

**University of California,
Santa Barbara**



Request
for
Proposal
for the:

**RESEARCH
GREENHOUSES
REPLACEMENT
PROJECT**

Project Number:
981700

Office of Design &
Construction Services

November 2009



University of California, Santa Barbara
RESEARCH GREENHOUSES REPLACEMENT PROJECT

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Statement of Qualifications Form	(see separate PDF file)
Campus Landscape and Long Range Development Plan	
Executive Design Professional Agreement, Ver. B (EDPA)	
Certificate of Insurance	(also included as an Exhibit to the Agreement)



Advertisement

Project Description

Qualifications are hereby solicited from design professionals interested in providing Architectural services for the design and construction of replacement greenhouses of approximately 3,400 gross square feet. The current projected construction budget is approximately \$1,300,000, which also includes fit-out of an existing research greenhouse. The planned date for completion of construction is November 2011.

Scope of Services

The first stage will be a site study, code compliance review, project program, conceptual plans, and a cost estimate. Authorization to proceed with the second stage of services will be contingent on satisfactory completion of the initial stage, external project approvals, and appropriate funding. During the second stage, the scope of services will include architectural and engineering design of the project, preparation of construction documents, support services during the project administrative and environmental approval process, bidding assistance and construction phase administrative services.

Funding 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 noted. Selection of the design professional will follow standard University 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 Form (SOQ) form is available on our homepage: <http://facilities.ucsb.edu/contracts/proposals/> or call Jill Monthei at (805) 893-2661, ext. 2211.

Five (5) sets of the Proposal must be returned to the attention of:

Jack Wolever, Director, Design & Construction Services – Facilities Management Bldg. 439, University of California, Santa Barbara, CA 93106-1030 no later than 4:00 PM, December 4, 2009.

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, regardless of race, religion, sex, color, ethnicity and national origin have equal access to contracts and other business opportunities with the University.



Program Statement

The current greenhouses comprise of 4039 sq. ft. of space. It is proposed to replace the existing greenhouses with two new research greenhouses that include a total of 4 bays covering approximately 3,400 sq. ft. Each bay will be equipped with modern environmental controls, lighting and watering systems to enable the simulation of a wide range of environmental conditions. In addition, the planned infrastructure of two bays of an existing greenhouse will be improved.



Scope of Services

Architectural design projects at the UCSB campus involve a great deal of 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 Architect during the public process of developing plans for the project.

The professional scope of services will include phases for programming, producing a detailed project program, site planning, architectural and engineering design of the project, including cost estimating, code analysis, value engineering, project scheduling, and coordination with regulatory agencies, culminating in completed construction documents issued for competitive bids. Construction phase services will include submittal reviews and field representation.

The initial effort (Phase I) is limited to a site study, code compliance review, project program, conceptual plans and a cost estimate. Work of this initial phase, and all subsequent phases, is subject to funding and external project approvals.



Services Provided by UCSB

1. Site alternatives and construction budget
2. Topographic map including below-grade utilities. Critical information contained in these documents will be verified by the campus when requested by the Architect.
3. Geotechnical investigations.
4. On-site construction phase management and inspection.
5. Environmental Analysis (CEQA) and Coastal Commission approval.
6. Delineation of cultural resource sites, wetlands and other planning constraints specific to the site.



Project Schedule

RFP's Due at UCSB December 4, 2009

Screening Committee Review 12/11/09

The anticipated schedule is tentative. The resultant selected short-listed firms will be posted on the UCSB Campus Design & Facilities website, click on Requests for Proposals and select this project

Notify Selected Candidates 12/15/09

Supplemental Material Due at UCSB 1/5/10

Selection Committee Review 1/11/10

Successful Candidate Notified 1/15/10

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



Instructions to Applicants

The response should be organized so that the information is provided in the same order as requested below.

1. 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 research or institutional greenhouse in 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 Proposal shall address the following:

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

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

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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

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. Identify the engineering team and consultants for all projects listed as examples of your firm's work.

5. Return to: Jack Wolever
 Director, Design & Construction Services
 Facilities Management, Building 439
 University of California
 Santa Barbara, CA 93106-1030

6. Submit Five (5) copies of all material bound into single documents.

7. Due Date: Friday, December 4, 2009 no later than 4:00 PM.

8. Design teams with qualification considered appropriate by the Screening Committee will be considered by 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:

Contracting Services
Office of Design & Construction Services and
Physical Facilities
University of California, Santa Barbara
Building 439
Santa Barbara, California 93106-1030

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 Research Greenhouses Replacement Project
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Project Site Plan

