



UNIVERSITY OF CALIFORNIA, SANTA BARBARA  
DESIGN & CONSTRUCTION SERVICES DEPARTMENT  
FACILITIES MANAGEMENT BUILDING 439, ROOM 'E'  
SANTA BARBARA, CALIFORNIA 93106-1030  
FAX (805) 893-8592

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REQUEST FOR QUALIFICATIONS: **RFQ No. FM190034**

PROJECT NAME: **Classroom Building**

ISSUED: **August 10, 2018**



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**EXHIBITS**

- Exhibit A Statement of Qualifications Form
- Exhibit B Executive Design Professional Agreement (EDPA) Template
- Exhibit C Insurance Certificate Template

\*The RFQ, including the listed Exhibits, is available for viewing and/or download at:  
<https://www.facilities.ucsb.edu/departments-design-construction-services/contracting-services/consultants-designers>

**I. ADVERTISEMENT FOR EXECUTIVE ARCHITECT**

The University of California, Santa Barbara requests a written response to this Request for Qualifications (RFQ) from qualified professionals interested in providing full design services, preparation of bidding documents and construction administration services for the construction of the **Classroom Building** on the main campus of UC Santa Barbara.

The new Classroom Building of approximately 40,440 assignable square feet (ASF) and 68,000 gross square feet (GSF) is intended to support current and future enrollment growth. The project will provide traditional lecture halls, flexible classrooms, and active learning classrooms that support contemporary teaching pedagogies. The Classroom Building is the first project planned on campus exclusively for teaching since 1967 (Buchanan Hall).

In order to inform the design of the project, UCSB is finalizing a Detailed Project Program (DPP) document with Pfeiffer Partners that establishes the space program, functional requirements, and outline specifications for building systems. The DPP will include a conceptual site plan and building massing study affirming of project feasibility and budget. The estimated budget for construction at bid date (January 2021) is in the amount of \$56,200,000.

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, UCSB is home to 10 national research centers and over 100 research centers and institutes. The student body, which totals approximately 24,000 students, is renowned for its academic excellence, ethnic diversity, health and fitness and social consciousness. 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 made available at <https://www.facilities.ucsb.edu/departments-design-construction-services/contracting-services/consultants-designers> on **August 10, 2018**.

Design teams or firms with experience designing major classroom buildings providing large lecture halls, active learning classrooms, and flexible classrooms are encouraged to respond.

Qualified consultants must provide their respective SOQ submittals, as outlined in the RFQ, which must be received by the University at the stated address by **4:00 p.m. on September 7, 2018**. After the stated SOQ deadline, a shortlist consisting of the most qualified firms will be established by a UCSB screening committee and those firms will be invited to participate in the final selection process, including firm interviews.

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.

**Renée E. Bahl, Associate Vice Chancellor**  
Design, Facilities & Safety Services

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

Liana Khammash, University Representative, at [liana.khammash@ucsb.edu](mailto:liana.khammash@ucsb.edu) or (805) 450-8178

*(RFQ Advertised on 8/10/18)*

**II. PROJECT INFORMATION AND REQUIREMENTS**

**A. PROJECT INFORMATION**

**1. Background:**

The Classroom Building project responds to significant enrollment growth at UCSB and increased demand for general assignment teaching space. The campus has experienced a 30% increase in enrollment since 1998, with nearly half coming in the last five years. To support growth, campus has increased class sections, having added more than 800 additional sections since 2013; expanded the schedule of classes, offering evening classes from 6:00p.m. to 10:00 p.m., and has depended on the use of assembly rooms and event space to meet classroom demand. Classroom capacity has not increased since the 1990s and consequently enrollment growth has impacted classrooms and revealed a serious shortage.

As planned, the Classroom Building will address the shortage of general assignment classroom and expand capacity. The project aims to increase classroom inventory by approximately 24 rooms and provide capacity to accommodate more than 1,600 students/seats. The project will reduce current dependency on assembly rooms and evening classes, provide needed capacity at peak hours from 8:00a.m. to 3:00p.m., and will mitigate class waitlists and ensure student access to the classes they need to graduate in four years.

