

**University of California,
Santa Barbara**



Request
for
Qualifications
for the:

**Broida Hall Room 1251
Lab Renovation**

Project Number:

FM160295

Office of
Design & Construction
Services

February 2016



University of California, Santa Barbara

Project Name: Broida Hall Room 1251 Lab Renovation

Project Number: FM160295

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EXHIBITS:

Statement of Qualifications Form	(See UCSB website for download at: http://web.facilities.ucsb.edu/contracts/proposals/)
Executive Design Professional Agreement	(See .pdf file at hyperlink referenced above)
Certificate of Insurance	(See .pdf file at hyperlink referenced above)
HDR Feasibility Study and Final Report	(See .pdf file at hyperlink referenced above)



ADVERTISEMENT

Project Name: Broida Hall Room 1251 Lab Renovation

Project Number: FM160295

Project Description

The University of California, Santa Barbara (“University”) is hereby soliciting Statements of Qualifications from design professionals interested in providing services for the renovation of Broida Hall Room 1251 Laboratory to accommodate a new Cryo STM instrument and associated equipment essential to ongoing research at the University.

The University has conducted a feasibility study (see attached Exhibit), concluding that Broida Hall Room 1251 is a viable location for the anticipated lab renovation. It is critical that the selected design professional guide the University through the design effort to accomplish the intended goals and performance specifications listed within the feasibility documents.

The required design services will, at a minimum, include;

1. Review of the existing feasibility study and project intent – dated 10/29/15
2. Development of Detailed Design Documents and Specifications
3. Development of Detailed Cost Estimate at the end of each appropriate Design milestone.
4. Provision of Bidding and Construction Support
5. Provision of Applicable As-built and Record Documents

The construction cost estimate for the project is \$1,530,000, and the anticipated construction completion date is in the July 2017 timeframe.

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.

General Instructions for Prospective Proposers

Consultants with laboratory renovation experience in a higher education setting are encouraged to respond. A copy of the Request for Qualifications documents will be available on the Contracting Services website located at:
<http://web.facilities.ucsb.edu/contracts/proposals/> (click on the appropriate project button).

**University of California, Santa Barbara
Broida Hall Room 1251 Lab Renovation
Project No. FM160295**

If you have difficulty downloading the prequalification documents please contact Telli Foster, University Representative, at (805) 893-4322. Four (4) hardcopy sets and one (1) digital copy (.pdf) of each consultant team's submittal must be delivered to UCSB by 4:00pm on **February 26, 2016** to the following address:

Attn: Telli Foster, University Representative
Office of Design and Construction
Facilities Management Bldg. 439
University of California, 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.

Advertised: 2/12/16



PROGRAM STATEMENT

The required design services are intended to address the renovation of Broida Hall Room 1251 Laboratory to accommodate a new Cryo STM instrument and associated equipment.

The design intent associated equipment and required performance standards have been identified within the feasibility study (dated 10/29/15) prepared by a University-retained consultant. The feasibility study commissioned by the University is provided herein as an Exhibit.

The lab is located in a fully occupied building and the design will need to make necessary accommodations for construction work in this type of environment. Interruptions to building utilities, construction access and phasing will all need to be part of the design effort in order to minimize any impacts to the existing building occupants.



SCOPE OF SERVICES

Architectural design projects at UCSB involve 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. The scope of services anticipates full support of the design professional during the public process of developing plans for the project.

The scope of professional services will include phases for site planning, architectural and engineering design of the project, including cost estimating, code analysis, 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.

Work on this project will be authorized under an Executive Design Professional Agreement (“EDPA”) for architectural and engineering design, preparation of construction documents, code analysis, value engineering, project scheduling, and coordination with regulatory agencies, support services during the administrative and environmental approval process, bidding assistance and construction phase administrative services including submittal reviews and field representation.

The above referenced project services are subject to the University obtaining funding and required project approvals.



