

**University of California,  
Santa Barbara**



Request  
for  
Proposals  
for:

**Santa Cruz Residence  
Hall Fire Safety and  
Renewal**

Project Number:  
FM130357/988660

Office of Design and  
Construction Services

February 2013



**University of California, Santa Barbara  
Santa Cruz Residence Hall Fire Safety and Renewal**

**Project Number: FM130357/988660**

**Table of Contents**

Advertisement	3
Program Statement	5
Scope of Services	8
Services Provided by UCSB	10
Building Drawing & Photos	11-16
Project Schedule	17
Instructions to Applicants	18
Selection Criteria	21
Privacy Notification	22

**EXHIBITS:**

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	(See separate .pdf file)
Executive Design Professional Agreement	(See separate .pdf file)
Certificate of Insurance	(See separate .pdf file)



## ADVERTISEMENT

**Project Name:** Santa Cruz Residence Hall Fire Safety and Renewal

**Project Number:** FM130357/988660

### **Project Description**

Qualifications proposals are hereby solicited from qualified professionals interested in providing design services associated with the design and construction of the Santa Cruz Residence Hall Fire Safety and Renewal under RFP No. FM. Santa Cruz Residence Hall is a two-story building on the south side of the main UCSB campus with an area of 79,080 GSF and approximate ASF of 52,000. The structure that was originally constructed in 1959 has 216 dormitory rooms with two staff apartments and various common spaces and houses approximately 579 residents.

The anticipated construction budget is approximately 5.3 million dollars and includes replacement of the fire alarm system, installation of new automatic fire sprinkler system, upgrading controls to the existing boilers and air handling units, replacement of existing exterior windows and window coverings, replacement of floor and wall finishes, replacement of existing lighting in corridors and bathrooms, replacement of low voltage data/comm. and cable TV cable infrastructure and the replacement of all appliances, counter tops and cabinets in common kitchens.

The building shall meet the criteria for LEED Certification, with Gold as minimum standard. Construction must be completed within the framework of a start date of June 18, 2014 and a completion on or before September 5, 2014.

### **Scope of Services**

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

The scope of professional services will be broken down into the following 2 phases; Phase 1 will be the preparation of a Detailed Project Program (DPP) and a project cost plan. Phase 2 will include architectural and engineering design of the Project and the preparation of construction documents with updated cost estimates, administrative support services during the project *and any environmental approval process, bidding assistance and construction*

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**University of California, Santa Barbara  
Santa Cruz Residence Hall Fire Safety and Renewal  
Project Number FM130357/988660**

*phase administrative services and as built documentation will complete the Scope of Services.*

**The date for completion of construction is September 5, 2014. The construction time of the project is of monumental importance due to the occupancy necessity. Construction must be completed in total, within the framework of a start date of June 18, 2014 and a completion on or before September 5, 2014.**

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.

**General Instructions for Potential Proposers**

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 form will be available on our home page: <http://facilities.ucsb.edu> (click on Contracting Services>>Consultants/Designers>>Request for Proposals and download the project documents) or call Sean Parker (805) 893-2661 x2201 for assistance.

Eight (8) sets of the Proposal must be returned to the attention of:

**Liana Khammash, Project Manager**, Design and Construction Services – Facilities Management Bldg. 439, Office of Design and Construction, University of California, Santa Barbara, CA 93106-1030 no later than 4:00 PM, February 27, 2013.

**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 2/12/13)



## **PROGRAM STATEMENT**

Santa Cruz Residence Hall opened in 1959 and underwent a major renovation in 1993 as part of the seven-phase Residence Hall Renovation Program. However, a number of building components throughout Santa Cruz Residence Hall need to be replaced and installed as new in response to the new building codes and life safety issues. Many systems have reached the end of their useful life cycle and the building is in need of improved energy efficiencies, interior finishes, renewal and updating of network wiring.

The Santa Barbara Campus proposes to replace the fire and life safety systems and renovate the Santa Cruz Residential Hall. Asbestos abatement will be required where the new work affects existing asbestos containing materials. A report will be made available for review to the consultants.

The Santa Cruz Residence Hall is composed of a two 2 story wings which include 216 residential units with two staff apartments and various common spaces; office, utility, equipment and laundry rooms all connected by a central common area. In total, the building encompasses 54,000+ assignable square footage in 79,079 gross square footage. .

