



Office of Design & Construction Services

**NEW INSTRUCTIONAL HALL AND THEATER**  
(Campbell Hall Replacement Building)

REQUEST FOR QUALIFICATIONS

EXECUTIVE ARCHITECT

PROJECT NUMBER: FM160380

APRIL 2016

## TABLE OF CONTENTS

- I. ADVERTISEMENT FOR EXECUTIVE ARCHITECT
- II. PROJECT INFORMATION AND REQUIREMENTS
  - A. PROJECT INFORMATION
  - B. SUMMARY SCOPE OF PROFESSIONAL SERVICES
  - C. SERVICES PROVIDED BY UCSB
  - D. SITE MAP
  - E. CODE REQUIREMENTS
  - F. AGREEMENT AND CONTRACT REQUIREMENTS
- III. RESPONDING TO THIS REQUEST FOR QUALIFICATIONS
  - A. FORMAT
  - B. RESPONSE ITEMS
  - C. SELECTION CRITERIA
  - D. PRIVACY NOTIFICATION
  - E. SELECTION SCHEDULE
  - F. DELIVERING RFQ RESPONSES TO UCSB DESIGN AND CONSTRUCTION SERVICES
  - G. AFFIRMATIVE ACTION STATEMENT
  - H. SELECTION OF THE EXECUTIVE ARCHITECT

**EXHIBITS\*:** Statement of Qualifications Form  
Professional Services Agreement (PSA)  
Executive Design Professional Agreement (EDPA)  
Certificate of Insurance Format  
Campbell Hall Retrofit DPP – September 2011

\*(See UCSB website for download at: <http://web.facilities.ucsb.edu/contracts/proposals/>)

## I. **ADVERTISEMENT FOR EXECUTIVE ARCHITECT**

UCSB requests a written response to this Request for Qualifications (RFQ) from qualified professionals interested in providing detailed project programming, full design services, preparation of bidding documents, and construction administration services for the construction of the **New Instructional Hall and Theater** as a replacement facility for Campbell Hall.

The new facility is intended to support the primary functions of Campbell Hall as a multimedia lecture hall and as a public venue supporting UCSB Arts and Lectures (A&L). The project would be designed to comply with the *University of California Policy on Sustainable Practices*. The building would be designed to achieve a minimum of a LEED Gold Rating.

Over the last 25 years the stature of UC Santa Barbara has grown tremendously. By numerous rankings and attestations, UCSB is a recognized world-class university, and a member of the prestigious American Association of Universities. Among its faculty are six Nobel laureates, a Fields Medalist, a Millennium Technology Prize recipient, and two Emmy and Academy Award winners.

Located on a mesa overlooking the Pacific Ocean, the Santa Barbara campus offers a unique academic setting removed from urban pressures yet brimming with cultural and academic vitality. UCSB enrolls approximately 23,000 students, including recent year classes that are the most academically competitive and ethnically diverse in campus history. The preeminent scholarship, instruction, and public service that define UCSB have helped shape its identity as a place of enormous and exceptional possibility.

The complete RFQ will be available at <http://web.facilities.ucsb.edu/contracts/proposals/> on **April 5, 2016**. Statements of Qualification are due by **May 2, 2016** at 2:00 p.m. A shortlist of firms will be determined by a screening committee.

Design teams or firms with experience designing large multimedia university lecture halls and performance venues are encouraged to respond. Every effort will be made to ensure that all persons have equal access to contracts and other business opportunities with the University within the limits imposed by law or University policy. Each candidate firm may be required to show evidence of its equal employment opportunity policy.

The construction budget for the project is \$22,500,000.

**Marc Fisher, AIA**

Vice Chancellor Administrative Services & Campus Architect



**For questions related to this RFQ, please contact:**

Ed Schmittgen, Associated Director Design and Construction Services (805) 451-1186

## II. PROJECT INFORMATION AND REQUIREMENTS

### A. PROJECT INFORMATION

In spring 2011, the campus contracted for a detailed project program (DPP) intending to renovate Campbell Hall, an 860 seat lecture hall and main venue for the campus' Arts and Lectures (A&L) program. Based on the DPP analysis, however, it was concluded that the renovation would trigger extensive code upgrades, require a major building expansion, and create a surge space crisis that would push project costs close to the replacement value of the building. The complexity and cost of this proposed renovation project justified the need to develop a strategy for a replacement building.