SERVICES PROVIDED BY UCSB

1. Provide access to all existing campus building drawings and planning documents.
2. Provide a copy of the University-Commissioned Feasibility Study, dated 10/29/15.
3. Provide assistance with organizing and scheduling meetings with campus constituents.
4. Provide on-site construction phase project management and inspection.

University of California, Santa Barbara
 Broida Hall Room 1251 Lab Renovation
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SITE LOCATION





PROJECT SCHEDULE*

Advertisement	February 12, 2016
RFQs Due at UCSB by 4:00pm	February 26, 2016
Screening Committee Shortlist/Notification <i>The selected short-listed firms will be posted on the UCSB Design, Construction, & Physical Facilities website, on the project page under "Request for Qualifications."</i>	February 29, 2016
Finalist Interviews	TBD
Selection Committee Review/Approvals	March 3, 2016
Successful Candidate Notified <i>The anticipated schedule is tentative. The exact dates will be set forth in a Notification letter to the selected Consultant.</i>	March 4, 2016
University Requests Fee Proposal	March 14, 2016
Fee Negotiations	March 2016
Contract Award	March 2016
Preliminary Design Starts	March 2016
Construction Documents Starts	September 2016
Construction 100% Docs complete	November 2016
Bidding Period	November 2016
Construction Contract Executed	December 2016
Construction Start	January 2017
Project Completed	July 2017

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



INSTRUCTIONS TO APPLICANTS

1. **SOQ Submittal(s)** - Respond concisely to the Request for Qualifications documents and complete the Statement of Qualifications Form. The Statement of Qualifications must be signed by a responsible member of the principal firm applying for the project.

Project References - Provide a list of three to five 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. Identify the design team members and subconsultants for the projects listed. Please also address the scheduled duration of construction and total of delays attributable to errors and omissions on the respective projects. Project statistics should include net and gross areas, efficiency ratio, and a contact person with a telephone number.

2. Your SOQ submittal must also address the following:

Design and Engineering Issues – Identify and describe your team's approach towards dealing with issues specific to laboratory design and sustainability.

Cost Control – Identify and describe the procedures that your team will implement during the design and construction document phases to control costs? What specific approaches can the design team take to encourage collaboration, teamwork, and flexibility during the design and construction administration processes?

Executive Design Professional Agreement – Note any exceptions to the enclosed Executive Design Professional Agreement template that would prevent your firm from executing that Agreement. The University will not 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 attached Agreement.

Billing Rate(s) Schedule - **IN A SEPARATE, SEALED ENVELOPE** provide a list of all proposed subconsultants and a copy of the **current billing rate schedule** for both your firm and all proposed subconsultants.

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 coverages/limits are as follows:

General Liability: Comprehensive or Commercial Form	Amount
Each Occurrence	\$1,000,000
Products/Completed Operations Aggregate	\$2,000,000
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	\$1,000,000

Malpractice Claims – List malpractice (E&O) 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, Associate Architect and technical consultants, focusing on relevant design experience of those individuals (not the collective corporate experience of the firm), if applicable.

Work Location – Identify work location of Consultant’s main office and any portions of the Consultant’s scope of work that will be performed by individuals responsible for the work but located outside of the main office. If an associate architect is involved, explain their role on the project and the planned division of responsibilities.

Design Team Qualifications - Provide information on proposed design staff and subconsultants for this project and an organization chart. Provide a list of previous projects the proposed team has participated on together. 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.

3. Return Submittal Package to: Telli Foster, University Representative
Office of Design & Construction Services
Facilities Management, Building 439
University of California, Santa Barbara
Santa Barbara, CA 93106-1030
4. Submit FOUR (4) hardcopy sets and one (1) digital copy (.pdf) of each consultant team's SOQ submittal must be delivered to UCSB by the stated deadline.
5. SOQ Submittal Deadline: No later than 4:00 p.m. on ***Friday, February 26, 2016***.
6. Design teams with qualifications considered appropriate by the Screening Committee may 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, 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:

Associate Director, Contracting Services
Office of Design & Construction Services
Facilities Management, Bldg. 439
University of California, Santa Barbara
Santa Barbara, California 93106-1030