

University of California,  
Santa Barbara



Request for Proposals  
for a:

**Metal Trace**  
**Clean Laboratory**

Project Number:  
**FM140334**

Office of  
Design & Construction  
Services

February 2014



**University of California, Santa Barbara  
Metal Trace Clean Laboratory  
Project Number FM140334**

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### **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 2/4/14)**

**Project Number:** FM140334

**Project Name:** Metal Trace Clean Laboratory

**Project Description**

Proposals are hereby solicited from design professionals interested in providing “bridging” architectural services for a new Metal Trace Clean Laboratory that will be housed within an existing building on the University of California, Santa Barbara (“UCSB”) campus. The noted architectural services will be provided in two phases. The detailed design and construction of the noted Laboratory will be completed by a separate Design-Build firm and awarded by the University at a later date.

The Department of Earth Science at UCSB has recently hired a geochemist who conducts research using isotopic and chemical composition of lavas to gain insight into the make-up of the Earth’s deep interior. The faculty member employs innovative in situ techniques to understand the composition of these lava forms. This level of research requires a metal free clean lab and an adjacent precision instrument room that will contain a thermal ionization mass spectrometer [TIMS]. It is anticipated that there will be several laminar flow and polypropylene fume hoods incorporated into the project, as well.

Based upon projected needs, the assignable square footage for this project is anticipated to be between 750 and 1,000 square feet. The Lab will be divided into a series of smaller spaces. At least two of these spaces will need to meet an ISO 14644-1 Classification Rating of 5 & 6, respectively.

Initial research suggests that this project will cost approximately \$1.3 million dollars to construct, although cost estimates have not been completed to date. Construction is anticipated to commence the second quarter of 2015.

**Scope of Services**

Work on the overall project will be authorized in four phases. The first phase for initial project services, including surveys, estimates and project program services, will be conducted by a bridging architect under a Professional Services Agreement (PSA). Upon final funding, the second phase will be conducted under an Executive Design Professional Agreement (EDPA) with the same architect for architectural services including schematic design, creation of performance specifications, bidding assistance, and administrative support services. The third and fourth phases will be awarded, via a separate RFP selection process, to a Design-Build firm that is not associated with the original bridging architect.

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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 Leslie Colasse at [leslie.colasse@dcs.ucsb.edu](mailto:leslie.colasse@dcs.ucsb.edu), or call Greg Moore, Associate Director, at (805) 893-3298 for assistance.

Five (5) sets of the Consultant's submittal must be returned to the attention of:

Leslie Colasse, 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 20, 2014.

**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**

The University of California Santa Barbara has recently hired a geochemist who conducts research using isotopic and chemical composition of lavas to gain insight into the make-up of the Earth's deep interior. In order to support the research noted, The Department of Earth Science is actively pursuing the design and construction of a Metal Trace Clean Laboratory. Because of the very specialized nature of the noted laboratory, it is anticipated that the project will be designed at a detailed level and constructed by a Design-Build firm that is versed in this area of work. However, the services of an architect (and their associated consultants) are more immediately needed in order to "bridge" the owner thru to the point at which the project will be sent to RFP for selection of the Design-Build firm.

Later it is anticipated that the "bridging" architect will provide support relative to submittal review and construction in order to ensure that quality standards required by the project specifications and the project at-large are being met by the Design-Build firm. The noted "bridging" services shall be provided in two phases with the respective work for each phase being as outlined below:

### Phase I

1. Conducting in-depth interviews with individuals including, but not limited to, faculty, users, facilities maintenance personnel, and fit-out specialists in order to identify all project and user's needs.
2. Complete a comprehensive infrastructural survey of the "shell" building and its support systems (structural, mechanical, electrical, accessibility, haz mat etc.) in order to assess the viability of the two spaces that have been initially identified by The Department and to determine any upgrades (including ADA) that will be required to support the project.
3. Provide project program and user's needs in a comprehensive and summarized report for review and approval by appropriate parties.
4. Provide cost estimates for the two spaces initially identified by The Department.
5. Make a recommendation as to which of the two spaces under review is the more optimal location for the proposed laboratory, given project program, user's needs, and infrastructural survey.

