

**University of California,  
Santa Barbara**



Request  
for  
Qualifications  
for:

**AS-NEEDED  
LABORATORY  
DESIGN SERVICES**

Project Number:

**FM180168**

Office of Design &  
Construction Services

November 2017



**UNIVERSITY OF CALIFORNIA, SANTA BARBARA**

**As-Needed Laboratory Design Services**

**Request for Qualifications No. FM180168**

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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> )
Professional Services Agreement	(See attached .pdf file at hyperlink above)
Executive Design Professional Agreement	(See attached .pdf file at hyperlink above)
Certificate of Insurance	(See attached .pdf file at hyperlink above)



## ADVERTISEMENT

**Project Name:** As-Needed Laboratory Design Services

**Project Number:** FM180168

### **Project Description:**

The University of California, Santa Barbara (“University”) will be selecting up to three (3) architectural firms to provide As-Needed Laboratory Design Services for a period of one base year with two single-year options to extend the agreement.

Statements of Qualifications are hereby solicited from design professionals interested in providing programming, conceptual design services, preparation of bidding documents, construction administration, and construction support services, including but not limited to environmental approval processes, for a series of separate laboratory renovation projects on the University campus with a gross renovated floor area in the aggregate of as much as 10,000sf.

The total estimated value for the various laboratory projects will be in the range of \$400,000 to \$4M; however, the selected consultant(s) are not promised any minimum commitment of work. The University may, at its sole discretion, select and enter into an agreement with as many as three (3) qualified architectural firms.

The various University projects will renovate laboratory space in one or more University buildings, bringing each up to current building standards for safety, increased energy efficiency, utility infrastructure, and modifying the interior spaces to facilitate future use by newly hired University faculty. Work may occur within any number of University buildings, though a majority of the design work will impact the University’s Biology II Building 571 and Engineering II Building 503 lab facilities. Building 571 was constructed in 1967 and has been renovated throughout subsequent years.

The as-needed laboratory design services will be required throughout fiscal year 2018/19, with two single-year options to extend the agreement.

### **Scope of Services**

Work on each laboratory project may include the development of Detailed Project Program (DPP), including conceptual design and a detailed cost estimate. Programming and planning efforts will identify stakeholders’ priority needs, verify project scope and produce a program document. The consultant(s) will need to identify the cost for each project component to assist the University in establishing its requirements and an affordable scope. Services may also include, but are not limited to an extensive evaluation of existing conditions, identification of current and future site constraints, project programming, adjacency studies, LEED scoring, energy modeling, concept design, and cost estimating.

Note, the project planning phase at the University is highly collaborative and consensus on recommended plans will be required between various University departments and stakeholders.

Consultant services will be conducted under the University's Executive Design Professional Agreement ("EDPA"). Under the EDPA, the successful consultant(s) shall also provide, among other services, architectural and engineering design, preparation of construction documents, support services during the administrative and environmental approval process, bidding assistance, construction phase administrative services and surveys.

Selection of the consultant(s) will follow the University of California qualifications-based selection procedures. The selection criteria for this project will be detailed in the Request for Qualifications.

### **General Instructions**

Consultants with relevant professional qualifications and experience are encouraged to respond. A copy of the Request for 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 contact the University Representative, Ed Schmittgen, at [ed.schmittgen@ucsb.edu](mailto:ed.schmittgen@ucsb.edu).

Five (5) hardcopy sets and one (1) digital copy (.pdf) of each consultant team's SOQ package must be delivered to UCSB by 4:00pm on **December 4, 2017** to the following address:

Attn: Greg Moore, Associate Director  
Contracting Services  
Facilities Management Building 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: 11/17/17*



## PROJECT BACKGROUND

### **UCSB Offices:**

Within any lab renovation, faculty offices and student carrels will be situated in key areas for lab observation and quick research documentation. Each office will be approximately 100 to 200 assignable square feet (ASF) with student carrels typically positioned within lab benches at 8 SF of desk space with shelves and drawers bank.

### **UCSB Research Laboratories:**

Labs and lab suites will be served with a new HVAC system with Variable Air Volume (VAV) controllers linked to the building's Metasys system. Energy efficient lighting will be installed including specialty lighting in procedure and microscopy rooms. Utility services will be installed with fixtures for air, CO<sub>2</sub>, gas, vacuum, DI, Soft water, industrial cold and hot water. Renewal of electrical service panels and conduits will extend from existing electrical rooms to bench areas, including building generator emergency power supplied to rooms for incubators, freezers and refrigerators. Five to six foot width fume hoods will be installed in most spaces and in some cases laminar hoods. The Lab bench materials will primarily be a combination of steel and wood islands and perimeter configurations; allowing students to work independently with the carrels positioned for interaction. The benches shall also allow placement of under-counter lab refrigerators and other support systems. A typical faculty recruitment (new hires) will bring a vast array of research equipment from their previous jobs while also purchasing new equipment here. Some of the equipment and room support will need special utilities including but not limited to buck boost transformers, strip electrical heating, security door access controls, flat screen mechanical interactive touch screens for temperature control; CO<sub>2</sub> Alarms.