The Campbell Hall Retrofit DPP provides relevant project information for the New Instructional Hall and Theater project, including the space program, functional space requirements, basic building systems requirements and preliminary specifications, acoustical requirements, stage, theatrical lighting, audio-visual equipment requirements, and related costs. The renovation DPP did not include site planning or conceptual building design for the proposed replacement building. Therefore, prior to beginning project design, preparation of a DPP is required for the New Instructional Hall and Theater —to confirm and establish specific programming, planning and design objectives that are achievable within the limits of the approved budget and funding.

#### **Project Description:**

The New Instructional Hall and Theater will support the same programs and functions currently accommodated in Campbell Hall, these include academic instruction, Arts and Lectures programming, and student and administrative activities. The primary function of Campbell Hall is as a multimedia lecture hall and a public venue supporting Arts and Lectures (A&L). In practical terms, the proposed project is a "replacement building" with enhanced functionality and operational efficiency that creates an optimal environment for teaching, provides state-of-the-art audio-visual equipment, and modern stage and theater facilities, including theatrical lighting, acoustical design, and multimedia functionality.

Campbell Hall was designed as a recital hall and was constructed in 1961. It provides 10,244 assignable square foot (ASF) and 15,265 gross square foot (GSF) of multipurpose assembly hall space with fixed, theater seating for 860. The proposed scope of the New Instructional Hall and Theater is 16,000 ASF (24,500 GSF) or nearly 60% larger than Campbell Hall. The project site is Parking Lot 12.

The New Instructional Hall and Theater will replace Campbell Hall as the largest lecture hall on campus and the largest in the UC system that supports daily instruction, including more than 4,000 student contact hours. In the late afternoons, evenings and on weekends, the venue will support A&L programming, which includes acclaimed guest speakers and visiting artists, musical recitals and concerts, dance performances, and film series. Other users of the new facility will include student groups that organize annual events, such as cultural dance performances and variety and award shows; and academic departments and administrators will use it for large departmental and "town hall" meetings, and for public outreach and student orientation activities. In short, the New Instructional Hall and Theater will be heavily used day and night, year round by the campus community.

The construction budget for the project is \$22,500,000. The project is approved and is funded by the campus and the State; all project funding is "in-hand." Following State approval formats, UC project reviews and approvals are required at preliminary plans, working drawings and bid approval phases. Also, project review by the campus's Design Review Committee and Campus Planning Committee are required at completion of the DPP and Schematic Design.

**Sustainable Design:**

The project shall be designed to meet the requirements and intent of the University of California Regent's Policy on Sustainable Practices as it pertains to green building design and energy efficiency. The project will be required to achieve a LEED™ Gold rating, with documentation prepared by the architect and submitted to the US Green Building Council. The university also has set a goal to outperform the required provisions of the California Energy Code (Title 24) energy efficiency standards by at least 20 percent.

**B. SUMMARY SCOPE OF PROFESSIONAL SERVICES**

Projects at UCSB involve participation by faculty, staff and students in multiple forums that engage stakeholder groups in the programming, planning, design and decision making process.

Reviews and approvals, including environmental review, extend to the public and local agencies within the region. The scope of services anticipates full support of the selected Design Professionals during the programming, planning, design and public review process.

Work on the project will be authorized in two stages:

- **Stage 1:** will be conducted under a Professional Services Agreement (PSA) for development of the Detailed Project Program (DPP) describing the full scope and cost of the project. Stage 1 will be managed by the Office of Budget and Planning. Project information developed previously in the Campbell Hall Retrofit DPP will expedite the DPP process.

The goal of the DPP is to comprehensively define the scope of project's building program, site development, and movable equipment. The DPP shall also include a prioritized list of additive-alternative scope elements, components and enhancements that might be identified in the "value engineering" review process as scope reductions which can be made in order to stay within the project's approved budget.

