

**University of California,
Santa Barbara**



Request
for
Qualifications for:

**Clean Room Protocol
Manager**

RFQ Number:

FM180224

Office of
Design & Construction
Services

February 2018



**University of California, Santa Barbara
Clean Room Protocol Manager**

RFQ No. FM180224

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EXHIBITS:

Statement of Qualifications Form	See UCSB website for download at: http://web.facilities.ucsb.edu/contracts/proposals/
UCSB Professional Services Agreement	(See separate .pdf file)
Certificate of Insurance	(See separate .pdf file)
Draft Division 13 Special Construction (NFC)	(See separate .pdf file)



ADVERTISEMENT

PROJECT NAME: Clean Room Protocol Manager

RFQ NUMBER: FM180224

PROJECT DESCRIPTION: The University of California, Santa Barbara (“University”) will be selecting up to four (4) qualified clean room protocol management firms to be included in the University’s Trace Metal Clean Room Laboratory project (the “Project”) bid solicitation who are available to be hired by the successful General Contractor. Prospective General Contractors will be required to select from the list of prequalified clean room protocol management firms as part of their respective bids. Note, any of the listed prequalified protocol management firms may also act as a prime (General Contractor) bidder, so long as the firm can satisfy the minimum requirements set forth in the forthcoming Construction Documents for the Project.

The Project includes the construction of a new Metal Free Clean Laboratory for the Department of Earth Science that will be housed on the 2nd floor of an existing building on the University campus. The new lab will be used by one of the nation’s preeminent geochemists who is conducting cutting edge research using isotopic and chemical composition of lavas to gain insight into the make-up of the Earth’s deep interior. This level of research requires a metal free clean lab and an adjacent precision instrument room that will contain a thermal ionization mass spectrometer [TIMS]. Several laminar flow fume hoods will be incorporated into the Project.

The estimated construction cost for the Project is estimated to be in the range of \$2,900,000 - \$3,100,000.

The estimated Construction period of the Trace Metal Clean Room Laboratory Project under the awarded General Contractor is estimated to be seven (7) months from date of Notice to Proceed. The clean room protocol management firms to be prequalified will provide their services during the course of construction Contract Period, including but not limited, to the last three months of construction and after the shell has been built and all clean room fit-out systems, casework, finishes and furnishings are installed

Based upon projected needs, the assignable square footage for this project is anticipated to be approximately 1,039 square feet. The laboratory includes two (2) separate suites; both highly specialized and ultra-clean. The suites are generally described as follows:

- (1) The **TMCL Clean Suite** will be a metal free series of rooms. No exposed metal is allowed inside the finished envelope. This suite includes one (1) perchloric acid hood, two (2) horizontal laminar flow hoods, ten (10) vertical flow laminar hoods, two (2) sinks with DI purified water supply. There must be no exposed metals, sheet rock, or plaster in the TMCL Clean Suite.

- (2) The **TIMS Instrument Suite** will house a Thermal Ionization Mass Spectrometer (TIMS) instrument. This suite may have exposed metal inside the finished envelope. This instrument is University-furnished and University-installed..

The overall scope of Work will include architectural, mechanical, plumbing, structural, electrical, and fire protection additions (fire alarm modifications & automatic fire extinguishing piping inside laboratory suites for future use only).

Testing & Certification Standards:

Fume hoods must be factory-certified under ISO 6 Test/Cert Class standards, and the remaining work will be tested and certified in accordance with Table 1 below.

Table 1:

CLEANROOM TEST & CERTIFICATION								
Room	Design Class	Test/Cert Class (As-Built)	Airflow Velocity, Volume (Filter Face & Room)	Filter Leak Test	Airborne Particle Counts / Class (0.1 & 0.5 um Particles)	Pressure	Temperature	Humidity
Gowning/Airlock	ISO 6	ISO 6	X	X	X	X	X	
Clean Prep	ISO 6	ISO 6	X	X	X	X	X	
Balance Room	ISO 6	ISO 6	X	X	X	X	X	X
Clean Lab 1	ISO 5	ISO 5	X	X	X	X	X	
Clean Lab 2	ISO 5	ISO 5	X	X	X	X	X	
Clean Lab 3	ISO 5	ISO 5	X	X	X	X	X	
TIMS Prep	ISO 6	ISO 6	X	X	X	X	X	
TIMS Machinery	ISO 6	ISO 6	X	X	X	X	X	X

