

University of California,
Santa Barbara



Request for Proposals
for the:

**MARINE
BIOTEHCNOLOGY LAB
RENOVATIONS**

Project Number:

FM130338

Design & Construction
Services

January 2013



**University of California, Santa Barbara
Marine Biotechnology Lab Renovations
Project Number: FM130338**

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EXHIBITS:

Statement of Qualifications Form	(See UCSB website for download at: http://facilities.ucsb.edu/contracts/proposals/)
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: Marine Biotechnology Lab Renovation

Project Number: FM130338

Project Description

Qualifications 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 Marine Biotechnology Lab Renovation project.

The project will consist of remodeling nine (9) existing laboratories of approximately 1840 square feet. The scope of the work includes laboratory spaces for three main working areas: molecular biology, physiology and carbon chemistry. The existing lab benches will be either removed and replaced or refurbished, all flooring is to be replaced. The existing constant temperature refrigerator room will be refurbished or replaced including all the existing HVAC units serving the space. Several doors and walls will be removed and relocated.

The anticipated construction budget is in the range of \$520,000 - \$580,000. The planned start of construction is Spring Quarter 2013.

Scope of Services

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 Project Program, Conceptual Design, Schematic Design and a Detailed Cost Estimate. The second stage of the project, if approved by the University, will be conducted under an Executive Design Professional Agreement (“EDPA”) for architectural and engineering design, preparation of construction documents, project scheduling, and support services during bidding and construction phase.

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

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(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 Joseph Van Thyne at joe.vanthyne@dcs.ucsb.edu or (805) 893-6137 for assistance.

Provide FIVE (5) sets of the Statement of Qualifications must be returned no later than 4:00 PM, **February 7, 2013** to the attention of:

Joseph Van Thyne, University Representative
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 1/23/13)



PROGRAM STATEMENT

Background

The Marine Science Laboratory is widely recognized as one of the top research facilities in the world. The success of the Marine Science research 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 a world-class shared experimental and characterization facilities, the Marine Science Department provides UC Santa Barbara with a truly dynamic and creative population of students and faculty who will elevate marine science to fresh heights in the new millennium.

Program Statement

The project will consist of remodeling nine (9) existing laboratories of approximately 1840 square feet. The scope of the work includes laboratory spaces for three main working areas: molecular biology, physiology and carbon chemistry. The existing lab benches will be either removed and replaced or refurbished, all flooring to be replaced. The existing constant temperature refrigerator room will be refurbished or replaced including all the existing HVAC units serving the space. Several doors and walls will be removed and relocated.



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 renovation of existing laboratory space for molecular biology, physiology and carbon chemistry research.
2. The project will include remodeling of approximately 1,840 square foot of existing laboratories to better serve their research agenda.
3. The anticipated construction budget is in the range of \$520,000 - \$580,000. The planned start of construction is Spring Academic Quarter 2013.
4. 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 Project Program, Conceptual Design, Schematic Design and a Detailed Cost Estimate. The second stage of the project, if approved by the University, will be conducted under an Executive Design Professional Agreement (“EDPA”) for architectural and engineering design, preparation of construction documents, project scheduling, and support services during bidding and construction phase.
5. 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. As-built drawings from the original building. Critical information contained in these documents will be verified by the campus when requested by the Design Professional.
2. On-site construction phase management and inspection.
3. Coordination with the Marine Science Department to define scope.

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PROJECT LOCATION





PROJECT SCHEDULE

RFP Issued/Advertised by the University	January 23, 2013
RFPs Due at UCSB by 4:00 p.m.	February 7, 2013
Screening Committee Evaluations	February 8, 2013
Selection Committee Evaluations	February 12, 2013
Consultant Notification	February 13, 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	February 20, 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") or Executive Design Professional Agreement that would prevent your firm from executing the Agreement. The University will not 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:

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

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.

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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: Joseph Van Thyne, University Representative
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: No later than 4:00 p.m. on *Thursday, February 7, 2013*.



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