The DPP shall include site planning studies and conceptual plans, define the building program, and cost estimate. Architectural and engineering plans and presentation materials will be developed with the Campus Architect. (Separately, the DPP may document any options or alternative scenarios that are contingent upon unapproved funding, i.e., funding that is not in-hand at the completion of the DPP.) The DPP will establish the proposed program within the project budget and serve as the basis of design.

- **Stage 2:** will be conducted under an Executive Design Professional Agreement (EDPA) for architectural and engineering design. The Office of Design and Construction Services will manage Stage 2 and oversee all aspects of project design through construction administration and closeout.

Authorization to proceed with Stage 2 will be contingent on satisfactory completion of the Stage 1 DPP phase. Award of Stage 1 does not guarantee the chosen firm will proceed with Stage 2.

Following is an outline draft "Scope of Work" for Stage 1 DPP. The final scope of work will be developed in consultation with the selected firm in conjunction with the preparation of the PSA.

**Outline Scope of Work for Stage 1 DPP**

- o Space Programming and Planning
- o Develop Building Systems/Infrastructure Pre-Design Specifications
- o Preliminary Code Analysis
- o Site Study
- o Site Planning
- o Conceptual Building Design (for Cost Planning)
- o Cost Plan

Deliverable includes publication of the Detailed Project Program with cost plan/estimate.