TENTATIVE PROJECT BIDDING/CONSTRUCTION SCHEDULE

- Advertisement for Bids:** February 2018
- Bid Opening for General Contractor:** March 2018
- Notice of Award to General Contractor:** Mid-March 2018
- NTP Issued to General Contractor:** March 2018
- Construction Start:** April 2018
- Substantial Completion:** July 2018

General Instructions

Consultants with relevant professional qualifications and experience are encouraged to respond. A copy of the Request for Qualifications form will be available for viewing and/or downloading A on the University's website at: <https://www.facilities.ucsb.edu/departments-design-construction-services/contracting-services/consultants-designers> (*click Request for Proposals>>click the appropriate project button>>download the project documents*) or call Greg Moore (805) 893-3298 for assistance.

Three (3) hardcopy sets and one (1) digital copy (.pdf) of each consultant team's SOQ package must be delivered to UCSB by 4:00pm on **February 22, 2018** 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*

If you have any questions regarding the project, please contact the University Representative, Liana Khammash, at liana.khammash@ucsb.edu.

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: 2/08/18)

SCOPE OF SERVICES

The University is seeking up to four (4) qualified consultants to provide clean room protocol management services to contract under the prospective General Contractor including, but not limited to, assisting an awarded General Contractor to oversee and maintain the ~~following~~ protocol requirements in the Contract Documents of the “Project” awarded to the General Contractor during the course of construction of the University’s Trace Metal Clean Laboratory project:

- Provide administrative support to management and teams under the University and the awarded General Contractor.
- Provide badging control and personnel database.
- Procure and provide all temporary protocol related signage.
- Provide protocol trainer.
- Set training schedules to match construction schedules.
- Complete training of all Contractor personnel.
- Provide supervision for temporary entry and gown rooms.
- Monitor equipment and material entry procedures.
- Establish protocol for personnel.
- Establish and maintain violation database.
- Control, specification, and placement of protocol signage.
- Monitor environment and maintain database.
- Define personnel and staffing levels.
- Procure and Manage all cleanroom and gowning consumable supplies.

The protocol manager shall ensure that each construction worker knows which guidelines, practices and policies they need to follow in the cleanroom area. It is the task of the Protocol Manager and General Contractor to control the behavior of its personnel in the cleanroom and take corrective action, if necessary, and to insure that all policies, practices, and procedures described in the protocol are followed.

In addition to the General Standards and as a condition of award, special standards must be met by the Cleanroom Contractor to demonstrate that the bidder possesses certain expertise that has been determined essential for adequate contract performance.

SERVICES PROVIDED BY UCSB

1. Project oversight services through our Design and Construction Services Office and general on-site inspection services during construction.
2. The University shall list up to four (4) prequalified protocol management firms as part of the bid solicitation issued to prospective prime (General Contractor) bidders on the Project.



Project Site





PROJECT SCHEDULE*

Advertisement	February 8, 2018
RFQ Deadline: Due by 4:00 pm	February 22, 2018
Notify Shortlisted Firms **	February 26, 2018
Finalists' Interviews, if required	Week of March 5, 2018
Successful Prequalified Firms Notified	Week of March 5, 2018

** The project schedule is tentative and subject to change. The exact dates will be set forth by the University as part of a notification letter to the selected Consultant.*

***The resultant selected short-listed firms will be posted on the UCSB Design & Construction Services website.*



INSTRUCTIONS TO APPLICANTS

Environmental consultants with qualifications that include experience in the preparation of Open Space Management Plans and/or Habitat Restoration and Management Plans, biological resource surveys, and preparation of supporting maps, plans, and figures, are encouraged to respond. A copy of the Statement of Qualifications (SOQ) form will be available on our home page <https://www.facilities.ucsb.edu/departments-design-construction-services/contracting-services/consultants-designers> (click *Request for Proposals*>>click the appropriate project button>>download the project documents) or call Greg Moore at (805) 893-3298.