The Project site is located on the south side of the main UCSB Campus, northeast of the Campus Lagoon, south of Anacapa Residential Hall, and east of De La Guerra Dinning Commons. The original building was constructed in 1959 and had since undergone the following renovations:

- 1976: Addition of a partial fire protection system.
- 1978: Rehabilitation of corridor shear walls.
- 1979: Earthquake damage repairs.
- 1980: Boiler replacement.
- 1987: ADA improvements to select rooms.
- 1993: Major building renovation.
- 2009: Roof repair on single-story common area.
- 2011: Boiler replacement.

The current projected construction budget is approximately 5.3 million dollars and consists of the following elements:

- Replacement of the fire and life safety alarm system throughout the building.
- Installation of new fire sprinkler system throughout the building.
- Concealment of new fire sprinkler system to preserve aesthetics of the building.
- Upgrade the controls on the existing boilers and all air handling units to achieve optimal efficiencies.

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**University of California, Santa Barbara**  
**Santa Cruz Residence Hall Fire Safety and Renewal**  
**Project Number FM130357/988660**

- Propose design options to renovate existing hydronic heating system in rooms to provide isolation valves and flush-out capacity for preventative maintenance.
- Replacement of all exterior windows throughout the building.
- Replacement of all existing storefront glass and aluminum frame system including exterior doors in all entrances.
- Replacement of all carpeted, tiled and vinyl finished floors throughout the building.
- Replacement of all window coverings throughout the building.
- Replacement of all existing fabric wrapped wall paneling and wallpaper throughout the building.
- Installation of corner guards where wallpaper is applied.
- Upgrade all student room door gasket/ smoke seal throughout.
- Replacement of all existing lighting fixtures in corridors, entry halls and bathrooms with LED lighting fixtures to meet new energy standards.
- Replacement of all low voltage data/communications & cable TV wiring throughout the building including common spaces and mechanical rooms and provide detailed communications rack layouts.
- Installation of concealed conduits from the communication closets to all entrances for future security systems and protect all existing access control equipment and cabling.
- Replacement of all directional signage and door signs with contemporary versions.
- Replacement of all safety signage with contemporary LED versions to meet new energy standards.
- Repaint all interior painted surfaces throughout the building.
- Replace all group bathroom exhaust/supply systems and kitchen exhaust fans including associated ducting as needed.
- Upgrade all kitchen facilities including the replacement of existing kitchen cabinets, counter tops, vinyl floor finishes, wall base finishes, all existing sinks and related plumbing, all existing burner cook-tops and microwave ovens and all existing exhaust hoods.
- Propose a new design and finish to the existing grid wall at each wing maintaining a directional distinctive color for each wing.
- Upgrade and renewal of the Formal Lounge and Student Recreation Room including proposing design options for a new ceiling, new lighting design, new supply diffusers and return registers, and the installation of new side walls and a durable floor finish in the space allocated for vending machines in the Recreational Room as well as audio visual upgrade in the Formal Lounge.
- Propose new design solutions to repurpose the existing TV Room (Room 1011).
- Repair or replace casework as needed throughout the building.
- Strip and refinish all wood paneling throughout the building.
- Replacement of window security grills in all the Study Lounges.
- Replacement of all existing electrical outlets, cover plates and data jacks.
- Proposing new design to repurpose the existing phone booths in the lobby area.
- Replace the existing chair rail guards in corridors with contemporary versions throughout the building.

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**University of California, Santa Barbara  
Santa Cruz Residence Hall Fire Safety and Renewal  
Project Number FM130357/988660**

- Refinish the concrete floors in the Laundry Rooms.
- Replace existing stairs' finishes while salvaging the metal inserts on treads.
- The selection of the newly proposed finishes and color schemes shall be coordinated with Housing's interior design consultant and as directed by UCSB.
- Construction documents shall include asbestos removal as directed by UCSB

## **SCOPE OF SERVICES**

Design projects at the UCSB Campus involve a great deal of participation of staff, faculty and students in several forums established to engage the campus community in the decision making process. The scope of services anticipates full support of the design professional during the process of developing plans for the Project.

The building shall meet the criteria for LEED Certification, with Gold as minimum standard. Construction must be completed in total, within the framework of a start date of June 18, 2014 and a completion on or before September 5, 2014.

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

**The scope of professional services will be broken down into the following 2 phases**

### **Phase 1:**

The first phase will be a facility review including but not limited to: code compliance review, preliminary design and the preparation of a Detailed Project Program (DPP) consisting of a project cost plan and all architectural & engineering requirements for the renovation. This effort will seek to integrate all of the Campus's requirements for the Fire Safety and Renewal within the strict constraints of the existing building, schedules and budgets.

