University of California,
Santa Barbara

Request for Proposals
for the:

Institute for Energy
Efficiency

Project Number:
981780

Office of
Design & Construction
Services

February 2012

University of California, Santa Barbara
Institute for Energy Efficiency
Project Number 981780

Table of Contents

ATTACHMENTS:

Statement of Qualifications Form	(See UCSB website for download at: http://facilities.ucsb.edu/contracts/proposals/)
Professional Services Agreement (PSA)	(See separate .pdf file)
Executive Design Professional Agreement, (EDPA)	(See separate .pdf file)
Certificate of Insurance	(See separate .pdf file)

Advertisement (Posted on 2/6/2012)

Project Description

Proposals are hereby solicited from design professionals interested in providing architectural and engineering services for the design and construction of a proposed facility to house the Institute for Energy Efficiency.

The Institute for Energy Efficiency ("IEE" or "Institute") Building will strive to be a zero-net energy building housing research laboratories, research offices and support space and will serve as the hub for energy research activity on the campus. The building will facilitate new opportunities for synergistic collaborations and will be designed to allow experimentation in energy efficiency relating to building materials and design, a key area of research in the Institute.

Based on projected needs associated with the expanded work of energy research on the campus, an estimated minimum of 30,000 asf is required to ensure successful operation and growth of the Institute. Although the proposed building will not accommodate the entire Institute's participating faculty, it will provide space for a core group of approximately 18 faculty, their laboratories, students and post-docs.

Although primarily a research facility, the building will also support important educational activities. Specifically, two large (100 occupant) seminar rooms would be available for general instruction and undergraduate energy programs. The building will also be designed around an interior courtyard that will provide a space for convening groups during conferences and seminars.

Our goal is a zero-net energy building; as such it will also be a model and a symbol of the work of the Institute and of UCSB's commitment to energy efficiency. Architectural and Engineering teams must have extensive experience with designing energy efficient buildings, and must demonstrate the ability to be collaborative and flexible as energy efficient technologies will evolve during the process.

The anticipated construction budget is in the range of $30 million - $35 million. The planned start of construction is Winter 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 (PSA) 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 (EDPA) 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.

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 state law and University consultant selection and contract award 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 for download on our home page: *http://facilities.ucsb.edu* click on 'Requests For Proposals' and download the project documents or contact Frank Castanha at frank.castanha@dcs.ucsb.edu. or call **Anne-Marie Nething**, Project Analyst, at (805) 893-6987 for assistance.

Five (5) sets of the Design Team's Proposal must be returned to the attention of:

Frank Castanha, Senior Project Manager, Design & Construction Services - Facilities Management Bldg. 439, Office of Design and Construction, University of California, Santa Barbara, CA 93106-1030 no later than 4:00PM on Monday, February 27, 2012.

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 Institute for Energy Efficiency ("IEE" or the "Institute") was launched in 2008 and has rapidly achieved national recognition for its leadership as a center of excellence dedicated to advancing the science, technology and policies necessary for an energy efficient future. The Institute integrates UC Santa Barbara faculty research to initiate and secure support for multi-disciplinary projects and develops strategic partnerships with industry. In the first year of its operation (2008), the Institute secured a $19 million grant from the Department of Energy for the Center for Energy Efficient Materials (CEEM) to conduct basic research in solar cells, solid-state lighting and thermoelectrics. Last year, another new research program, The Center for a Terabit Ethernet, was launched within the Institute.

Over 60 faculty and thirteen Research Centers are affiliated with the Institute, encompassing a range of topics from basic materials for renewable energy, to energy policy. Through its focused Technology Roundtables, the Institute actively engages industry to advance specific topics of importance related to energy efficiency. The new building will bring together our diverse faculty, currently dispersed in various science and engineering buildings across campus and would house the administrative staffs for both the IEE and the Center for Energy Efficient Materials (CEEM). More information on the Institute's Program, Faculty and Research Accomplishments can be found on the Institute's website www.iee.ucsb.edu.

