

**University of California,
Santa Barbara**



Request
for
Proposal

**DESIGN AND DRAFTING
SERVICES**

for the:

**SAN MIGUEL
FIRE SAFETY
&
REPAIRS**

Project Number:
988600

Office of Design &
Construction Services
And
Physical Facilities

December, 2005



University of California, Santa Barbara
SAN MIGUEL FIRE SAFETY & REPAIRS

Project Number: 988600

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Advertisement

Project Description

Qualifications are hereby solicited from design professionals interested in providing design and drafting services for fire safety and repairs of San Miguel Hall. Built in 1962, the structure is a 86,990 square feet student residential complex, consisting of two, 8-story towers, housing 396 students. . Additional repairs include new roof and windows along with interior renovations. Deferred maintenance items to be addressed in the project are additional waterproofing at the glazed sun rooms, evaluation of the plumbing waste system, addition of window washing safety devices, upgrade of one Residential Director apartment, and other items identified by the Design Professional during the DPP process. Deferred maintenance items not addressed by the initial budget are to be articulated, ranked and scheduled as subsequent summer projects from one to three years after the main renovation. The current projected construction budget is \$5,468,000. The planned date for construction is June 2006 to September 2006.

Scope of Services

The scope of professional services will be design and drafting services to detail the scope of work identified by the University and its Construction Manager. The first stage, a facility audit, deficiency tabulation, code compliance review and the preparation of a responding Detailed Project Program (DPP) has been completed. Authorization to proceed with the second stage of services will be contingent on external project approvals and allocation of 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 Request For Proposal (RFP) form will be available December 6, 2005 on our home page: [http:// facilities.ucsb.edu/](http://facilities.ucsb.edu/) under section: Requests For Proposals or call Linda Playman at (805) 893-2910.

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Five sets of the Proposal must be returned to the attention of:
Ronald E. Strahl, Director of Engineering, Contracting Services – Facilities Management
Bldg. 439, Office of Design and Construction Services, University of California, Santa
Barbara, CA 93106-1030 no later than **4:00 PM, December 21, 2005**.

- **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

San Miguel Hall, built in 1962, is a 86,990 square feet student residential complex, consisting of two, 8-story towers, and provides housing for 396 students.

Internal assessments and a preliminary budgeting study have identified several components to be addressed in the renovation of San Miguel Hall. A new fire alarm system, new fire sprinkler system and new roof will be provided along with interior renovations. Deferred maintenance items to be addressed in the project are additional waterproofing at the glazed sun rooms, evaluation of the plumbing waste system, addition of window washing safety devices, upgrade of one Residential Director apartment, and other items identified by the Design Professional. Deferred maintenance items not addressed by the initial budget are to be articulated, ranked and scheduled as subsequent summer projects from one to three years after the main renovation.

Hazardous materials abatement has been completed in previous years, however some roofing materials contain asbestos.

Student room renovation will refurbish the 1 and 2 person rooms. New finishes in the rooms will include carpeting and base, window coverings including earthquake film, gypsum board replacement, wall finishes and painting.

All of the built-in and freestanding furniture including lavatory cabinets, shelving, dressers and beds will be evaluated and refurbished/replaced where necessary.

Common area refurbishments will include the painting of the tower corridors and the replacement of the corridor carpeting.

The building exterior will be repaired and painted, and residential suite exterior windows and corridor doors will be evaluated and replaced where necessary.

It is anticipated that the procurement method will be construction management/multiple prime contractors. The chosen design professional's production capabilities are of prime importance, as the project will require bidding in April of 2006 to achieve the September 2006 completion.



Scope of Services

The professional scope of services will include architectural and engineering design of the project as determined 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 contractor's preparation of shop drawings and submittals. Construction phase services will include submittal reviews and field representation.



Services Provided by UCSB

1. Construction budget with design parameters
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. On-site construction phase management and inspection.
4. Environmental Analysis (CEQA) and Coastal Commission approval.
5. Parking supply and demand projections.
6. Delineation of cultural resource sites, wetlands and other planning constraints specific to the site.

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Project Site Plan





Project Schedule

RFP placed in the California State Contracts Register, in a publication of the respective professional society if available, and posted on the UCSB Design, Construction, & Physical Facilities website	December 5, 2005
RFP Available on UCSB website	December 6, 2005
RFP's Due at UCSB	December 21, 2005
Screening Committee <i>The resultant selected short-listed firms will be posted on the UCSB Design, Construction, & Physical Facilities website, click on Notices</i>	December 22, 2005
Notify Selected Consultants	December 23, 2005
Consultant Interviews	January 5, 2006
Chancellor Approval	January 10, 2006
Successful Candidate Notified	January 10, 2006
<i>The anticipated schedule is tentative. The exact dates will be set forth in a Notification letter to the selected Consultant.</i>	
Fee Negotiations	January 13, 2006
Contract Award	January 30, 2006
Construction Documents Start	January 30, 2006
Bids	April 15, 2006
Construction Start	June 19, 2006
Project Complete	September 8, 2006



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 net and gross areas, efficiency ratio, 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? 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?

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

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). The UC fee guideline for Basic Services for a \$5,468,000 student residential housing life safety and repairs is 10.0%. 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

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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
 - 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 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 accelerated schedule type projects, relevant experience of those individuals, and university housing type 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.

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5. Return to: Ronald E. Strahl
Director of Engineering
Contracting Services, Facilities Management, Building 439
Office of Design & Construction Services
University of California
Santa Barbara, CA 93106-1030
6. Submit five copies of all material bound into single documents.
7. **Due Date: December 21, 2005, no later than 4:00 p.m.**
8. Design teams with qualifications considered appropriate by the Screening Committee will 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.*** Capability to provide timely service from the Design Professional's office.
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