

**University of California,
Santa Barbara**



Request
for
Qualifications
for the:

Building 994 Renovation

Project Number:

FM160322

Office of
Design & Construction
Services

March 2016



University of California, Santa Barbara
Project Name: Building 994 Renovation
Project Number: FM160322

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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)



ADVERTISEMENT

Project Name: Building 994 Renovation

Project Number: FM160322

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 University Building 994 located at 389 Los Carneros Road Goleta, CA 93117. The project will renovate the 11,773 GSF building and bring it up to current building standards for accessibility, safety, and energy efficiency, and will modify the interior spaces to facilitate future uses of the building. The building is a primarily a CMU structure.

Building 994 is currently vacant. Following renovation the occupancy will be a ‘B’ Occupancy and designed primarily as an “open” office concept. The building will meet the criteria for LEED Certification, with Silver as the minimum requirement.

The construction cost estimate for the project is \$2,000,000, and the anticipated construction completion date is the UCSB Winter academic quarter in 2017.

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 relevant professional 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).

If you have difficulty downloading the prequalification documents please contact Ed Schmittgen, University Representative, at (805) 451-1186-4322. Five (5) hardcopy sets and one (1) digital copy (.pdf) of each consultant team’s submittal must be delivered to UCSB by 4:00pm on **March 23, 2016** to the following address:

*Attn: Contracting Services Department
c/o Greg Moore, Assoc. Director
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: 3/07/16



PROGRAM STATEMENT

1. The project will renovate the 11,773 GSF building and bring it up to current building standards for accessibility, safety, and energy efficiency, and will modify the interior spaces to facilitate future uses of the building. The building is a primarily a CMU structure.
2. Building 994 is currently vacant. Following renovation the occupancy will be a 'B' Occupancy and designed primarily as an "open" office concept. The building will meet the criteria for LEED Certification, with Silver as the minimum requirement.
3. The project will include architectural, structural, complete MEP and utilities upgrades, and renovation of the interior spaces to accommodate a general purpose, open office configuration. As well as assistance with selection, layout and specification of open office systems furniture. Modifications to the interior spaces will include creating a main entrance and installation of code compliant restrooms to meet ADA standards.
4. Possible exterior modifications will include creation of an entrance, cutting new energy-efficient windows into the CMU walls and painting the exterior. Repair work, as required, will be conducted as part of the project to bring the building back into good order.



SCOPE OF SERVICES

1. 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.
2. Services will be conducted under an Executive Design Professional Agreement (see attached) for full service architectural and engineering design: preparation of schematic design, design development, construction documents, bidding assistance, and construction phase administrative services.
3. Architectural and engineering services may include but are not limited to: project programming, preparation of as-built/existing conditions drawings, evaluation of existing conditions required to specify building systems, identify selective demolition and the evaluate the condition of building envelope. In addition, identification of current and future site constraints, LEED scoring, energy modelling, and cost estimating.
4. The selected firm shall include a prioritized list of alternative scope elements, components and enhancements that might be added or deleted in order to stay within the project's approved budget as the design progresses to bid. The above referenced project services are subject to the University obtaining funding and required project approvals.
5. The project will include architectural, structural, complete MEP and utilities upgrades, and renovation of the interior spaces to accommodate a general purpose, open office configuration. As well as assistance with selection, layout and specification of open office systems furniture. Modifications to the interior spaces will include creating a main entrance and installation of code compliant restrooms to meet ADA standards.
6. Possible exterior modifications will include creation of an entrance, cutting new energy-efficient windows into the CMU walls and painting the exterior. Repair work, as required, will be conducted as part of the project to bring the building back into good order.
7. CEQA documentation is not part of the Scope of Services. CEQA information will be developed by the UCSB Campus Planning & Design Office concurrent with the schematic design phase. It is anticipated that this project will be Categorically Exempt.

