

**University of California,
Santa Barbara**



Request
for
Proposals
for:

**Pauley Track
Renovation**

Project Number:

FM150242

Office of
Design & Construction
Services

October 2014



University of California, Santa Barbara
Pauley Track Renovation
Project Number FM150242

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EXHIBITS:

Statement of Qualifications Form	(See UCSB website for download at: http://facilities.ucsb.edu/contracts/proposals/)
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: Pauley Track Renovation

Project Number: FM150242

Project Description

Proposals are hereby solicited from qualified professionals to provide programming and planning and partial schematic design services for the renovation of the campus's track and field facility. The project will demolish and rebuild the track to bring it into conformance with NCAA and Big West standards. Flood lighting and fencing will be installed to increase hours of use and improve security. The infield may be upgraded to accommodate associated field events.

The project construction budget is approximately \$1,400,000.

The planned date for completion of construction is winter/spring 2016.

Scope of Services

The scope of work entailed in this RFP consists of two phases: I) Programming and Planning and II) Schematic Design. These documents will be used as "bridging documents" by a design-build firm that is not associated with the original "bridging documents" design consultant.

Architectural and engineering services for Phase I may include but are not limited to the general evaluation of existing conditions, identification of current and future site constraints, project programming, cost estimating and project phasing. The programming and planning effort will identify stakeholders's needs, verify project scope, and produce a program document. The consultant will identify the cost for each project component to assist the campus in determining the affordable scope. Architectural and engineering services for Phase II may include but are not limited to preparing partial schematic design bridging documents, identifying project phasing, developing detailed cost estimates, and providing support during construction as required.

Planning work at UCSB is highly collaborative; consensus on recommended plans will be required between various campus departments and stakeholders.

Authorization to proceed with the second phase will be contingent upon satisfactory completion of Phase I and appropriation of funding.

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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 consultant will follow standard University procedures.

General Instructions for Prospective Proposers

Consultants with track and field design experience in higher education setting or comparably sized communities are encouraged to respond. A copy of the Request for Proposal form will be available on the Contracting Services website: <http://facilities.ucsb.edu> (click on Departments >> contracting-services >> consultants/designers, and download the project documents).

Five (5) hardcopy sets and one (1) digital copy of each consultant team's Proposal must be delivered to UCSB by 4:00pm on November 13, 2014, to the following address:

Attn: Croft Yjader, Project Manager
Office of Design and Construction Services and Physical Facilities
Building 439, Room 'E'
University of California
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.

(Posted 10/30/2014)



PROGRAM STATEMENT

The track was part of the original build out of the campus in the late fifties. It served primarily as a location for physical education classes, recreation and a young track and field program. It was one of many state funded multi-purpose facilities anchored around the Rob Gym complex and assigned to the Department of Physical Education which more recently became the Department of Exercise & Sports Studies. In its glory years the track was used as a training facility by world class decathletes under the leadership of longtime coach Sam Adams.

The artificial track was built circa 1975 and by 1995 was worn out and tree roots had created bulges and cracks in its surface. The campus was no longer able to host track meets due to safety concerns however the track was still used for practice. In 2001 the track team obtained sufficient student signatures to fund a project to repair the track surface via a student fee referendum. The fee passed and patch repairs were completed, the bulges were cut out and the surface restored, the track was also shortened from 440 yards to 400 meters. The new surface applied was anticipated to last about 6-7 years however within the first year the surface began to deteriorate in many areas. The surface was repaired under warranty a couple of years later. This work was short lived as the surface again began to deteriorate within a year. Despite two attempts to remedy the deteriorating condition of the running surface, over time mature tree roots seeking water from the grass infield of the track have continued to compromise the integrity of the running surface resulting in the track becoming unsuitable for competitive activity.

The track is typically scheduled for academic classes, informal recreation, by the triathlon team, and most heavily by the track and field team. The campus held its last home track and field meet in 2010 as the bulges created by tree roots returned. Despite the poor condition of the track the Men's team won a Big West Conference Championship in 2012 along with 2 second place finishes in the last 8 years, and the Women's team won a Big West Conference Championship in 2005 along with 6 second place finishes in the last 8 years. The program has also produced 17 All Americans since 1997.