**2. Project Description:**

The proposed Classroom Building will provide approximately 40,440 ASF (68,000 GSF) to expand the campus's general assignment classroom inventory and address current shortages and support future growth. The project will construct traditional and active learning classrooms and lecture halls, comprising a variety of large, medium and small rooms that provide approximately 1,685 seats, overall. The estimate space use is shown below in Table 1, Program Space Summary.

**TABLE 1  
Program Space Summary**

<b>Description</b>	<b>Quantity</b>	<b>Seats</b>	<b>ASF</b>	<b>Total Seats</b>	<b>Total ASF</b>
<b>Lecture:</b>					
Large Hall	1	350	6,570	350	6,570
Large Hall	1	250	4,980	250	4,980
Mid-size Hall	1	175	3,780	175	3,780
<b>Active Learning (AL):</b>					
Case Study	1	200	4,700	200	4,700
Large AL Classroom	1	100	2,250	100	2,250
Medium AL Classroom	2	50	800	100	1,600
<b>Flexible:</b>					
Discussion Section Classroom	17	30	730	510	12,410
<b>Subtotal</b>	<b>24</b>	<b>NA</b>	<b>NA</b>	<b>1,685</b>	<b>36,290</b>
<b>Other:</b>					
Technical Office	2		125		250
Lactation Room	1		140		140
Projection Room	4		150		600
Sound & Light Locks	12		55		660
Lobby	1		1,500		1,500
Equipment Storage	1		500		500
Building Storage	1		500		500
<b>Subtotal</b>	<b>22</b>		<b>NA</b>		<b>4,150</b>
<b>TOTAL</b>	<b>46</b>		<b>NA</b>	<b>1,685</b>	<b>40,440</b>

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The Classroom Building will meet functional requirements of contemporary instructional facilities that support traditional and modern active learning teaching pedagogies including: group instructional programming, problem solving activities, use of electronic response monitoring, and digital streaming to and from teachers and students and student groups. All instructional spaces will include zone lighting controls to provide appropriate light levels at the desktop for testing and notetaking, and digital projection capabilities with excellent sightlines to the lectern and projection screens and/or monitors. Room dimensions and configurations will facilitate participation and interaction. Room furnishings vary with a variety of flexible configurations including movable seating, tables or desks in classrooms. In select lecture halls and active learning classrooms, movable seating at fixed tables is included, allowing students convenient space for use of laptop computers for note-taking and active learning programming. The following provides brief descriptions of the space program components:

**Lecture Halls:** The project includes three lecture halls: one with approximately 350-seats, one with 250-seats, and one with 175-seats. These halls are tiered rooms with fixed tables and movable chairs. Each table is equipped with electrical outlets providing power for student devices. Movable chairs allow for greater interaction between students and faculty and foster collaboration. The two lecture halls larger than 200 seats include a projection room, and light locks and sound locks are included at the entry.

**Active Learning:** The project provides four active learning classrooms: a 200-seat case study hall, one classroom with 100-seats, and two rooms that seat 50 students each. The 200-seat case study hall configuration is similar to the lecture halls and will have tiered seating. The smaller active learning classrooms have flat floors and are equipped with movable furniture, display monitors, and white boards. Given evolving instructional modes and pedagogical changes, these active learning classrooms are highly adaptable to faculty/program preferences.

**Flexible Classrooms:** Many classes taught at UCSB rely on large lecture halls and associated smaller discussion sections. Given the campus's dependence on large classes, the project includes 17 smaller 30-seat classrooms to support large lecture hall classes taught in the Classroom Building and elsewhere on campus. These flexible classrooms have flat floors with movable furnishings that allow for a variety of configurations from 1-person and 2-person desks to 8-10-person sectional workstations. These classrooms can accommodate up to 48 students depending on furniture types and preferred configurations.

**Other:** Shared office space for classroom operations and technical staff is included. Staff are involved in multi-media set-up, trouble-shooting, room set-up and management, and room reconfigurations. A lactation room and building storage for equipment and movable furniture is also included.