Program Statement:

The Institute for Energy Efficiency is seeking an architect and team of engineers that can partner with our faculty and facilities staff to plan and execute a building that will be a model of a research facility that makes the most efficient use of energy possible. The building will have three distinguishing features: (1) it will be a state-of-the-art laboratory facility; (2) it will be a highly energy efficient building deploying the most advanced design concepts; and (3) the structure itself will be a "living laboratory" in which we can experiment with sophisticated control systems and state-of-the–art energy efficient technologies to achieve our goal of a zero net energy building. Successful respondents to this RFP should demonstrate their understanding and prior experience with all three features.

Detailed features of the building to be incorporated are:

- Wet and dry research laboratories with the appropriate utilities and services.
- Extensive use of natural lighting, heating, cooling and ventilation wherever possible.
- The ability to readily re-configure laboratories as our faculty and research needs evolve.
- Intelligent building energy monitoring and control systems including temperature, airflow and power usage.

- Light emitting diodes (LEDs) with low voltage wiring throughout the building.
- Windows and lights that adjust with the building control systems.
- Renewable energy sources, such as solar panels, on the roof.
- Integration of a possible fuel cell (200kw)

The initial space program requirements for the building will accommodate a population of approximately 18 faculty, about 85 graduate students and post-doctoral researchers, 12 staff, including engineering and computer technicians, student interns and administrative support, as well as visitors, scientists and researchers. Building occupants will include both new and existing personnel. Table 1 below summarizes the facilities to be housed in the Institute for Energy Efficiency Building.

Table 1
- INSTITUTE FOR ENERGY EFFICIENCY BUILDING
- Proposed Space Allocation
-

Room Type	**# Rooms**	**# Occupants**	**Assigned Space (asf)**
Research Laboratories	15	30	21,000
Faculty offices	18	18	2,520
Student offices (shared)	12	36	1,680
Post-doctoral offices (shared)	10	20	1,400
Seminar/classrooms	2	200	4000
Conference rooms	3	NA	900
Administrative offices	10	12	1400
Other	2		280
Total			**33,180**

The building should have a clearly defined entrance that is welcoming and have an internal gathering space and reception area. The lobby should be relaxing yet also engaging and have an outdoor feeling even while indoors, with ample natural light. The lobby/waiting area should also permit the installation of multi-media interactive displays for visitors to learn about the building, the Institute, and energy efficiency. In addition, the building should provide a venue for small and moderate conferences, receptions and meetings of groups ranging from 10 to 100 people, including an outdoor courtyard area for receptions and informal gatherings.

Scope of Services

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.

Work on this project will be authorized in two stages. The first stage will be conducted under a Professional Service Agreement ("PSA")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 ("EDPA") 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.

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.

Project Location

Project Schedule

RFP Advertisement Date	February 6, 2012
RFPs Due at UCSB by 4:00 p.m.	February 27, 2012
Screening Evaluation Commence	February 29, 2012

The resultant selected short-listed firm firms will be posted on the UCSB Design, Construction and Physical Facilities website, click on Notices.

Notify Short Listed Firms	March 14, 2012
Site Visit	March 20, 2012
Selection Committee Interviews	March 29, 2012
Consultant Notification	April 17, 2012

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

Professional Services Agreement Contract Award	May 15, 2012
Project Program Guide & Preliminary Design	May – Sept, 2012
Cost Estimating	Sept, 2012
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 downloaded from the UCSB website at: http://facilities.ucsb.edu/contracts/proposals. 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 Statement shall also address the following:

   Design and Engineering Issues – What will be the team's approach to dealing with issues of designing a zero-net energy building, sustainability, use of energy resources, affordability and prioritization of design goals within the project budget? 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? 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 Executive Design Professional Agreement ("EDPA") 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 Submittal Package – Proposal submittals shall include a separate letter affirming the intent of the proposer's acceptance of terms and conditions contained in the Agreement (see attached PSA and EDPA Agreements). 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**.

   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	$1,000,000
Each Occurrence	$1,000,000
Workers' Compensation	as required under California State Law
Professional Liability	$5,000,000
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 design experience of those individuals and university experience (not the collective corporate experience of the firm).

Work Location – Identify any portions of the Architect'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 Manager
   Contracting Services, Facilities Management, Building 439
   Office of Design & Construction Services
   University of California
   Santa Barbara, CA 93106-1030

6. Submit five (5) sets of the Design Team's proposal.

7. Due Date: Monday, February 27, 2012 no later than 4:00 p.m.

8. Design teams with qualifications considered appropriate by the Screening Committee may 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 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 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