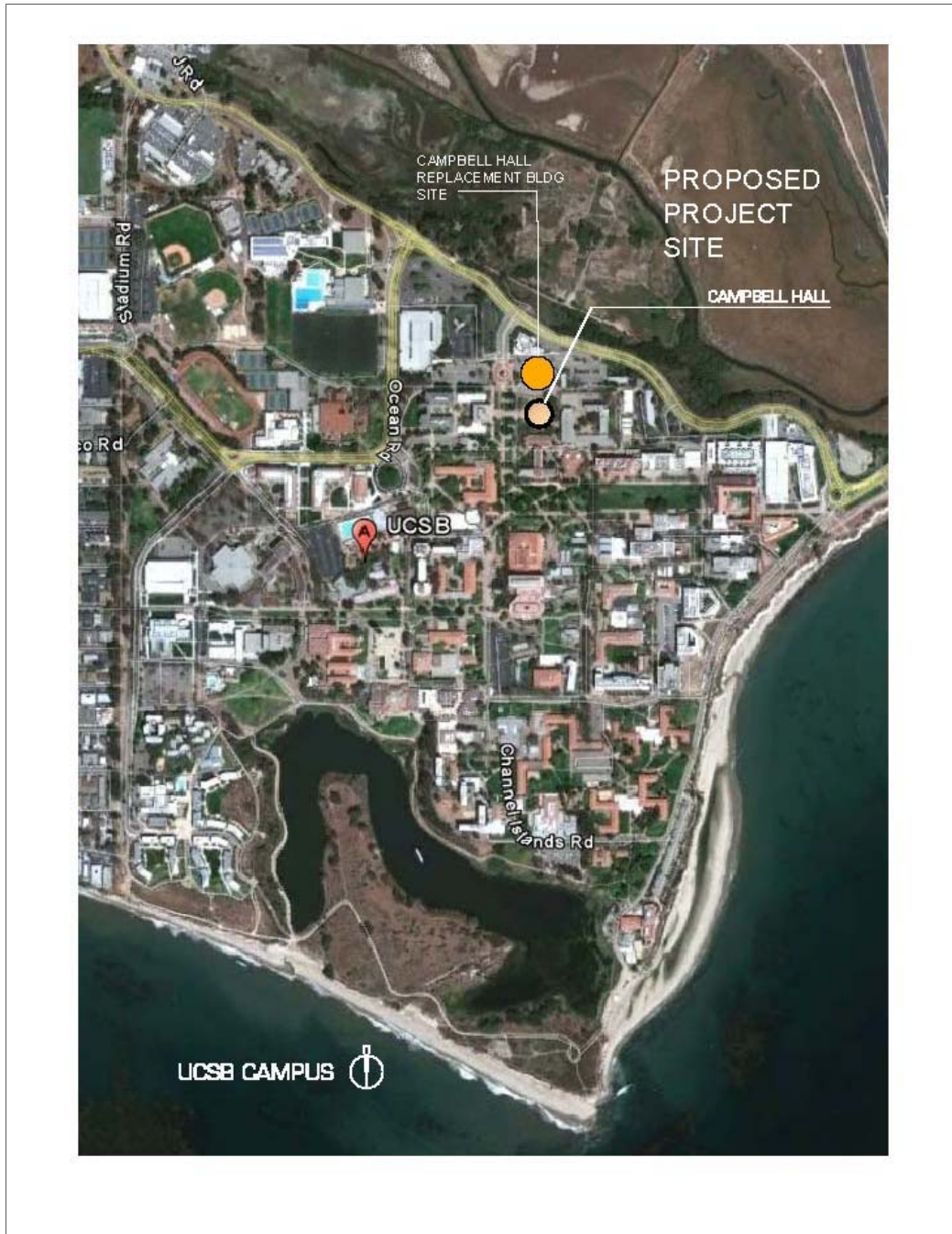
**Other Information**

- o The project may be delivered using the CMAR (Construction Manager at Risk) process, with coordination beginning at the onset of design.
- o CEQA documentation is not part of the Scope of Services. CEQA information will be developed concurrent with the schematic design phase. The selected firm will need to coordinate with UCSB's environmental firm and provide drawings and associated documents to facilitate approvals with local and State agencies and the California Coastal Commission.

**C. 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 and soils investigations.
8. Seismic studies specific to the proposed site.

D. SITE MAP



**E. CODE REQUIREMENTS**

The design and construction of UCSB building projects are required to conform to applicable federal and state building codes and standards, including the California Code of Regulations and the Americans with Disabilities Act. Construction documents must be reviewed and approved by the UCSB Campus Fire Marshal, and the UCSB Campus Building Official. The Department of State Architect will approve the design for conformance with accessibility requirements.

**F. AGREEMENT AND CONTRACT REQUIREMENTS**

All architectural design services to be provided by the Executive Architect shall be in accordance with the following standard University Agreements.

**1. Documents**

Professional Services Agreement (PSA) and Executive Design Professional Agreement (EDPA): Note any exceptions to the following Agreements that would prevent your firm from executing either Agreement. The University cannot accept any request to include language to limit liability with regards to insurance and/or modify the indemnification clauses.

- See Exhibit** Professional Services Agreement (PSA)
- See Exhibit** Executive Design Professional Agreement (EDPA)

**2. Insurance Limits for Design Services (Architect/Engineer)**

Certificate of Insurance: Note any exception to the Certificate requirements and provisions that would prevent your firm from executing an Agreement. The RFO 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>	
Each Occurrence – Combined Single Limit for Bodily Injury & Property Damage	\$1,000,000
Products – Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
<b>Business Auto Liability</b> – Each Accident – Combined Single Limit for Bodily Injury & Property Damage	\$1,000,000
<b>Workers Comp &amp; Employers Liability</b>	As required by Federal & State of Calif. Law
<b>Professional Liability for Pre-Design work</b>	Work done under PSA
Each Claim	\$1,000,000
General Aggregate	\$2,000,000
<b>Professional Liability for Project</b>	Work done under EDPA
Each Claim	\$5,000,000
General Aggregate	\$5,000,000



### III. RESPONDING TO THIS REQUEST FOR QUALIFICATIONS

Please comply with the following requirements in preparing responses to this RFQ; *responsiveness to these instructions will be considered an indication of the responsiveness of the prospective consultant:*

#### A. FORMAT

All submittal materials should be in 8 ½" x 11" format, in portrait orientation, bound in a ring binder or spiral or comb-bound booklet, and printed double-sided.

Tabbed dividers should separate and identify the response items described below in section III.B, numbered or titled as indicated.

Submittals should be limited to the sections and items identified in III.B below. Failure to comply with this requirement may result in disqualification of the entire submittal.