### **Equipment or Specialty Rooms:**

The research teams will require a number of specialty and equipment rooms to conduct their research. These include microscopy with temp controls, lighting, light tight, cold rooms and warm rooms. Emergency power panels with distribution. Several of the rooms require CO<sub>2</sub> gas service, conditioned water, process gases etc. Some utility infrastructure is present for necessary point of connections; allowing for creative routing design paths, modifications, demolition and renewal of existing utilities to the point of connection from either basement or roof locations. Other supporting infrastructure will be new, this will require proper coordination with associated supporting connected utilities and foundations.

**Demolition:**

The project will require extensive hazardous and regular abatement efforts followed by selective demolition of the cabinetry, ductwork, electrical services, utility services, HVAC, and plumbing. Temporary hard partitions and negative air machines will be deployed in all areas occupied or not throughout construction. Construction protocols shall outlined with the plans to guide compliance in accordance with specifications. Partitions vary from plaster metal lath, drywall and metal studs to 'non-rated' demountable walls all will be removed and replaced with rated walls and conventional walls as required. Some spaces will be completely gutted for preparation of renovation others will be renewal of existing. Some select infrastructure will be salvaged and or reused.

*This area intentionally left blank.*



## PROJECT SUMMARY

This project entails regular and hazardous demolition and renovation of existing buildings. Project design will be based on the planning, programming, and pre-design information produced by UCSB in-house staff or its designated consultant(s).

Each building's Mechanical, Electrical and Plumbing (MEP) will need to be as-built and verified to ensure accurate drawings.

Disciplines that may be required for the various project(s) include:

- Architect
- Electrical Engineering
- Structural Engineering
- Graphic Design/Campus Signage
- Mechanical Engineering
- Lab planner/specialist (can be role of the Architect)



PROJECT SITE MAP







## PROJECT SCHEDULE

Advertise Request for Qualifications (RFQ)	November 17, 2017
RFQ Available on UCSB Website	November 21, 2017
<b>SOQ DEADLINE - due at at 4:00 pm.</b>	<b>December 4, 2017</b>
University Evaluation of SOQ's	Dec. 5 <sup>th</sup> thru Dec. 8 <sup>th</sup>
Reference Checks & University Shortlisting	December 11, 2017
<i>**The anticipated consultant selection schedule below is tentative. Exact dates will be set forth in a written "Notice of Selection" letter(s) issued by the University.</i>	
University Notifies Shortlisted Firms	December 12, 2017
University Interviews, if necessary	Dec. 14 <sup>th</sup> thru Dec. 18 <sup>th</sup>
Final Consultant Selection	December 20, 2017
Selected Firm(s) Notified	December 21, 2017
Initial Fee/Rate Negotiations	January 3 <sup>rd</sup> thru January 5 <sup>th</sup>
Contract Award(s)	January 12, 2018
Project Kickoff	TBD



## INSTRUCTIONS TO APPLICANTS

1. Respond concisely to the Selection Criteria and complete the Statement of Qualifications Form. A list of projects of similar scope, complexity, and cost will be essential to a successful application. The Statement of Qualifications must be signed by a responsible member of the firm applying for the project.
2. 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.
3. Your Statement of Qualifications shall also address the following project issues:

**Cost Control**—What specific approaches or procedures will your firm employ to allow collaboration and flexibility during the design process and at the same time control costs?

**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 sub-consultants, if applicable.

**Professional Services Agreement** – Note any exceptions to the attached Professional Services Agreement (“PSA”) 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 PSA).

**Executive Design Professional Agreement** – Confirm your firm's intention to abide by the terms included in the attached Executive Design Professional Agreement (“EDPA”). Proposal submittals shall include a separate letter affirming the intent of the proposer's acceptance of terms and conditions contained in the Agreement. Note any exceptions to the EDPA 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.

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**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 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>
Each Occurrence	\$1,000,000
<b>Workers’ Compensation</b>	<b>As required under California State Law</b>
<b>Professional Liability</b>	<b>Amount</b>
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 major 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. Finally, 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 and all technical consultants focusing on the relevant experience of those individuals.

**Work Location** – Identify work location of Consultant’s main office and any portions of the Consultant’s scope of work that will be performed outside of the office responding to the RFQ and the individuals responsible for that work.

4. Return SOQ to: CONTRACTING SERVICES DEPARTMENT  
Facilities Management Building 439, Room ‘E’  
University of California, Santa Barbara  
Santa Barbara, CA 93106-1030

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5. Five (5) hardcopy sets and one (1) digital copy (.pdf) of each consultant team's SOQ package must be delivered to UCSB by the SOQ Deadline.
6. SOQ Deadline: December 4, 2017, no later than 4:00 p.m.
7. Design teams with qualifications considered appropriate by the Screening Committee may be asked to attend firm interviews conducted on the UCSB Campus.



## 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. Timely delivery of edits and addenda.
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  
University of California, Santa Barbara  
Facilities Management Building 439, Room 'E'  
Santa Barbara, California 93106-1030