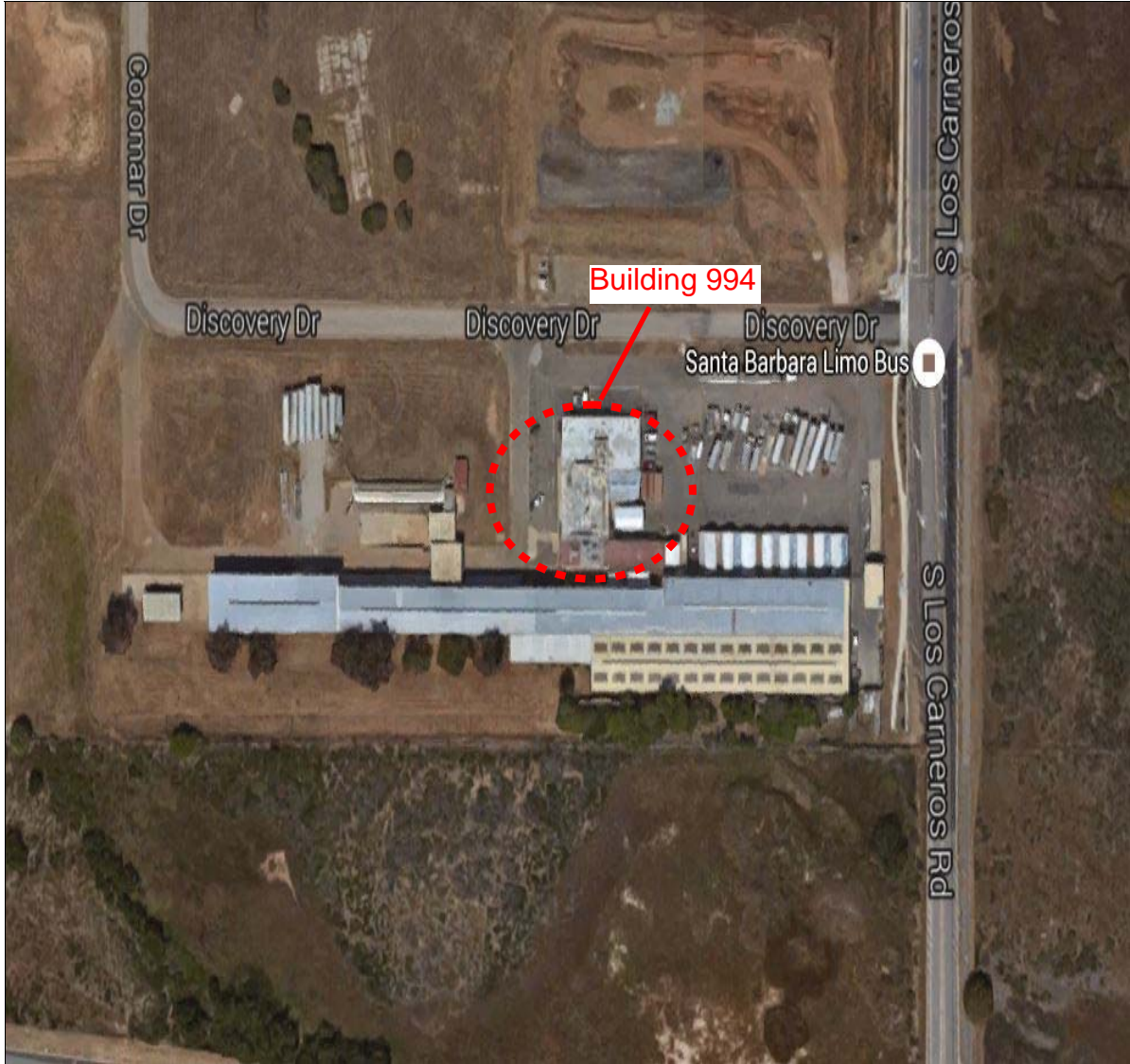


SERVICES PROVIDED BY UCSB

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. Delineation of planning constraints specific to the Project.
5. Environmental Analysis (CEQA).
6. On-site construction phase management and inspection.
7. Site surveys, soils investigations when appropriate.
8. Seismic studies specific to the proposed site when appropriate.



SITE LOCATION





PROJECT SCHEDULE*

Advertisement	March 7, 2016
RFQs Due at UCSB by 4:00pm	March 23, 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>	March 25, 2016
Finalist Interviews	April 6, 2016
Selection Committee Review/Approvals	April 7, 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>	April 8, 2016
University Requests Fee Proposal	April 12, 2016
Fee Negotiations	April 2016
Contract Award	April 2016
Project Kickoff	April 25, 2016
Programming/Pre-Design Phase Completed	June 3, 2016

**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:

Work Plan – Identify and describe a work plan demonstrating how your team intends to deliver the programming and design components of the project. The work plan must include a preliminary schedule.

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.

This area intentionally left blank.

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: Contracting Services
c/o Greg Moore, Assoc. Director
Office of Design & Construction Services
Facilities Management, Building 439
University of California, Santa Barbara
Santa Barbara, CA 93106-1030
4. Submit FIVE (5) 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 ***Wednesday, March 23, 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