1. Respond concisely to the Selection Criteria and complete the Statement of Qualifications Form. The form must be signed by a responsible member of the firm applying for the project. Provide information on proposed staff and consultants for this project and an organization chart.
2. Provide a list of projects of similar scope and complexity along with team member's roles, project construction budgets, bid amounts, and final change order amounts, to include the following minimum requirements:
 - A. Provide a list of at least three (3) projects, completed within the last seven (7) years, which included construction of ISO Class 5 (FS Class 1,000) or better certified Cleanroom spaces. These projects should be equal to or greater than this project's Cleanroom scope of work and include materials and systems of similar design and installation. Include documented experience for monitoring a cleanroom protocol program for all subcontractors working within the clean zone, including subcontractors not working directly for the cleanroom subcontractor. Include documented experience for academic and research University Cleanroom projects of equal or greater scope.
 - B. Project listing should include size of filtered clean area, ISO classification, if applicable, General Contractor, and Owner contact information. List should include the job title, place of performance, and the General Contractor's project manager's name, address and phone number; Owner's company name, address, name of person to be contacted and phone number.
3. Your Proposal shall also address the following:
Cost Control and Scheduling – What mechanism or procedures will the team implement to control costs?

Professional Services Agreement – Note any exceptions to the enclosed Professional Services 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. Proposal submittals shall include a separate letter affirming the intent of the proposer’s acceptance of terms and conditions contained in the Agreement (see enclosed Agreement). Provide a copy of your current billing rate schedule and proposed consultants.

Certificate of Insurance – Note any exception to the Certificate requirements and provisions that would prevent your firm from executing an Agreement. Proposal 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:

General Liability:	Min. Limit
Comprehensive or Commercial Form	
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	Min. Limit
Each Occurrence	\$1,000,000
Workers’ Compensation	as required under California State Law
Professional Liability	Min. Limit
Each Occurrence	\$1,000,000
Project Aggregate	\$1,000,000

Individual Experience – Submit resumes of the responsible Partner, the Project Manager, the Principal Inspector and technical consultants focusing on relevant experience of those individuals (not the collective corporate experience of the firm).

Work Location – Identify any portions of the scope of work that will be performed outside of the office responding to the RFP and the individuals responsible for that work.

4. Include supplementary information demonstrating your firm's relevant professional qualifications (8 ½ x 11 format). Work submitted as an example of the consultant's qualifications will be considered only to the extent it is similar to the proposed project.
5. Return to: Greg Moore, Associate Director
Design & Construction Services
Facilities Mgmt., Building 439, Room 'E'
University of California, Santa Barbara
Santa Barbara, CA 93106-1030
6. Submit three (3) copies of all SOQ/Proposal materials, bound into a single document, *and one (1) digital copy (.pdf) of each consultant team's proposal.*
7. SOQ Due Date: February 22, 2018 no later than 4:00 p.m.

Consultants with qualifications considered appropriate by the Screening Committee may, at the sole discretion of the University, be asked to interview with the UCSB Screening/Selection Committee. See schedule above for tentative interview dates.



SELECTION CRITERIA

1. ***Professional ability;*** Ability as it can be evaluated by examination of the functional and technical qualities of work successfully completed on comparable for the University or other clients.
2. ***Relevant experience;*** Previous experience that demonstrates success in completing projects consistent with similar technical requirements, which indicates the ability to complete the proposed project in a manner that is responsive to the specifics of the scope of services.
3. ***Evaluation of consultants proposed to be employed;*** Previous experience with special requirements appropriate to the project under consideration with demonstrable evidence that the consulting services can be obtained from the proposed staff, as required.
4. ***Production capability;*** Evidence of ability to perform all phases of the work, to produce work product that is of superior quality.
5. ***Coordination and supervision;*** Evidence of ability to provide experienced staff and timely support.
6. ***Proximity;*** To the Project location, willingness to establish a local office or an association with a local consulting firm.
7. ***Client relationships;*** Recognition of the consultative processes associated with work on a University Campus, public sector owner, or other comparable clients.
8. ***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 at Santa Barbara in consideration of commissions to Design Professionals.

Individuals have the right to access to this record as it pertains to them.

The official responsible for maintaining the information contained on this form:

Associate Director, Contracting Services
Office of Design & Construction Services and
Physical Facilities, Building 439, Room 'E'
University of California, Santa Barbara
Santa Barbara, California 93106-1030