**The Detailed Project Program, once completed by a University-hired consultant, will be provided to the shortlist of firms invited to participate in the final selection process, including firm interviews, for the project's commission.**

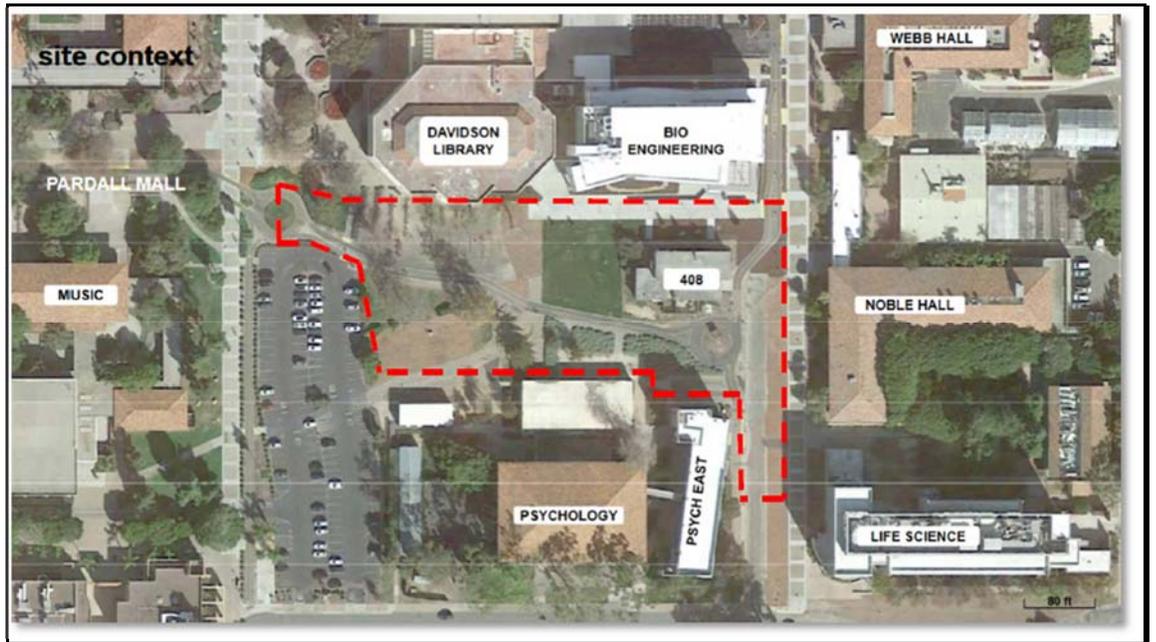
**3. Project Site:**

The project site is located near the center of the campus, south of the Bioengineering Building and the Davidson Library, and situated along the Pardall Corridor that extends east-west into the neighboring community of Isla Vista. This location is ideal for its proximity to the library, student housing, and major pedestrian corridors, at the intersection where the arts and humanities are to the west and the sciences and engineering are to the east; the site is accessible from the Pardall Corridor, the Library Mall and Science Walk, as well as the campus bicycle path. The project site is shown in the Vicinity Map and Site Development Area Map, below:

Vicinity Map



Site Development Area Map



The project includes demolition of Building 408 (a World War II-era Marine barracks), soil removal and mitigation, and rerouting of the bicycle path. The project includes the development of bicycle parking lots to accommodate upwards of 2,000 bikes. The project site will provide pedestrian walkways and landscaping, and accommodate parking for at least two service vehicles and one handicapped space. The site and concept design also accommodate the need for on-site storm water management, in compliance with the Central Coast Regional Water Quality Control Board.

**4. Architect's Budget for Construction:**

The architect's budget for construction is \$56,200,000. The campus anticipates approval of the project funding plan in November 2018. Initiation of the design phase will begin immediately thereafter. Following the State approval process, 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 Schematic Design.

**5. 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. The University of California energy benchmark and carbon neutrality policy objectives apply to the project.

**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 throughout the design and public review process.

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

**Additional Information:**

1. Design shall be informed and guided by the Classroom Building Detailed Project Program (DPP), describing the project's parameters including development of the site, space program, and budget. The DPP will be provided to shortlisted firms only.
2. A site survey and geologic (seismic) and geotechnical (soils) studies will be provided by UCSB.
3. The project will be delivered using the Construction Manager at Risk (CMAR) process, with coordination beginning at the onset of design.
4. The project shall conform to the UCSB Long Range Development Plan and the Physical Design Framework.

