

**University of California,  
Santa Barbara**



Request  
for  
Qualifications  
for:

**Repair of Multiple  
Buildings on West  
Campus**

Project Number:

**FM150506**

Office of Design &  
Construction

May 2015



**University of California, Santa Barbara**  
**Repair of Multiple Buildings on West Campus**  
**Project Number FM150506**

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**EXHIBITS:**

Statement of Qualifications Form	(See UCSB website for download at: <a href="http://web.facilities.ucsb.edu/contracts/proposals/">http://web.facilities.ucsb.edu/contracts/proposals/</a> )
Executive Design Professional Agreement	(See .pdf file at hyperlink referenced above)
Certificate of Insurance	(See .pdf file at hyperlink referenced above)



## ADVERTISEMENT

**Project Name:** Repair of Multiple Building on West Campus

**Project Number:** FM150506

### **Project Description**

Proposals are hereby solicited from qualified professionals interested in providing preparation of bidding documents and construction administration services for the repair of multiple buildings on the West Campus of the University of California, Santa Barbara.

The project will involve miscellaneous repair work of nine (9) structures. Total square footage is 60,857. Buildings consist of a variety of construction types ranging from one story wood frame buildings with brick veneer to one story metal "Butler" buildings. The size of the buildings varies from 3,840sf to 11,794sf.

The intent of the project is to achieve a Storage Occupancy (Use Group S-2) and to make the buildings structurally sound and watertight. Compliance with the University of California Seismic Policy will be required.

Work on all buildings falls into two categories: I) General Repairs and II) Voluntary Seismic upgrades. The planned work will not in any way modify the arrangement of walls; nor does it affect the means of egress or usability of the building. Structural repairs are strictly for the purpose of improving the seismic performance of the buildings and correcting damaged structural systems.

- I) General Repairs will include, but not be limited to:
  - Roof Repair and/or replacement
  - Replacement of exterior wood or metal siding, fascias, etc.
  - Repair of interior drywall and carpentry
  - Miscellaneous demolition
  
- II) Voluntary Seismic Upgrades/Structural Repairs will include, but not be limited to:
  - The university is conducting a seismic survey of the structures to define a scope of repairs need to bring the buildings to a Seismic rating of "III/Good". The survey will be made available to shortlisted firms prior to interviews.
  - Replacement of floor, wall and roof systems damaged by water and termites. Scope varies from none to extensive, depending on the building.

The estimated project construction budget is approximately \$3,200,000, and the planned date for the start of construction is Fall 2015/16.

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**Repair of Multiple Buildings on West Campus**  
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**Scope of Services**

The Scope of Services may be divided and awarded to up to two separate consulting teams. The project will be conducted under an Executive Design Professional Agreement (“EDPA”) for architectural and engineering design.

Architectural and engineering services may include but are not limited to, detailed evaluation of existing conditions, drafting as-built conditions to the extent necessary to identify the repair work (AutoCad drawings do not exist), preparation of drawings necessary to bid work, cost estimating, bidding assistance, construction phase administrative services. Additionally, some buildings may require mechanical ventilation, so design and installation of exhaust fans and louvers will be required in some instances.

The following work is remedial (or not required) and not include in the scope of anticipated professional services:

- Electrical design work; aside from power supply to ventilation fans
- HVAC design; aside from design of ventilation fans
- Plumbing
- Fire systems design
- Exterior painting
- Design or removal of hazardous materials
- Replacement of doors and hardware
- Landscaping

While it is anticipated that funding will be obtained, there is no assurance that funds will be received for the project noted.

**General Instructions for Prospective Proposers**

Consultants with residential renovation, repair and rehabilitation experience in higher education setting are encouraged to respond. A copy of the UCSB Statement of Qualifications Form will be available on the Contracting Services website: <http://web.facilities.ucsb.edu/contracts/proposals/> (click on the subject project link and download the project documents).

If you have difficulty downloading the document please call Ed Schmittgen at (805) 893-8343. Five (5) hardcopy sets and one (1) digital copy (.pdf) of each consultant team’s Proposal must be delivered to UCSB by **2:00 p.m. on June 5, 2015** to the following address:

Attn: Ed Schmittgen, Associate Director  
Design & Construction Services  
Facilities Management Bldg. 439, Room ‘E’  
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 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: 5/22/15*



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**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. On-site construction phase management and inspection.

**PROJECT LOCATION SITE PHOTO:**

34.411988, -119.872951





**PROJECT SCHEDULE**

Advertisement	May 22, 2015
<b>SOQs Due at UCSB by 2:00pm</b>	June 5, 2015
Site Visit for Shortlisted Firms	TBD
Screening Committee/Selection of Consultants	June 8-11, 2015
<i>The selected short-listed firms will be posted on the UCSB Design, Construction, &amp; Physical Facilities website, on the project page under <a href="#">"Request for Proposals"</a></i>	
<b>Successful Candidate(s) Notified</b>	June 15, 2015
Consultant's Fee Proposal Due	June 22, 2015
Fee Negotiations	June 22 - 29, 2015
Contract ("EDPA") Award	July 3, 2015
Bid Project	August 3, 2015
Start Construction	September 1, 2015
Construction Complete	November 30, 2015

*\*Note: All schedule dates are tentative and subject to change at the sole discretion of the University.*



**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:

Executive Design Professional Agreement – Note any exceptions to the attached Executive Design Professional 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 attached Agreement).

Billing Rate(s) – **IN A SEPARATE, SEALED ENVELOPE**, please provide a copy of the current fully burdened billing rate(s) schedule for relevant personnel for your firm and for all proposed consultants.

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: Comprehensive or Commercial Form</b>	<b>Amount</b>
Each Occurrence	\$1,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
<b>Business Automobile Liability</b>	<b>Amount</b>

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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	\$1,000,000

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 and name of UC Project Manager.

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 design on similarly scaled and scoped projects. 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:** Ed Schmittgen, Associate Director  
 Design & Construction Services  
 Facilities Management Building 439, Room “E”  
 University of California, Santa Barbara  
 Santa Barbara, CA 93106-1030
6. Submit five (5) hardcopy sets and one (1) digital .pdf copy of each consultant team’s proposal all material bound as separate documents.
7. Due Date: **June 5, 2015** no later than 2:00 p.m.
8. Design teams with qualifications considered appropriate by the Screening Committee may be asked to interview with the Selection Committee.



## SELECTION CRITERIA

1. ***Client relationships.*** Recognition of the consultative processes associated with work at the University.
2. ***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.
3. ***Coordination and supervision.*** Evidence of ability to provide experienced staff and timely support during all phases of the project.
4. ***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.
5. ***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  
Design & Construction Services  
University of California, Santa Barbara  
Facilities Management Building 439  
Santa Barbara, California 93106-1030