At the conclusion of the DPP the project shall be clearly defined and all project goals shall be addressed. The cost estimates from this phase must be adequate to assure the Campus that the Project as defined in the DPP can be built. The DPP document will serve as the guide for the duration of the Project. Authorization to proceed with the documents will be contingent on satisfactory completion of this initial stage, project approvals and appropriation of funding by the University.

### **Phase 2:**

During the second phase, the scope of services will include architectural and engineering design of the Project including a completed Schematic phase which will address all design issues, Design Development phase which shall resolve any and all limitations of the existing facility with all infrastructure components adequately designed. It is the intent of the Scope of Services to have all fire alarm and fire sprinkler design and construction documents completed, reviewed with final approval from the Campus' Fire Marshal prior to the project's construction bid.



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**University of California, Santa Barbara  
Santa Cruz Residence Hall Fire Safety and Renewal  
Project Number FM130357/988660**

Due to construction time restraints, project issues need to be resolved in a timely manner and estimates updated after each phase of documentation. Preparation of construction documents with updated cost estimates, administrative support services during the project and any environmental approval process, bidding assistance and construction phase administrative services and as built documentation will complete the Scope of Services.



#### **SERVICES PROVIDED BY UCSB**

1. Access to the record documents including utility documents.
2. Confirmation of utility availability when requested by Engineer of Record.
3. Construction budget.
4. Project management services through our Design and Construction Services Office and on site inspection services during construction.
5. Review of documents for design and project conformity.
6. Delineation of planning constraints specific to the Project.
7. Access to all abatement studies.
8. Furniture purchasing and installation.

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**University of California, Santa Barbara  
Santa Cruz Residence Hall Fire Safety and Renewal  
Project Number FM130357/988660**



**Santa Cruz-North East Exterior**



**Santa Cruz- South Exterior**





**Santa Cruz- East Exterior**



**Santa Cruz-West Exterior**





**Santa Cruz-Typical Interior Corridor**



**Santa Cruz-Lobby Desk**



## PROJECT SCHEDULE

CPC Determination December 22, 2012

Advertise for Architect Selection February 12, 2013

**Proposals Due at UCSB February 27, 2013**

Screening Committee/Selection of Short-listed firms March 5, 2013

*The selected short-listed firms will be posted on the UCSB Design, Construction, & Physical Facilities website, on the project page under "[Request for Proposals](#)"*

Notify Selected Firms March 11, 2013

Site Visit March 16, 2013

Finalists' Interviews March 18, 2013

**Successful Candidate Notified March 21, 2013**

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

Architect's fee proposal Due at UCSB March 29, 2013

Fee Negotiations April 2013

Contract Award April 2013

Complete Preliminary Design, DPP &  
Preliminary Construction Estimate TBD

Schematic Design TBD

Design Development, Construction Documents  
& Final Construction Cost Estimate, Construction  
Documents 100% Complete TBD

Bid Period TBD

Construction Start June 18, 2014

Project Completion September 5, 2014



## 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, estimated construction budgets, actual 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 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?

Cost Control and Scheduling – What mechanism or procedures will the team implement during the design and construction document phases to control costs and the schedule.

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). Provide a copy of your current billing rate schedule and proposed consultants.

**University of California, Santa Barbara**  
**Santa Cruz Residence Hall Fire Safety and Renewal**  
**Project Number FM130357/988660**

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:

<b>General Liability:</b> <b>Comprehensive or Commercial Form</b>	<b>Amount</b>
Each Occurrence	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
<b>Business Automobile Liability</b>	<b>Amount</b>
Each Occurrence	\$1,000,000
<b>Workers’ Compensation</b>	as required under California State Law
<b>Professional Liability</b>	<b>Amount</b>
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, Electrical 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 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.

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**University of California, Santa Barbara**  
**Santa Cruz Residence Hall Fire Safety and Renewal**  
**Project Number FM130357/988660**

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.
5. Return to: Liana Khammash  
University Representative  
Design & Construction Services, Facilities Mgmt., Building 439  
Office of Design & Construction Services  
University of California, Santa Barbara  
Santa Barbara, CA 93106-1030
6. Submit eight (8) copies of all material bound into single documents.
7. Due Date: February 27, 2013 no later than 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. ***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 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