

**University of California,  
Santa Barbara**



Request  
for  
Qualifications  
for the:

**Library Warehouse  
Tenant Improvements**

Project Number:  
FM130123/981800

Campus Design and  
Facilities

Office of Design and  
Construction Services

August 2012



**University of California, Santa Barbara  
Library Warehouse Tenant Improvements**

Project Number: FM130123/981800

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**EXHIBITS:**

Statement of Qualifications Form (see UCSB website for download at:  
<http://facilities.ucsb.edu/contracts/proposals/>)

Executive Professional Design Agreement (EDPA) (see Separate .pdf Exhibit)

Certificate of Insurance (see Separate .pdf Exhibit)



## **ADVERTISEMENT**

**Project Name: Library Warehouse Tenant Improvements**

**Project No.: FM130123/981800**

### **Project Description**

Qualifications are hereby solicited from design professionals interested in providing Architectural, Mechanical, Fire Protection, and Electrical engineering services for the design and construction of 24,000 square feet of tenant improvements in an existing facility. The facility will be used for long term storage of books and other library material.

The current projected construction budget is approximately \$2,000,000. The planned date for completion of construction is March 2013.

### **Scope of Services**

The scope of professional services will be as needed to upgrade a warehouse building to accommodate three-story rack storage in a temperature and humidity controlled environment. Design work will include making the building weather tight with new roof, sidewall repair, insulation and floor sealing. A complete new air conditioning system will be needed to meet the allowable temperature and humidity range. Electrical work will include lighting, power distribution, fire alarm, data, and security system. Fire protection engineering analysis of the existing sprinkler system and the planned storage arrangement will be required to design a protection system for both the racks and the building.

Architectural and engineering services scope will include preliminary design, construction documents, support services during the project administrative approval process, bidding assistance and construction phase administrative services

Funding of the above project is contingent upon receipt of funding from a variety of sources. While it is anticipated that funding will be obtained, there is no assurance that funds will be received for the project noted. Selection of the design professional will follow standard University procedures.

### **Instructions for Application**

Design teams with qualifications that include experience in the design of projects similar in scale and scope are encouraged to respond. A copy of the Statement of Qualifications (SOQ) form will be available on our home page: [>>http://facilities.ucsb.edu](http://facilities.ucsb.edu) >>Contracting

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*Services>>Consultants/Designers, and* click on Request for Proposals. If you have difficulty downloading the document please call Sean Parker (805) 893-2661 ext. 2201.

Five (5) sets of each consultant team's Proposal must be delivered to UCSB by 4:00 p.m. on September 10, 2012 to the following address:

Attn: Roger Monte University Representative  
Office of Design and Construction  
University of California, Santa Barbara  
Facilities Management Bldg. 439, Room 'E'  
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.



