

University of California,  
Santa Barbara



Request for Proposals  
for the:

**MATERIALS RESEARCH  
LABORATORY INFILL**

Project Number:  
FM130267/981830

Design & Construction  
Services

November 2012



**University of California, Santa Barbara  
Materials Research Laboratory Infill Project  
Project Number FM130267/981830**

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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	(See separate .pdf file)
Certificate of Insurance	(See separate .pdf file)



## ADVERTISEMENT

**Project Name:** Materials Research Laboratory Infill

**Project Number:** FM130267/981830

### **Project Description**

Proposals are hereby solicited by the University of California, Santa Barbara (“University”) from qualified design professionals interested in providing architectural and engineering services for the design and construction of a Low Temperature Materials Characterization Research Laboratory.

The project will enclose an approximately 1,200 square foot ground floor patio at the University’s Materials Research Laboratory (MRL) building in order to create new laboratory space to house over a \$1,000,000 worth of research laboratory equipment.

The proposed Low-Temperature Materials Characterization Lab Project will be designed to accommodate at least three sharable pieces of equipment that include a Quantum Design Magnetic Properties Measurement System (MPMS) and two Quantum Design Physical Properties Measurement System (PPMS) that are currently pigeon-holed in existing space. Improvements will include reconfiguration of the north entry and extension (and possible increase of capacity) of existing infrastructure to achieve equipment specification requirements.

The anticipated construction budget is in the range of \$800,000 - \$850,000. The planned start of construction is Winter Quarter 2014.

### **Scope of Services**

Work on this project will be authorized in two stages. The first stage will be conducted under a Professional Services Agreement for development of a Detailed Project Program, Conceptual Design and a Detailed Cost Estimate. At the conclusion of these preliminary services the project may continue through Working Drawings and Construction depending on project funding and approvals. Award of the contract for preliminary services does not guarantee the chosen firm will continue through working drawings.

The second stage of the project will be conducted under an Executive Design Professional Agreement for architectural and engineering design, preparation of construction documents, support services during the administrative and environmental approval process, bidding assistance and construction phase administrative services.

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Approval 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. Selection of the design professional will follow standard University procedures.

**Instructions to Applicants**

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 for download on our home page: <http://facilities.ucsb.edu> click on Contracting Services>>Consultants/Designers>>'Requests for Proposals and download the project documents, or contact Frank Castanha at [frank.castanha@dcs.ucsb.edu](mailto:frank.castanha@dcs.ucsb.edu) or **Anne Marie Nething**, Project Analyst, at (805) 893-6987 for assistance.

Provide FIVE (5) sets of the Statement of Qualifications must be returned no later than 4:00 PM, December 14, 2012 to the attention of:

Frank Castanha, Senior Engineer Manager  
University of California, Santa Barbara  
Facilities Management, Bldg. 439, Room E  
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 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.

*(Ad Posted 11/29/12)*



## PROGRAM STATEMENT

### Background

The Materials Research Laboratory is widely recognized as one of the top five materials research facilities in the world. At UC Santa Barbara, the MRL has pioneered an interdisciplinary approach to major research challenges and serves as the innovation engine for discoveries in new materials. The success of the MRL has allowed it to become home to a world-class scientific and engineering community that creates new collective knowledge and fosters the next generation of scientific leaders. With a focus on the establishment and operation of seven world-class shared experimental and characterization facilities, the MRL provides UC Santa Barbara with a truly dynamic and creative population of students and faculty who will elevate materials science to fresh heights in the new millennium.

### Program Statement

The MRL Infill Project will house the Low-Temperature Materials Characterization Facility which will enclose an existing exterior covered patio space at the ground floor level northeast side. The infill will house two laboratory facilities with approximately 1180 ft<sup>2</sup> assignable area. Both spaces are to be high visibility showpiece laboratory facilities with glass storefront walls showing off the instrumentation inside. The larger enclosed laboratory area is anticipated to be 800 ft<sup>2</sup> and the other will be 380 ft<sup>2</sup>. The larger enclosed area will house instruments for the measurement of the electrical, thermal, and magnetic properties at low temperatures and under strong magnetic fields. The smaller lab will house instruments for optical and thermal measurements. The goal is to maximize the usable laboratory space while matching the existing building character and creating functional and attractive laboratory space.