#### B. RESPONSE ITEMS

The qualifications submittal should contain the following items:

**Cover:** Include the project name, (UCSB New Instructional Hall and Theater, Project # FM160380), due date of the submittal, identify that the submittal is a Statement of Qualifications, and identify the firm submitting the response.

**Letter of Interest:** Provide a concise, one-page letter expressing the prospective Executive Architect's interest in the project and appropriate qualifications. The letter of interest should be bound into the proposal, not loose. The letter of interest should provide contact information for the firm, including a contact email address and phone number for the primary contact of the firm.

**Table of Contents:** In front of the first tab, following the letter of interest.

#### [Tab 1] Statement of Qualifications (SOQ) form (see Exhibit)

Complete and submit a Statement of Qualifications (SOQ) form (see Exhibit). All listed projects should have been completed within the last ten (10) years.

The Statement of Qualifications must be signed by a responsible member of the firm applying for the project.

#### [Tab 2] Relevant Experience

Include project descriptions and illustrations of the five projects listed in the SOQ, along with other relevant projects at your discretion, but *not more than 3 pages* per project. Project photos are preferred to lengthy narratives. *Label clearly the location and dates of the work presented; identify clearly the firms and/or personnel responsible in each case, and their relationships to the team for this project.*

Provide project construction budgets, bid amounts, and final change order amounts related to errors and omissions. Please also address the schedule duration of

construction and total delays attributable to errors and omissions. Project statistics should include a detailed description and a contact person with a telephone number.

### **[Tab 3] Applicant's Qualifications**

Leadership: Submit resumes of the responsible Partner/Principal, 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).

Team: Identify key staff that will work on the project, and describe their roles. Include *brief* descriptions (one paragraph or a *short* list of bullet points) of their relevant qualifications and background. Identify both the architect and subconsultants as part of the team proposed (team members as well as firms), and include an organization chart. Concise presentation of this material is strongly encouraged.

The University anticipates that the proposed project will require the Executive Architect to provide the services of external subconsultants, or professional expertise from its own staff, in at least the following disciplines:

- Structural Engineering
- MEP Engineering
- Civil Engineering
- Interior Design
- Fire Protection Engineering (code)
- Landscape Architect
- Cost Estimating
- Specifications
- Theater Consultant
- Acoustics consultant
- Lighting Consultant
- Graphic Design

Other subconsultants may be required for this project. Identify each proposed sub-consultant by company name and discipline. Indicate address, telephone number and contact person for each sub-consultant. Provide a resume for each proposed sub-consulting firm. SOQ forms do not need to be submitted for subconsultants in this initial qualifications submittal. The University reserves the right to approve or reject all external subconsultants, or internal staff performing consulting services, proposed by the Executive Architect during or after the Executive Architect selection process.

### **[Tab 4] ACCEPTANCE OF TERMS**

1. A letter affirming the intent of the proposer's acceptance of terms and conditions contained in the enclosed PSA and EDPA Agreements (see Exhibits). Note any exceptions to the enclosed Agreement that would prevent your firm from executing the Agreement. The University cannot accept any request to include language to limit liability with regards to insurance and/or modify the indemnification clauses
2. A letter affirming the intent of the proposer's acceptance of terms and conditions contained in the Certificate of Insurance (see Exhibits). Note any exception to the Certificate requirements and provisions that would prevent your firm from executing an Agreement.

3. 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, name of UC Project Manager and telephone number.

## C. SELECTION CRITERIA

*Note: Not all items below will be weighted the same by the Screening and Selection Committees.*