In spring 2013 students passed the Student Recreation Facilities Enhancement fee to fund the proposed project with the goal of renovating the track & field facility and to increase recreation opportunities into the evenings by lighting the facility. The project will include removal of problem causing trees surrounding the facility, rebuilding and resurfacing Pauley Track, installation of lighting and fencing, improvements to the infield, and possible additional enhancements budget permitting.

SCOPE OF SERVICES

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.

The scope of services consists of two phases: I) Programming and Planning and II) Schematic Design. These documents will be used as “bridging documents” by a design-build firm that is not associated with the original “bridging documents” design consultant.

Phase I: Programming and Planning

Services may include but are not limited to:

1. Conducting in-depth interviews with individuals including, faculty, staff, students, facilities maintenance personnel, UCSB Physical Facilities, and others as needed in order to identify all project and user’s needs.
2. Completing a comprehensive infrastructural survey of the existing facilities including the determination of any upgrades (including ADA) that will be required to support the project or existing components that will need to be demolished.
3. Providing project program and concept layout in response to user’s needs in a comprehensive and summarized report for review and approval by appropriate parties.
4. Developing cost estimates

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

Phase II: Schematic Design

Services may include but are not limited to:

1. Creating Performance Specifications for the project.
2. Providing 30% schematic design documents to be incorporated into a package from which a separately selected design-build firm will work. The schematic documents will include other materials such as Division I customized for this project.

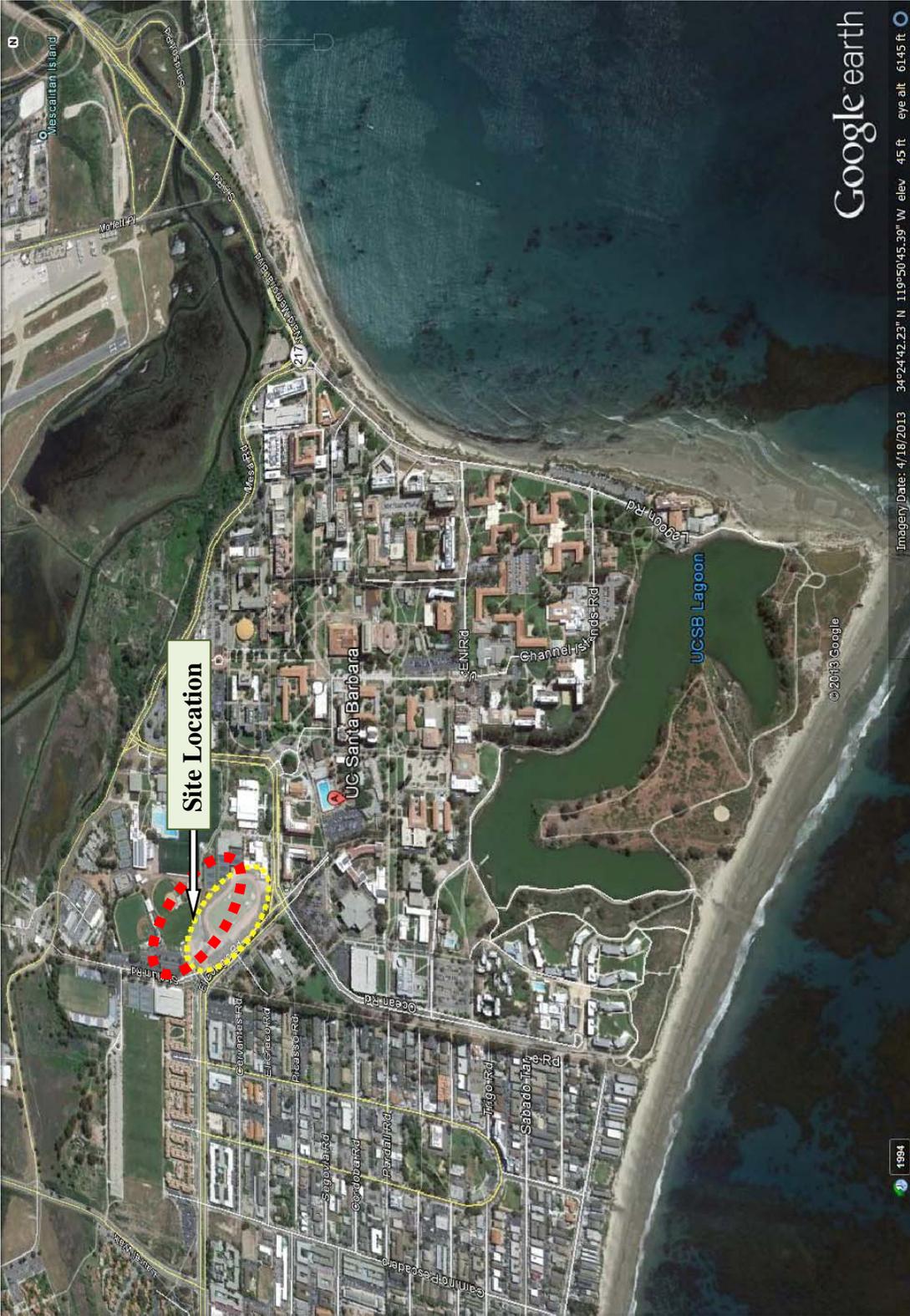
3. Preparing demolition plans for the removal of unneeded facility components.
4. Reviewing submittals during the development of the construction documents by the separately selected design-build firm and during construction to ensure that the design-build work is congruent with project and user's needs as previously identified as well as with performance and quality standards as defined by performance specifications.
5. Developing cost estimates



