

**University of California,
Santa Barbara**



Request
for
Proposal
for the:

**2013/2014 Energy
Projects**

Project Number:

FM140118

Campus Design and
Facilities

Office of Design and
Construction Services

August 2013



**University of California, Santa Barbara
2013/ 2014 Energy Projects**

Project Number: FM140118

Table of Contents

Advertisement	3-4
Program Statement	5
Scope of Services	6
Services Provided by UCSB	7
Project Site Plan	8
Project Schedule	9
Instructions to Applicants	10-12
Selection Criteria	13
Privacy Notification	14
EXHIBITS:	
Statement of Qualifications Form	(See UCSB website for download at: http://facilities.ucsb.edu/contracts/proposals/)
Professional Services Agreement	(See separate .pdf file on UCSB site)
Executive Design Professional Agreement	(See separate .pdf file on UCSB site)
Certificate of Insurance	(See separate .pdf file on UCSB site)
Schematic Drawings	(See separate .pdf file on UCSB site)



Advertisement (Posted on 8/27/2013)

Project Name: 2013/2014 Energy Projects

Project Number: FM140118

Project Description

Qualifications are hereby solicited from design professionals interested in providing services for but not necessarily limited to the installation of Wireless Pneumatic Thermostats and Controls at Phelps Hall, South Hall, Engineering II, Cheadle Hall, Ellison Hall, the Music Building, and Physical Sciences North. This project is part of the energy related projects that are done as part of the SEP (Statewide Energy Partnership Program). The consultant will be required at all times to provide the University with energy savings data for all of the project's construction. The current projected construction budget is approximately \$3,000,000 with a possible increase of \$1,000,000 depending on additional funding. The planned date for completion of construction is September 2014.

Scope of Services

The scope of professional services will be as noted below:

The scope of services will include architectural and engineering design of the project, 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 and energy savings.

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 projects noted. Selection of the design professional will follow standard University procedures. The basis of design for Phelps Hall, South Hall, Engineering II, Cheadle Hall, Ellison Hall, Music Building will be schematic design drawings by Goss Engineering, Inc. dated June 17, 2013.

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 Requests for Proposals *and download the documents from the website* or contact Tracy Howard at (805) 451-4106 for assistance.

Six (6) sets of the proposal must be returned to the attention of:

Croft Yjader, Contracting Services – Facilities Management Bldg. 439, Office of Design and Construction, University of California, Santa Barbara, CA 93106-1030 no later than 4:00 PM on September 10, 2013.

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



Program Statement

Background

The Campus is presently working on a number of energy savings projects under a University of California program titled the Statewide Energy Partnership Program (SEP).

Each project in the SEP program is funded with energy savings.

This project will address a number of important campus issues:

- More efficient and quieter fume exhaust fans will be installed
- Reduce the overall emissions from the campus boilers.
- Significant energy savings from this project will be realized by adding wireless pneumatic thermostats. During temperate times fans will be slowed, chilled water consumption will be dropped, and the active water demand will fall.

Project Summary

Projects include but are not necessarily limited to the installation of Wireless Pneumatic Thermostats and Controls at Phelps Hall, South Hall, Engineering II, Cheadle Hall, Ellison Hall, the Music Building, and Physical Sciences North.

Scope of Services

Projects at the UCSB campus involve participation by faculty and staff. 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 engineering and architectural design for the projects; preparation of construction documents including cost estimating, code analysis, value engineering, project scheduling, and coordination with regulatory agencies; bidding assistance; and construction phase administrative services including submittal reviews, cost proposal reviews, field representation, etc.. The consultant will be asked at each phase of the project to confirm the project costs and energy savings.

Funding of the above projects 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.

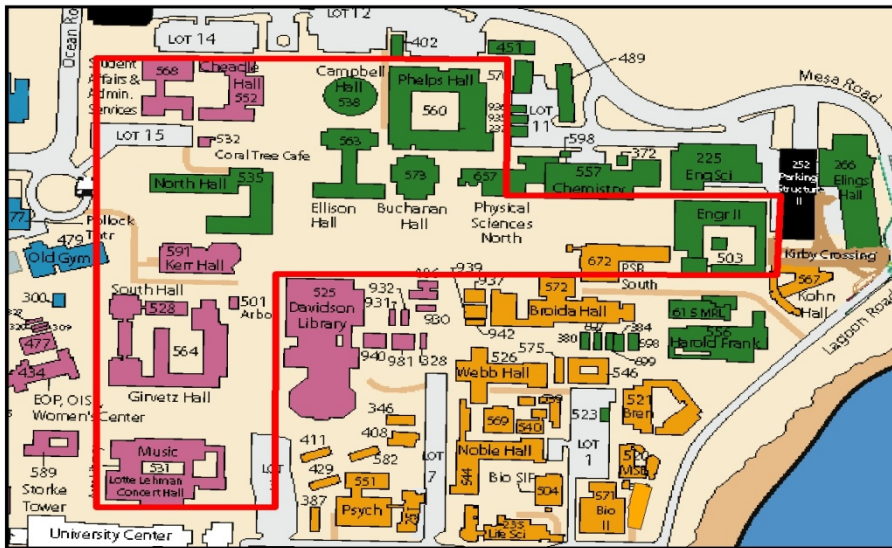


Services Provided by UCSB

1. Construction budget.
2. Record drawings. Critical information contained in these documents will be verified by the campus when requested by the Engineer.
3. On-site inspection during construction.
4. Environmental Analysis (CEQA) and Coastal Commission approval.
5. Delineation of cultural resource sites, wetlands and other planning constraints specific to the site.
6. Schematic Design drawing for: Phelps Hall, South Hall, Engineering II, Cheadle Hall, Ellison Hall, Music Building by Goss Engineering dated June 17, 2013. (See attached.)



Project Site Plan





Project Schedule

RFP's Due at UCSB	September 10, 2013
Screening Committee	Week of September 10, 2013
<i>The resultant selected short-listed firms will be posted on the UCSB Design, Construction, & Physical Facilities website, click on Notices</i>	
Notify Selected Consultants	Week of September 10, 2013
Consultant Interviews (if required)	September 2013
Chancellor Approval	September 2013
Successful Candidate Notified	September/ October 2013
<i>The anticipated schedule is tentative. The exact dates will be set forth in a Notification letter to the selected Consultant.</i>	
Fee Negotiations	October 2013
Contract Award	October 2013
Preliminary Design Start (where applicable)	November 2013
Construction Documents Start	February 2014
Bidding Process Initiated	April 2014
Construction Start	May 2014
Project Complete	September 2014

Note: All schedule dates set forth above are tentative.



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 – 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.

Work Location – Identify any portions of the Engineer'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 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.

5. Return to: **Croft Yjader**
University of California, Santa Barbara
Contracting Services, Facilities Management
Building 439, Room 'E'
Santa Barbara, CA 93106-1030
6. Submit 6 (six) copies of all material bound into single documents.
7. Due Date: September 10, 2013, 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:

Associate Director, Contracting Services
Office of Design & Construction Services and
Physical Facilities
University of California, Santa Barbara
Building 439
Santa Barbara, California 93106-1030