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5. California Environmental Quality Act (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 third party 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: LOCATION**

**Location Map**



**E. CODE REQUIREMENTS**

The design and construction of a UCSB building 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. Agreement**

Executive Design Professional Agreement (EDPA): The selected consultant will be required to enter into the University's standard form EDPA (see attached Exhibit B). Firms submitting an SOQ must review the attached EDPA template and note any exceptions to that item which 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. Insurance Limits for Design Services (Architect/Engineer)**

Certificate of Insurance: Firms submitting an SOQ must review the attached Certificate of Insurance template (see attached Exhibit C) and note any exceptions to the its requirements and provisions that would prevent your firm from executing an Agreement. The each SOQ shall include a separate letter affirming the intent of the proposer's acceptance of terms and conditions contained in the Certificate of Insurance. 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 – Each Accident – Combined Single Limit for Bodily Injury &amp; Property Damage</b>	\$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, if applicable
Each Claim	\$1,000,000
General Aggregate	\$2,000,000
<b>Professional Liability for Project</b>	Work done under EDPA
Each Claim	\$2,000,000
General Aggregate	\$2,000,000

**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. SOQ RESPONSE ITEMS/CONTENT**

The qualifications submittal should contain the following items:

**Cover:** Include the project name, (UCSB Classroom Building, RFQ No. FM190034), 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, cover, or both should provide contact information for the firm, including a contact email address for the principal of the firm.

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

**[Tab 1] Statement of Qualifications (SOQ) form (Exhibit A)**

Complete and submit a Statement of Qualifications (SOQ) form (Exhibit A). 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, 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 sub-consultants 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 sub-consultants, or professional expertise from its own staff, in at least the following disciplines:

- Lecture Hall Consultant (or similar to theater specialty)
- Structural Engineering
- MEP & IT Engineering
- Civil Engineering
- Interior Design
- Fire Protection Engineering (code)

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- Landscape Architect
- Cost Estimating
- Specifications
- Acoustics Consultant
- Lighting Consultant
- LEED Specialty Consultant
- Graphic Design and Signage

Other sub consultants 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 (Exhibit A) forms do not need to be submitted for minor sub-consultants in this initial qualifications submittal. The University reserves the right to approve or reject all external sub-consultants, 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 EDPA Agreements (Exhibit B). 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 enclosed certificate, Exhibit C). 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, including those 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 equally weighted 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 having prior experience with the University of California, and/or other education 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. Provide examples of experience with similar construction types.
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

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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. *Sub-consultants' 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 project's 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. SCREENING & SELECTION SCHEDULE (TENTATIVE)**

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	August 10, 2018
<b>SOQs Due at UCSB by 4:00pm</b>	<b>September 7, 2018</b>
Select & Notify Shortlisted Firms*	September 21, 2018
Finalist Interviews	October 5, 2018
Selected Firm Notified	October 12, 2018
Kickoff Schematic Design	November 2018

\* The short-listed firms will be posted on the project page at:  
<https://www.facilities.ucsb.edu/departments-design-construction-services/contracting-services/consultants-designers>

**F. PROJECT INQUIRIES AND/OR REQUESTS FOR CLARIFICATION**

All project-related inquiries or requests for clarification should be directed to the University Representative, Liana Khammash, at [liana.khammash@ucsb.edu](mailto:liana.khammash@ucsb.edu). Ms. Khammash can also be reached via phone at (805) 450-8178.

**G. DELIVERING SOQ SUBMITTALS TO UCSB**

A copy of the Request for Qualifications form will be available on UCSB project page <https://www.facilities.ucsb.edu/departments-design-construction-services/contracting-services/consultants-designers> (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 **4:00 p.m. on September 7, 2018**. *All material submitted becomes the property of UCSB and will not be returned to the submitting firm.*

Attn: Greg Moore, Assoc. Director  
Contracting Services  
Facilities Management Bldg. 439, Room 'E'  
University of California, Santa Barbara  
Santa Barbara, CA 93106-1030

**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 listed above in paragraph "C". Based upon the qualifications presented throughout this process, UCSB will select the firm deemed most qualified to serve as Executive Architect for the proposed project. Selection of the consultants/design professionals will follow state law and University consultant selection and contract award procedures.

UCSB will enter into fee negotiations with the selected Executive Architect for the project. Pending successful negotiations, UCSB intends to execute the EDPA with the Executive Architect. If a reasonable fee amount cannot be established by the parties, UCSB reserves the right to terminate negotiations with the most qualified firm and open negotiations with the next most qualified firm. Final award is contingent upon available funding.

**I. 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