarm horn/strobes and emergency exit lights located on the roof levels.

Assistance with the preparation of all required SCE rebate reservation not yet submitted as well as approval documentation and submittals will be required.



**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 Issued	October 22, 2012
RFP's due at UCSB	November 9, 2012
Screening Committee Proposal Review and Short Listing	November 15, 2012

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

Notify Short Listed Consultants	November 20, 2012
Consultant Interviews (if required)	Early December 2012
Successful Candidate Notified	TBD
Fee Negotiations	TBD
Contract Award (PSA) for Pre-Design Phase	TBD
Start work on PDP	TBD
PDP Complete	TBD



## INSTRUCTIONS TO APPLICANTS

1. Respond concisely to the Selection Criteria and complete the Statement of Qualifications Form (see UCSB project web page for downloadable 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?

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).

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Minimum Insurance limits are as follows:

<b>General Liability: Comprehensive or Commercial Form</b>	<b>Amount</b>
Each Occurrence	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
<b>Business Automobile Liability</b>	<b>Amount</b>
Each Occurrence	\$1,000,000
<b>Workers' Compensation</b>	<b>as required under California State Law</b>
<b>Professional Liability</b>	<b>Amount</b>
Each Occurrence	\$1,000,000
Project Aggregate	\$1,000,000

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 four (4) 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: November 9, 2012, no later than 4:00 p.m.
  
8. Design teams with qualifications considered appropriate by the Screening Committee may be invited 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:

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