## SCOPE OF SERVICES

1. University of California, Santa Barbara (“University”) is seeking a qualified team of design professionals to provide architectural and engineering services for the design and construction of a Low Temperature Materials Characterization Research Laboratory.
2. The project will enclose an approximately 1,200 square foot ground floor patio at the University’s Materials Research Laboratory (MRL) building in order to create new laboratory space to house over a \$1,000,000 worth of research laboratory equipment.
3. The proposed Low-Temperature Materials Characterization Lab Project will be designed to accommodate at least three sharable pieces of equipment that include a Quantum Design Magnetic Properties Measurement System (MPMS) and two Quantum Design Physical Properties Measurement System (PPMS) that are currently pigeon-holed in existing space. Improvements will include reconfiguration of the north entry and extension (and possible increase of capacity) of existing infrastructure to achieve equipment specification requirements.
4. The anticipated construction budget is in the range of \$800,000 - \$850,000. The planned start of construction is Winter Academic Quarter 2014.
5. Architectural design projects at the UCSB campus involve 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 in the surrounding area and the California Coastal Commission. The scope of services anticipates full support of the selected Design Professionals during the public process of developing plans for the project.
6. Work on this project will be authorized in two stages. The first stage will be conducted under a Professional Service Agreement for the preliminary services of the Detailed Project Program, Conceptual Design and a Detailed Cost Estimate. The second stage of the project will be conducted under an Executive Design Professional Agreement for architectural and engineering design, preparation of construction documents, code analysis, value engineering, project scheduling, and coordination with regulatory agencies, support services during the administrative and environmental approval process, bidding assistance and construction phase administrative services including submittal reviews and field representation.
7. Any work beyond the first phase is subject to obtaining funding and project approval. Selection of the design professional will follow standard University procedures.



### **SERVICES PROVIDED BY UCSB**

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

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PROJECT LOCATION







**PROJECT SCHEDULE**

RFP Issued/Advertised by the University	November 29, 2012
RFPs Due at UCSB by 4:00 p.m.	December 14, 2012
Screening Committee Evaluations	December 17, 2012
Selection Committee Evaluations	January 2, 2013
Consultant Notification	January 10, 2013

*The anticipated schedule is tentative. The exact dates will be set forth in a formal Notification letter and directed to the selected Consultant(s).*

Professional Services Agreement Contract Award	January 18, 2013
Project Program Guide & Preliminary Design	Feb – March, 2013
Cost Estimating	March 2013
Construction Documents Start	TBD
Bidding/Award	TBD
Construction Start	TBD
Project Complete	TBD



## 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, and bid amounts.
3. Your Statement shall also address the following:

**Design and Engineering Issues** – What will be the team's approach to dealing with issues of laboratory design and sustainability.

**Cost Control** – What mechanism or procedures will the team implement during the design and construction document phases to control costs? What specific approaches can the design team take to allow collaboration and flexibility during the design process and at the same time control costs?

**Professional Services Agreement** – Note any exceptions to the attached Professional Services Agreement ("PSA") 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.

**Executive Design Professional Agreement** – Note any exceptions to the enclosed Agreement that would prevent your firm from executing the Executive Design Professional Agreement. The University will not 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 list of all proposed consultants. Provide a copy of the current billing rate schedule for your firm and for all proposed consultants **IN A SEPARATE, SEALED ENVELOPE.**

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**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:

<b>General Liability: Comprehensive or Commercial Form</b>	<b>Amount</b>
Each Occurrence	\$1,000,000
Products/Completed Operations Aggregate	\$2,000,000
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	\$2,000,000

**Malpractice Claims** – List malpractice (E&O) 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 design experience of those individuals and university experience (not the collective corporate experience of the firm), if applicable.

**Work Location** – Identify work location of Consultant’s main office and any portions of the Consultant’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 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: Frank Castanha, Senior Project Engineer  
Office of Design & Construction Services  
Facilities Management, Building 439  
University of California  
Santa Barbara, CA 93106-1030
6. Submit FIVE (5) copies of all material bound into single documents.
7. Due Date: *Friday, December 14, 2012* no later than 4:00 p.m.



## 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 energy efficient and LEED certified engineers, as well as all other 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 and capacity 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 all phases of the project.
7. ***Proximity.*** Proximity of the Consultant's headquarters office 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:

Associate Director, Contracting Services  
Office of Design & Construction Services  
Facilities Management, Bldg. 439  
University of California, Santa Barbara  
Santa Barbara, California 93106-1030