

**University of California,  
Santa Barbara**



Request  
for  
Proposal  
for the:

**BIOLOGY II  
4<sup>TH</sup> FLOOR  
RENOVATION**

Project Number:  
FM130266/981820

Office of Design &  
Construction Services

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



**Advertisement**

**Project Name:** Biology II 4<sup>th</sup> Floor Renovation

**Project Number:** FM130266/981820

**Project Description**

Proposals are hereby solicited by the University of California, Santa Barbara (“UCSB”) from design professionals interested in providing design services associated with the UCSB Biology II 4<sup>th</sup> Floor Renovation project. The current projected construction budget is approximately \$2,500,000. The planned date for completion of construction is 2014.

**Scope of Services**

The scope of professional services will be to complete the design and the construction documents derived from the program ,which has been completed by “Design for Science” with assistance by UCSB Design & Construction. The program will be made available to those design firms that participate in the final consultant interviews. The scope of services will include the architectural and engineering design of the project, the preparation of construction documents, support services during the project including administrative and environmental approval processes, in addition to bidding assistance and construction phase administration services.

**Instructions for Applicants**

Design teams with qualifications that include experience in the design of projects similar in size, scale and scope are encouraged to respond. A copy of the Statement of Qualifications (SOQ) form will be available November 29, 2012 on the UCSB Design and Construction Services home page at <http://facilities.ucsb.edu/> under the section heading entitled Contracting Services, click ‘Consultants/Designers’>>‘Requests for Proposals’ and download the project documents or contact or call Dylan Paul at (805) 893-7448.

Provide SIX (6) sets of the Statement of Qualifications must be returned no later than 4:00 PM, December 19, 2012 to the attention of:

James Gonzales, Senior Project 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.



## SCOPE OF SERVICES

### A. General

The scope of services will include the architectural and engineering design of the project, the preparation of construction documents, support services during the project including administrative and environmental approval processes, in addition to bidding assistance and construction phase administration services.

### B. Project Objectives

1. The project will renovate approximately 6,300 gross square feet (gsf) of the Biology II building which is a 45-year old office and laboratory building located on the UCSB campus. The existing laboratory spaces and offices to be renovated were built in the early 1960's and have not been updated. This project will fully renovate the space in a manner similar to recent renovations within the Biology II building. The project will complete the renovation of the 4<sup>th</sup> floor of the building.
2. The renovation will provide high-end research laboratory and support space for a team of researchers and their students.

### C. Description of Changes to the Physical Space

#### 1. Research Laboratory

- a. Two lab areas will exist within the main laboratory suite; one on the north side (1,700 asf) and the other on the south side (2,300 asf). The campus intends to capture natural light within the interior laboratory space. The lab suite will be served with a new HVAC system with Variable Air Volume (CAV) controllers linked to the building's Metasys system.
- b. New energy efficient lighting will be installed.
- c. New utility services will be installed with fixtures for (air, gas, vac, dH<sub>2</sub>O, H<sub>2</sub>O) and electrical service will be extended from existing systems to the bench areas, with building generator emergency power supplied to rooms for incubators, freezers and refrigerators.
- d. Two 6' width fume hoods will be installed in each laboratory.
- e. The overall bench length may include extensions for carrels that seat four people. This is a similar concept used for biology labs within the Life Sciences Building. The benches shall be of an island configuration allowing

(4) students to work independently with the carrels toward the end. The benches shall also allow placement of under-counter lab refrigerators.

- f. The research team will be bringing a vast array of research equipment with them to UCSB while also purchasing new equipment here. Some of the equipment will require emergency-power and CO2 gas service.

## **2. Equipment or Specialty Rooms**

The research team will require a number of specialty and equipment rooms to conduct their research on *Drosophila* (fruit flies); these include microscopy, imaging, and behavioral rooms. Several of the rooms require CO2 gas service and electrical ground isolation for Faraday cages.

## **3. Offices**

Two faculty members' offices will be situated on the east side of the 4<sup>th</sup> floor. Each office will be approximately 200 assignable square feet (asf) with two smaller adjacent offices for the administrative and lab assistants.

## **4. Demolition**

The project will require extensive abatement efforts followed by selective demolition of the cabinetry, ductwork, electrical services, utility services (air, gas, vacuum), HVAC, and plumbing. All of the partitions which are 'non-rated' demountable walls will be removed from floor to ceiling. The space will be completely gutted for preparation of the new space.

## **D. Project Services and Approvals**

1. 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.
2. Any work beyond the first stage is subject to the University obtaining funding and project approval.