SERVICES PROVIDED BY UCSB

1. Assistance with organizing and scheduling meetings with campus constituents.
2. Access to existing drawings and planning documents.
3. Review of documents for project conformity.
4. Delineation of planning constraints specific to the Project.
5. Environmental Analysis (CEQA) and Coastal Commission approval.
6. On-site construction phase management and inspection.

CAMPUS SITE(S) PHOTO:



PROJECT SCHEDULE

Advertisement	October 29, 2014
RFPs Due at UCSB by 4:00pm	November 13, 2014
Screening Committee/Selection of Short-listed firms	November 20-27, 2014
Notify Shortlisted Firms <i>The selected short-listed firms will be posted on the UCSB Design, Construction, & Physical Facilities website, on the project page under "Request for Proposals"</i>	November 28 th thru December 1 st
Finalist Interviews	December 10, 2014
Successful Candidate Notified <i>The anticipated schedule is tentative. The exact dates will be set forth in a Notification letter to the selected Consultant.</i>	December 15, 2014
Consultant's Fee Proposal Due	January 7, 2015
Fee Negotiations	January 8-13, 2015
Contract Award	January 2015 (TBD)
DPP Complete to UCSB	March 2015 (TBD)



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. Project statistics should include a detailed description and a contact person with a telephone number.
3. Your Proposal should address the following:

Work Plan - Provide a comprehensive work plan demonstrating how your firm intends to accomplish the initial planning and programming effort described in the Project Description and Program Statement; include a draft schedule. The schedule and work plan will exclude design and construction phases.

Design Issues – How would the team approach incorporating the participation of campus community members into their planning and design processes? How will the team approach developing a project that responds to the context of 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 and enhance this area of campus in particular?

Cost Control – What mechanisms or procedures will the team implement during the programming, design, and construction document phases to control costs?

Professional Services Agreement – Note any exceptions to the enclosed Agreement 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 submittals shall include a separate letter affirming the intent of the proposer's acceptance of terms and conditions contained in the enclosed Agreement.

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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 submittal 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:	Amount
Comprehensive or Commercial Form	
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 proposed sub-consultants. 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.

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Individual Experience – Submit resumes of the responsible Partner, the Project Manager, the Principal Designer and technical consultants focusing on relevant experience of those individuals and university experience (not the collective corporate experience of the firm).

Work Location – Identify 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 a sub-consultant firm 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. 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
Project Manager
Contracting Services, Facilities Management, Building 439
Office of Design & Construction Services
University of California
Santa Barbara, CA 93106-1030
6. Submit (5) hardcopy sets and one (1) digital copy of each consultant team’s proposal all material bound into single documents.
7. Due Date: November 13, 2014, by 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. ***Planning 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 planning and programming problems specific to the needs of the 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. ***Client relationships.*** Recognition of the consultative processes associated with work on a University Campus.
5. ***Production capability.*** Evidence of ability and capacity to perform all phases of the work, to produce 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 all phases 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. ***Equal Opportunity.*** The commitment of the University to equal opportunity applies to the selection of planning 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 Planning 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 Capital Development, Budget & Planning, and the Office of Design & Construction, Facilities Management, University of California at Santa Barbara in consideration of commissions to Design and Planning Professionals.

Individuals have the right to access 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