

**University of California,  
Santa Barbara**



Request  
for  
Proposal  
for the:

**Biology II  
HVAC Modernization**

Project Number:  
**FM140333**

Office of Design &  
Construction Services

February 2014



**University of California, Santa Barbara  
Biology II HVAC Modernization**

Project Number: FM140333

**Table of Contents**

Advertisement	3
Project Background	4
Project Summary	5
Project Site Map	6
Site Photo	7
Project Schedule	8
Instructions to Applicants	9
Selection Criteria	12
Privacy Notification	13

**ATTACHMENTS:**

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 (PSA)	(See separate .pdf file)
Executive Design Professional Agreement, (EDPA)	(See separate .pdf file)
Certificate of Insurance	(See separate .pdf file)



**Advertisement (Posted on 2/3/14)**

**Project Number:** FM140333

**Project Name:** Biology II HVAC Modernization

**Project Description**

Proposals are hereby solicited from design professionals interested in providing services for the design and construction of **Biology II HVAC Modernization**. The current projected construction budget is approximately \$3,400,000. The planned date for completion of construction is 2015.

**Scope of Services**

The scope of professional services will be to complete the design and the construction documents derived from the program, which was completed by Goss Engineering, Inc., with assistance by UCSB Design & Construction and working in coordination with the University's designated CM/General Contractor. The program will be made available to the design firms that participate in the final consultant selection. The scope of services will include the engineering and limited architectural design of the project, the preparation of construction documents, the support services during the project - including administrative and environmental approval process, in addition to bidding assistance and construction phase administrative services.

Work on this project may 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 February 3, 2014 on our home page: <http://facilities.ucsb.edu/> under section: Contracting Services. Six (6) sets of the Statement of Qualifications must be returned to James Gonzales, Senior Project Manager, Design and Construction Services, Building 439, Room E, University of California, Santa Barbara, CA 93106-1030 no later than 3:00 PM, February 17, 2014.

The University reserves the right to make final selection solely with the information provided.

**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.



## **Project Background**

The Biological Science II building was constructed around 1967, and is currently a 100% outside air (OSA) system. The building is served by two constant volume dual duct air-handling units in the basement and a combination of a constant volume plenum exhaust and constant volume fume hood exhaust systems on the roof. The two basement fans serve floors 1 thru 5 of the 7 story building. The building has undergone several renovations since it was first commissioned including several lab retrofits, exhaust fan replacements, additional supply air filtration, and additional supply fans to overcome the pressure drop associated with the additional supply air filtration.

The building currently suffers from excessive noise complaints, hot and cold call complaints, and in some cases reduced airflow due to the lack of capacity of the existing air handling units (which recently had fans replaced and still lack the necessary capacity). As noted, the addition of the supply fans and air filters has also magnified this problem due to the new filter supply fans drawing from the supply air system resulting in reduced airflows in other areas of the building.

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



## Project Summary

This project will convert the existing constant-air-volume (CAV) system to a new variable-air-volume system (VAV) on the third and fourth floors with a minimum air change rate of six air changes/hour. On floors one, two, and five, zone control dampers would be implemented to reduce the air changes from approximately ten air changes/hour to greater of either six air changes/hour or the maximum space thermal load. In addition to decreasing the supply air rate, the existing fume hoods would also be retrofitted with VAV controls on the third and fourth floors.

The specific scope of work for this project includes, but is not limited to:

- Removing the existing supply booster fans and supply air filters on the third and fourth floors
- Replacing the existing rooftop exhaust fans on the east side of the building with two large exhaust fans (west side exhaust fans have already been replaced)
- Installing variable frequency drives (VFDs) on the new rooftop exhaust fans
- Replacing the existing CAV mixing dampers with dual-duct VAV mixing boxes (third and fourth floor only)
- Converting the existing CAV fume hoods to VAV operation (third and fourth floor only)
- Installing zone control dampers and a ducted general exhaust system on floors one, two, and five.
- Implementing supply air temperature reset control strategy
- Implementing static pressure reset control strategy
- The main hot and cold duct supply ducts are located in large vertical mechanical shafts on the north and south sides of the building. The exterior ductwork along with the fire dampers located at floors 1, 2 and 5 will be replaced including reconnection of floors 3 and 4.

This information is based on preliminary studies performed by Goss Engineering Inc for UCSB in 2014. The current projected construction budget is approximately \$3,400,000.

The planned date for completion of construction is 2015.

Disciplines required for the project include, but are not limited to, the following professional services:

- Electrical Engineering
- Structural Engineering
- Mechanical Engineering
- Architect





Project Site Map



6. Project Site Map



**Site Photo**







## Project Schedule

Advertise RFP	February 3, 2014
RFP Available	February 3, 2014
Proposals due by 3:00 p.m.	February 17, 2014
Screening Committee Evaluation	February 19, 2014
Reference Checks & Develop Short List	February 20, 2014
<i>The short-listed firm names will be posted on the UCSB Design, Construction and Physical Facilities website at <a href="http://facilities.ucsb.edu/contracts/consultants">http://facilities.ucsb.edu/contracts/consultants</a> (click on Consultants/Designers&gt;&gt;Request for Proposals).</i>	
Selection Committee Evaluation	February 26, 2014
Notice of Selection Letter	February 2014
Fee Negotiations	March 2014
Design Start	March 2014
Construction Bidding	August 2014
Construction Start	October 2014
Project Complete	TBD (2015)



## 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 similar in scope and complexity. Projects 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 members of its proposed team has participated in together.
3. Your Statement of Qualifications shall also address the following:

**Design and Engineering Issues** – Identify the primary challenges associated with the design of this project? What will be the team's approach be in handling design issues with which they are unfamiliar? Are there specific professional resources that your team imagines leveraging?

**Cost Control** – What mechanism or procedures will the team implement during the design and construction phase to control costs of submittal reviews? 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. The University 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/or EDPA Agreements). Provide a list of all proposed consultants. **IN A SEPARATE, SEALED ENVELOPE**, provide a copy of the current fully burdened billing rate(s) schedule for relevant personnel for your firm and for all proposed consultants.

**University of California, Santa Barbara**  
**Biology II HVAC Modernization**  
**FM140333**

**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	\$1,000,000
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.
5. Return to: James Gonzales, University Representative  
 Contracting Services, Facilities Management, Building 439  
 Office of Design & Construction Services  
 University of California  
 Santa Barbara, CA 93106-1030

6. Submit six (6) sets of the Design Team's Proposal/Submittal.
7. Due Date: Monday, February 17, 2014 no later than 3:00 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 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 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 and  
Physical Facilities  
University of California, Santa Barbara, Building 439  
Santa Barbara, California 93106-1030