## PROJECT SUMMARY

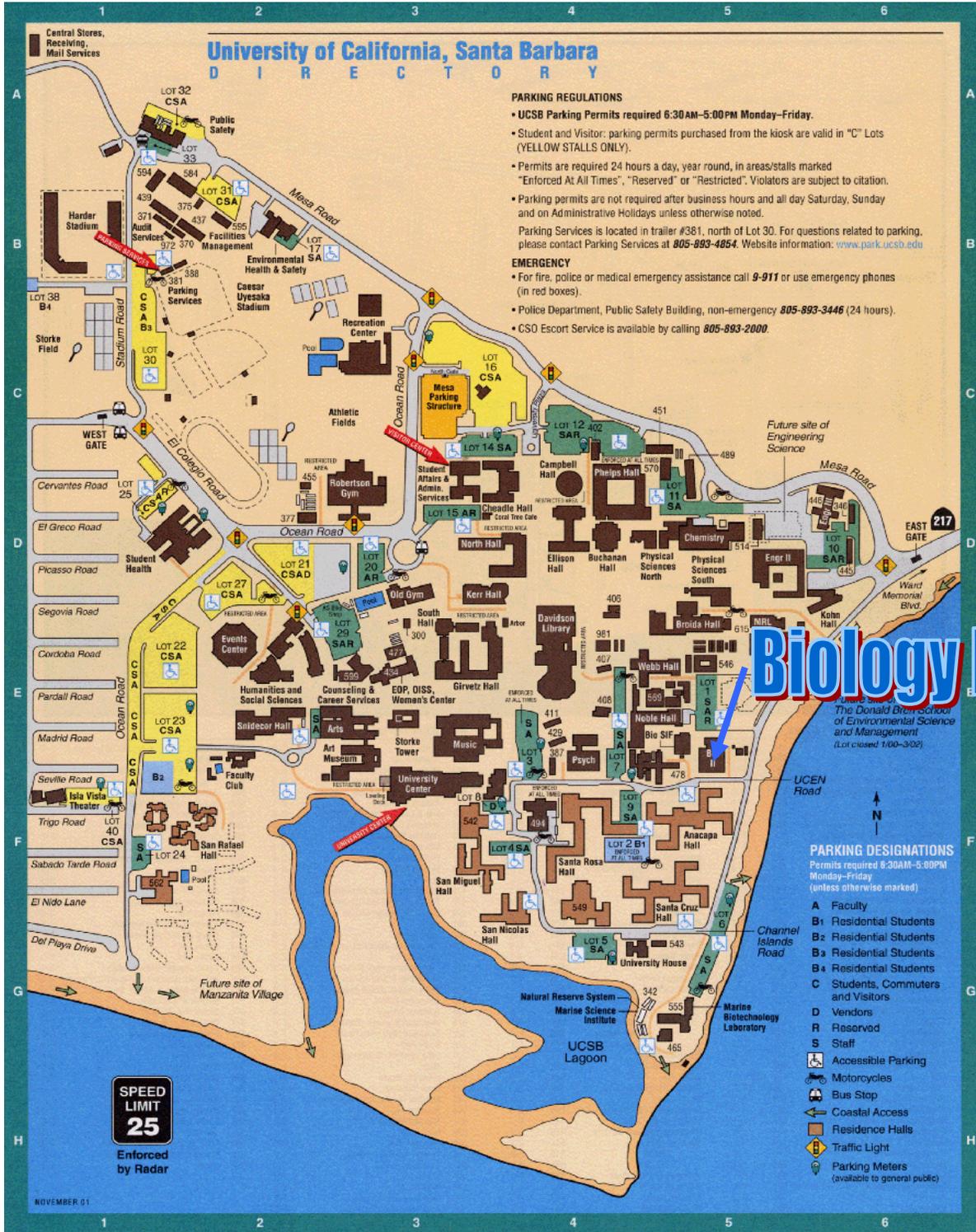
This project entails renovation of an existing Biology II building (see below). Project design will be based on the planning, programming, and pre-design information produced by UCSB in-house staff. Disciplines required for the project include:

- Architect
- Electrical Engineering
- Structural Engineering
- Graphic Design/Campus Signage
- Mechanical Engineering
- Security





PROJECT SITE PLAN





**PROJECT SCHEDULE**

Advertise RFP	November 29, 2012
RFP Available	November 29, 2012
Proposal DEADLINE (@4:00 p.m.)	December 19, 2012
Screening Committee	January 7, 2013
Short List Notification	January 14, 2013
Consultant Interviews (Date TBD)	January 2013
Selection Letter Issued by the University	Early February 2013
Fee Negotiations	February 2013
Design Start (SD only)	March 2013
University Issue Project Bid Solicitation	January 2014*
Construction Start	March 2014*
Construction Completed	March 2015*

*\*Tentative*



## INSTRUCTIONS TO APPLICANTS

1. Respond concisely to the Selection Criteria and complete the Statement of Qualifications Form. A list of projects of similar scope, complexity, and cost will be essential to a successful application. The Statement of Qualifications must be signed by a responsible member of the firm applying for the project.
2. Your Statement shall also address the following:

**Design and Engineering Issues** – Please identify and explain what the team’s approach will be in dealing with design and engineering issues?

**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.

**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.

3. 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.
  
4. Return Submittal to:
 

James Gonzales, University Representative  
 UCSB  
 Design & Construction Services  
 Facilities Management, Bldg. 439, Room 'E'  
 Santa Barbara, CA 93106-1030

5. Submit SIX (6) copies of all material bound into single documents.
6. Due Date: **December 19, 2012**, no later than 4 p.m.
7. The University will negotiate pricing with the design team deemed most qualified to complete the work described herein.

**End of Instructions to Applicants**



## 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 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.*** 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:

Associated Director, Contracting Services  
University of California, Santa Barbara  
Office of Design & Construction Services  
Building 439, Room 'E'  
Santa Barbara, California 93106-1030