

**University of California,  
Santa Barbara**



Request  
For  
Proposal

**ARCHITECTURAL  
SERVICES**

for the:

**HSSB  
REPAIR  
PROJECT**

Project Number:  
980830

**CAMPUS DESIGN &  
FACILITIES**

Office of Design &  
Construction Services

April 2008



**University of California, Santa Barbara  
HSSB REPAIR PROJECT**

Project Number: 980830

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| Statement of Qualifications | (See Separate PDF File on the website) |

[Executive Design Professional Agreement for CM at Risk or Multiple Prime Trade Delivery](#)

[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 repairs to the building envelope of the Humanities and Social Science Building (HSSB). Built in 1998, the structure is a 153,000 gross square foot facility. The repair work will address water intrusion at numerous locations on the walls and roofs. The anticipated construction budget is \$4,000,000. The planned date for construction is late September 2008 through June 2009.

### Scope of Services

The scope of professional services will be design and preparation of contract documents reflecting the scope of work identified by the University and its Construction Manager. The University will provide finishes and color selection information for incorporation into the construction documents. Preliminary destructive testing reports and preliminary estimates of the repair work will be provided to the Design Professional. The first stage, a facility audit, deficiency tabulation, code compliance review and the preparation of a Detailed Project Program (DPP) has been partially completed. During the second stage, services will include finalizing the project scope, architectural and engineering design of the project, preparation of construction documents, bidding assistance and construction phase administrative services. Selection of the design professional will follow standard University procedures.

### Instructions for Application

Design teams with qualifications that include recent experience on projects similar in scale and scope are encouraged to respond. A copy of the Request For Proposal (RFP) form will be available April 21, 2008 on our home page: <http://facilities.ucsb.edu/> click on Request for Proposals or call Joseph Van Thyne at (805) 893-6137.

Five sets of the Proposal must be returned no later than **4:00 PM, May 6, 2008** to the attention of:

Joseph Van Thyne, University Representative  
Contracting Services  
Facilities Management, Building 439  
University of California, Santa Barbara  
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, 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 Humanities and Social Sciences Building (HSSB), built in 1998, has a history of water intrusion and related damage. A number of building components comprising the building envelope need to be replaced or installed as new. The project site is located at the terminus of El Colegio Road between the Campus Events Center and the Career and Counseling Center, and is north of Snidecor Hall.

Internal assessments and a preliminary budget study have identified several components to be addressed in the repairs to HSSB. The following is brief summary of the items that will need to be addressed.

1. The roofing and associated sheet metal flashing at the interface to the EIFS wall cladding.
2. The EIFS exterior wall cladding.
3. Direct applied, thin set stone wall cladding on cement board.
4. Window wall at the Arcade Building.
5. Steel framed windows.
6. Precast trim at limited locations.
7. Deteriorated interior gypsum wall sheathing and damaged interior ceilings.
8. Biological growth on exterior gypsum sheathing and interior sheathing, and rusting metal wall framing, in some locations.
9. Metal roofing.
10. Painting of the building exterior where necessary.

Hazardous materials abatement has been conducted in previous years. Some roofing materials contain asbestos. Mold abatement, if necessary, will be performed under separate contract hired and managed by the University.

It is anticipated that a Construction Management firm representing the University will manage the project. The project delivery will be Multiple Prime Trade Contractors. The chosen design professional's production capabilities and familiarity with this procurement and delivery process is of prime importance.



### **Scope of Services**

The professional scope of services will include architectural and engineering design to address the issues identified by the University and its Construction Manager, including code analysis and coordination with regulatory agencies, culminating in completed construction documents issued for competitive bids.

Construction documents will be prepared for multiple bid packages that will be released either in one time frame or released in multiple time frames. Design professional will be required to provide drawings in AutoCAD and PDF format for posting on the University's FTP site to facilitate the Multiple Prime Trade Contractors' preparation of shop drawings and submittals.

Construction Administration services will include submittal reviews and field representation.