Phase II

1. Create Performance Specifications for the project.
2. After a final location for the project has been determined by The University, provide 30% Schematic Design Drawings which will later be incorporated into a hand-off package from which the selected Design-Build firm will work.
3. After a final location for the project has been determined by The University, provide Demolition Plans for the removal of all unneeded partitions, walls, ceilings, floors, and electrical and mechanical components that currently exist within the selected space.
4. Provide construction support during demolition phase, as needed.
5. If infrastructural or ADA upgrades are required to the existing building in which the project will be housed, provide working drawings for the same.
6. Provide construction support during infrastructural upgrades, if applicable.
7. Conduct review of submittals during Design Development and Construction to ensure that the Design-Build work is congruent with project and user's needs as previously identified, as well as, minimum performance and quality standards as defined by Performance Specifications.



## **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 the program, schematic plans and performance specifications for the project.

Work on this project will be authorized in four phases. The first phase will be conducted under a Professional Service Agreement (“PSA”) with an architect for the services outlined in Phase I, and an Executive Design Professional Agreement for the services outlined in the Phase II section of the Program Statement contained within this RFP package. The third and fourth phases of the project will be conducted under a separate Executive Design Professional Agreement (“EDPA”) with a Design-Build firm.

Any work beyond Phase I is subject to the University obtaining funding and project approval. Selection of the design professional will follow standard University procedures.



**Services Provided by UCSB**

1. Access to record documents for identified space(s).
2. Project management services through our Design and Construction Services Office and on site inspection services during construction.
3. Access to all abatement studies for the identified space(s).
4. Cut sheets for primary laboratory equipment to be incorporated into the project.
5. Access to vibration and EMI test results for identified space(s).



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Project Location





**Project Schedule**

RFP Advertisement Date	February 4, 2014
RFPs Due by 4:00 p.m.	February 20, 2014
Screening Committee Evaluation	February 24, 2014
Notify Short Listed Firms	March 5, 2014

*The short-listed firm names will be posted on the UCSB Design, Construction and Physical Facilities website at <http://facilities.ucsb.edu/contracts/consultants> (click on Consultants/Designers>>Request for Proposals).*

Site Visit	March 11, 2014
Interviews	March 21, 2014
Selection Committee Evaluation	March 31-April 2, 2014
Consultant Selection Notification	April 3, 2014
Contract Award	April 2014



### 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 noting all team members and their respective roles. Include project statistics that denote net and gross areas, efficiency ratio, scheduled duration of construction, total of delays attributable to errors and omissions, and a contact person with a telephone number. Of specific interest are any trace metal clean rooms that your firm or team have been involved with, as well as, clean rooms with an ISO 14644-1 Classification Rating of 5, 6 or better.
3. Your Statement shall also address the following:

**Design and Engineering Issues** – What will be the team’s approach be in handling design issues with which they are unfamiliar? Are there specific resources that your team imagines leveraging to familiarize themselves with design for a specialized project of this type? How does familiarity or lack thereof with a project of this nature potentially affect your team’s fee for this project, if at all? What are the primary challenges and benefits of introducing such a technically driven project into the selected existing building based upon your experience and understanding of the project? How can these challenges and benefits be mitigated and/or leveraged in order to enhance the project?

**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.

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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	\$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. 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.

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5. Return to: Leslie Colasse  
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/Submittal
7. Due Date: Thursday, February 20, 2014 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 and 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 clean laboratories, trace metal clean rooms, and fume hoods, 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.
6. ***Production capability.*** Evidence of ability to perform all portions of the work required in order to produce a 30% Schematic Design Drawing, Performance Specifications, and Construction Documents (shell improvements and demolition) of superior quality and to meet the completion schedule for Phase I and Phase II.
7. ***Coordination and supervision.*** Evidence of ability to provide experienced staff and timely support during Phase I and Phase II of the project.
8. ***Proximity.*** Proximity to the project location and willingness to meet and coordinate with the selected (through separate RFP process) Design-Build firm that may be located outside of the immediate region.
9. ***Client relationships.*** Recognition of the consultative processes associated with work on a University Campus.
10. ***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