1. Relevant Project Experience: Applicant's demonstration of adequate and meaningful experience with projects of similar/comparable type and scope. Preference may be given to applicants with University of California, and/or other university work, and whose relevant project experience is with the same project team submitted for the proposed project.
2. Design Ability: Applicant's demonstrated commitment to design excellence and ability to achieve high-quality functional, technical, aesthetic, and economic design for similar/comparable projects. Evaluation of prospective Design Professional teams will include experience in and understanding of sustainable design practices.
3. Affordability: Applicant's demonstrated success in producing well-designed and affordable buildings.
4. Responsiveness to Project Requirements: Applicant's demonstrated success in completing similar/comparable building projects consistent with program, budget, schedule and technical requirements. Evaluation of prospective Design Professional teams will include consideration of responsiveness to project requirements and clients on previous projects, and the quality of the relationships maintained throughout these projects. Attentiveness to and compliance with RFQ instructions, interview requirements, and other aspects of the selection process will be taken as an indication of responsiveness.
5. Project Team Members' Qualifications: Applicant's demonstration of relevant project experience, availability and capability of proposed key staff members.
6. Subconsultants' Qualifications: Demonstration of relevant project experience and capability of applicant's consultants.
7. Management and Document Production Capability: Applicant's demonstrated success in providing comprehensive project management services and project team coordination, producing construction documents of superior quality, and providing prompt and effective construction phase services.
8. Client Responsiveness: Applicant's demonstrated success in establishing effective working relationships with client capital projects administrative and technical staff, user representatives, client consultants, construction managers and contractors.
9. Equal Opportunity Employment: Applicant's demonstration of a company Equal Opportunity Employment policy and compliance with applicable federal law pertaining to Equal Opportunity Employment. The University follows a policy of equal opportunity in University business contracting.

**D. 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 UCSB's Office of Capital Development, Office of Budget & Planning, and the Office of Design & Construction, and Facilities Management 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 is:

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

**E. SELECTION SCHEDULE**

In accordance with established UCSB procedures, a screening committee will review all submittals in response to the RFQ and determine a short list of firms to refer to the selection committee. The selection committee will determine further selection procedures, which may include additional submittals and interviews at a time to be determined. The anticipated selection process schedule is as follows:

Advertisement	April 5, 2016
<b>RFQs Due at UCSB by 2:00pm</b>	<b>May 2, 2016</b>
Notify Shortlisted Firms*	May 23, 2016
Finalists' Interviews	June 9, 2016
Successful Firm Notified	June 14, 2016
Project Kickoff	July 12, 2016
Draft DPP submitted to UCSB	August 31, 2016
Final DPP submitted to UCSB	September 23, 2016

*\* The short-listed firms will be posted on the UCSB Design, Construction, & Physical Facilities website, on the project page under "Request for Proposals"*

**F. DELIVERING RFQ RESPONSES TO UCSB DESIGN AND CONSTRUCTION SERVICES**

A copy of the Request for Qualifications form will be available on the UCSB Contracting Services website:

<http://web.facilities.ucsb.edu/contracts/proposals/> (click on the subject project link and download the project documents).

To be considered for this study, provide eight (8) bound copies and one (1) digital copy (.pdf) of the RFQ submittal documents outlined above in section III.B. All documents must be received at the address below no later than **2:00 p.m. on May 2, 2016**. *All material submitted becomes the property of UCSB and will not be returned to submitting firm.*

Attn: Ed Schmittgen, Associate Director  
(805) 451-1186  
[ed.schmittgen@dcs.ucsb.edu](mailto:ed.schmittgen@dcs.ucsb.edu)  
Design & Construction Services  
Facilities Management Bldg. 439, Room 'E'  
University of California, Santa Barbara  
Santa Barbara, CA 93106-1030

#### **G. 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

#### **H. SELECTION OF EXECUTIVE ARCHITECT**

The criteria for UCSB review of the submitted proposals and selection of the Executive Architect are provided in the Selection Criteria. UCSB will, based on qualifications presented throughout this process, select the firm best able to serve as Executive Architect for this proposed project. Selection of the consultants/design professionals will follow state law and University consultant selection and contract award procedures.

UCSB will enter into negotiations of the Executive Design Professional Agreement (EDPA) with the selected Executive Architect for the project. Pending successful negotiations, UCSB intends to complete the EDPA with the Executive Architect. If negotiations are not successful, UCSB reserves the right to negotiate with other interviewed applicants. Prior to execution of the EDPA, the selected firm shall submit a Certificate of Insurance confirming that the coverage required by UCSB has been obtained.