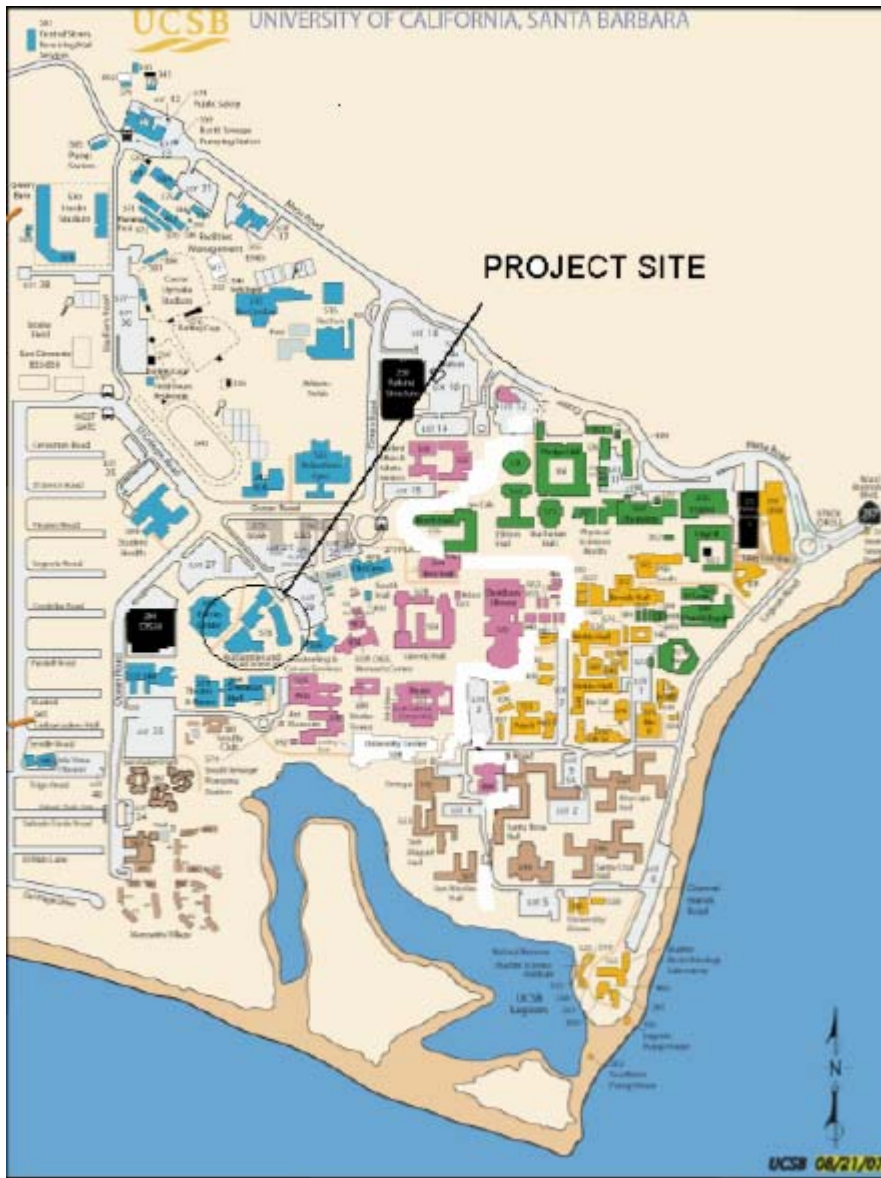


**Services Provided by UCSB**

1. Construction budget and preliminary defect inventory.
2. Finishes and color selection information for incorporation into the construction documents.
3. Surveys and investigations conducted as part of the scope definition.
4. On-site construction phase management and inspection.
5. Environmental Analysis (CEQA).
6. Mold abatement, if necessary.



Project Site Plan







**Project Schedule**

RFP's Due at UCSB May 6, 2008

Screening Committee May 9, 2008

*The resultant selected short-listed firms will be posted on the Campus Design & Facilities website under this project listing. The anticipated schedule is tentative. The exact dates will be set forth in a Notification letter to the selected Consultants.*

Notify Selected Consultants Week of May 12, 2008

Consultant Interviews Week of May 12, 2008

Successful Candidate Notified Week of May 19, 2008

Fee Negotiations Week of May 19, 2008

Contract Award Week of June 2, 2008

Construction Documents Start Week of June 2, 2008

Bids Early August 2008

Construction Start Late September 2008

Project Complete June 2009



## 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, schedule 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, and a contact person with a telephone number.

3. Your Proposal shall also address the following:

Design Issues – How would the team approach incorporating the participation of a Construction Manager into their planning and design processes?

Cost Control -- What mechanism or procedures will the team implement during the design and construction document phases to control costs?

Executive Design Professional Agreement for CM at Risk or Multiple Prime Trade Delivery – 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 Agreement posted on this website). The fee for Basic Services is based on the UC fee guideline for repair projects. Provide a copy of your current billing rate schedule and proposed consultants.

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:

**University of California, Santa Barbara**  
**HSSB Repair Project**  
**Project Number 980830**

- General Liability: 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
  - Each Occurrence \$1,000,000
  - Workers' Compensation: as required under California State Law
- Professional Liability:
  - 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 and proposed Consulting 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 accelerated schedule type projects, relevant experience of those individuals, and university project 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.

**Return to:**

Contracting Services  
Facilities Management, Building 439  
University of California, Santa Barbara  
Santa Barbara, CA 93106-1030  
ATTN: Joseph Van Thyne, University Representative

5. Submit five copies of all material bound into single documents.
6. **Due Date: May 6, 2008 no later than 4:00 p.m.**
7. Design teams with qualifications considered appropriate by the Screening Committee will be asked to interview with the Selection Committee.



## Selection Criteria

1. ***Research potential.*** Capability to undertake appropriate research to resolve design problems specific to the needs of the program or project under consideration.
2. ***Program responsiveness.*** Previous experience that demonstrates success in completing projects similar to the project 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.
3. ***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.
4. ***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.
5. ***Coordination and supervision.*** Evidence of ability to provide experienced staff and timely support during the construction phase of the project.
6. ***Proximity.*** Capability to provide timely service from the Design Professional's office.
7. ***Client relationships.*** Recognition of the consultative processes associated with work on a University Campus.
8. ***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