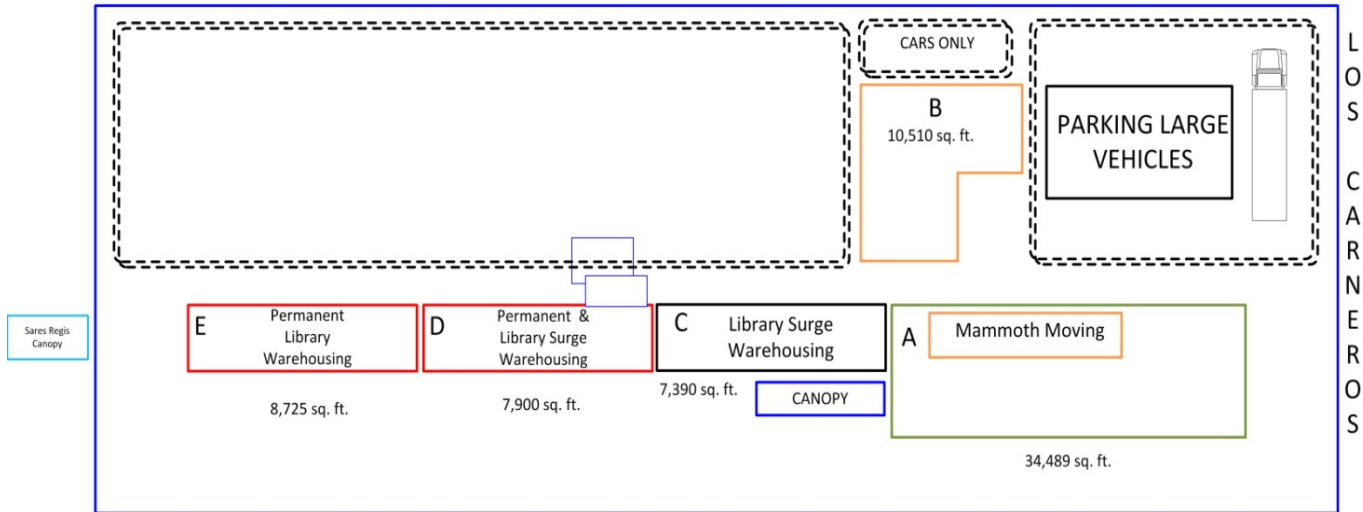
**Services Provided by UCSB**

1. Construction budget.
2. Limited information regarding the existing building.
3. On-site construction phase management and inspection.



Project Site Plan

Cabrillo Business Park  
Lots 9 and 10





## Project Schedule

RFQ Advertisement Date	August 24, 2012
RFQs Due at UCSB by 4:00 p.m.	September 10, 2012
Screening Evaluation Commence	September 10, 2012
Notify Short Listed Firms	September 12, 2012
<i>The resultant selected short-listed firm firms will be posted on the UCSB Design, Construction and Physical Facilities website on the relevant project page.</i>	
Consultant Notification	September 14, 2012
<i>The anticipated schedule is tentative. The exact dates will be set forth in a formal Notification letter and directed to the selected Consultant.</i>	
Selected Candidate Notified	September 17, 2012
Fee Negotiations (Tentative)	September 17 <sup>th</sup> thru October 1 <sup>st</sup>
Contract Award for Executive Design Professional Agreement (EDPA)	Early/Mid-October 2012



### Instructions to Applicants

1. Respond concisely to the Selection Criteria and complete the Statement of Qualifications Form. The Statement of Qualifications must be signed by a responsible member of the firm applying for the project.
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 related to errors and omissions. Please also address the scheduled duration of construction and total of delays attributable to errors and omissions.
3. Your Proposal shall also address the following:

Billing Rate(s): IN A SEPARATE, SEALED ENVELOPE, please provide a copy of your current billing rate schedule for your firm and any proposed subconsultants.

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:

General Liability: Comprehensive/ Commercial Form	<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
Business Automobile Liability	<b>Amount</b>
Each Occurrence	\$1,000,000
Workers' Compensation	as required under California State Law
Professional Liability	<b>Amount</b>
Each Occurrence	\$1,000,000
Project Aggregate	\$2,000,000



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Individual Experience – Submit resumes of the responsible Partner, the Project Manager, the Principal Designer and technical consultants focusing on relevant experience of those individuals.

4. 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.
5. Return to: Roger Monte  
University Representative  
Contracting Services, Facilities Management, Building 439  
Office of Design & Construction Services  
University of California  
Santa Barbara, CA 93106-1030
6. Submit five (5) copies of all material bound into single documents.
7. Deadline Date/Time: **September 10, 2012 no later than 4:00 p.m.**



## Selection Criteria

1. ***Design ability.*** Ability as it can be evaluated by examination of the functional, technical, economic, and aesthetic qualities of projects done for the University or other clients.
2. ***Research potential.*** Capability to undertake appropriate research to resolve design problems specific to the needs of the program or project under consideration.
3. ***Program responsiveness.*** Previous experience that demonstrates success in completing projects consistent with program schedule, budget, and technical requirements, and that indicates the ability to complete the proposed project in a manner that is responsive to the specifics of the program.
4. ***Evaluation of engineering consultants proposed to be employed.*** Previous experience with special engineering requirements appropriate to the project under consideration with evidence or expression that appropriate consulting advice can be obtained as required.
5. ***Production capability.*** Evidence of ability to perform all 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 at 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 and  
Physical Facilities, Building 439  
University of California, Santa Barbara  
Santa Barbara, California 93106-1030