



Office of Design & Construction Services

TRACE METAL CLEAN LABORATORY AT WEBB HALL, BLDG. 526

REQUEST FOR QUALIFICATIONS

EXECUTIVE ARCHITECT

RFQ NUMBER: FM170197

January 10, 2017

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. SCREENING, SELECTION & AWARD SCHEDULE
 - F. DELIVERING RFQ RESPONSES TO UCSB DESIGN AND CONSTRUCTION SERVICES
 - G. AFFIRMATIVE ACTION STATEMENT
 - H. SELECTION OF THE EXECUTIVE ARCHITECT

EXHIBITS (Exhibits are posted on the UCSB website listed below)

- Exhibit A* Statement of Qualifications Form
- Exhibit B* Certificate of Insurance Form
- Exhibit C* Professional Services Agreement (PSA)
- Exhibit D* Executive Design Professional Agreement (EDPA)
- Exhibit E* Trace Metal Lab Location Analysis Report (dated 7/08/14, 24 pages, attached).
- Exhibit F* Conceptual Layouts (11 Sheets, attached)
- Exhibit G* Laboratory Safety Design Guide, UCSB Environmental Health & Safety (December 2007, 126 pages, attached).

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

I. ADVERTISEMENT FOR EXECUTIVE ARCHITECT

Project Name: Trace Metal Clean Laboratory at Webb Hall, Bldg. 526

RFQ Number: FM170197

Project Description: The University of California, Santa Barbara ("UCSB") requests a complete response to Request for Qualifications (RFQ) No. FM170197 from qualified professionals interested in providing full architectural and engineering design services, the completion of bidding documents and construction administration services for the construction of the Trace Metal Clean Laboratory at Webb Hall, Bldg. 526. The scope includes, among other duties, the review of project program requirements and completed conceptual drawings that will be made available to the shortlisted firms.

Located on a mesa overlooking the Pacific Ocean, the UCSB 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.

Over the last 25 years the stature of UCSB 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. The preeminent scholarship, instruction, and public service that define UCSB have helped shape its identity as a place of enormous and exceptional possibility.

An eminent geochemist hired by the Department of Earth Science at UCSB requires a metal free clean lab for high precision isotopic research that investigates the composition and evolution of the Solid Earth. The faculty member employs innovative in situ techniques and conducts research in the analytical geochemistry field 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 highly specialized, ultra clean and completely integrated metal free clean lab and an adjacent precision instrument room that will contain a thermal ionization mass spectrometer [TIMS]. It is anticipated that there will be several laminar flow and polypropylene fume hoods incorporated into the project design. All components of the clean lab shall be designed to exacting specifications to maximize air cleanliness, minimize turbulent air flow throughout the lab to prevent sample contamination from particulates and minimize potential metal contamination from the lab environment.

The selected design professional shall provide architectural services for a new Trace Metal Clean Laboratory that will be housed on the second floor level of an existing building; Webb Hall at the UCSB campus. Based upon projected needs, the assignable square footage for this project is anticipated to be 1,039 square feet.

Design teams or firms with experience designing laboratory facilities are encouraged to respond. The complete RFQ document will be made available to interested parties on January 13, 2017 on the University website at <http://web.facilities.ucsb.edu/contracts/proposals/>. Complete Statement of Qualification submittals are due by **January 24, 2017** at 2:00 p.m. A shortlist of firms will be determined by a University screening committee and final selection and rankings will be based upon the evaluation criteria set forth in the RFQ. Any questions regarding this RFQ should be direct to the University Representative, Liana Khammash, (805) 450-8178 or via email at liana.khammash@ucsb.edu.

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.

**UCSB Request for Qualifications
Trace Metal Clean Laboratory at Webb Hall, Bldg. 526
RFQ No. FM170197**

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.

The construction estimate for the project ranges between: \$2,500,000 - \$2,700,000

Marc Fisher, AIA
Vice Chancellor Administrative Services & Campus Architect

II. PROJECT INFORMATION AND REQUIREMENTS

A. PROJECT INFORMATION

Introduction:

Proposals are hereby solicited from design professionals interested in providing full architectural and engineering design services through completion of bidding documents, bidding support services and construction administration services for the construction of the new Trace Metal Clean Laboratory ("TMCL") that will be housed within an existing building on the University of California, Santa Barbara ("University") campus.

The services required shall include the comprehensive review of all related and completed initial studies, building analysis report, surveys, estimates and project programmatic requirements, conceptual design and information available to date that shall be provided by the University.

Background:

In February 2014, following a solicitation for an Architect to develop bridging documents for the noted project, the University awarded that work to Shubin+Donaldson Architects ("S+D"). S+D completed a comprehensive "Trace Metal Lab Location Analysis Report" (see attached Exhibit E). The report included an evaluation of the existing building conditions and provided recommendations on the best-suited location to house the TMCL. The report also evaluated building impacts, including infrastructural improvements that will be required to support the operation of the new lab.

The location analysis report was completed by S+D in August, 2014. S+D concluded that the second floor of Webb Hall is best suited to accommodate the TMCL requirements. In addition to the analysis of the existing building condition and systems, the report also provides initial programmatic options and conceptual lab plan layouts covering the following:

1. Architectural Analysis
2. Lab Consultant Analysis
3. Structural Engineering Analysis
4. Recommendation
5. Existing Conditions/Accessibility Improvements
6. Plan Layout Options
7. Conceptual structural Drawings and Details

After careful evaluation of the University's requirements, it was deemed in the University's best interests to change the project delivery methodology from the original design-build delivery approach to a more traditional design-bid build methodology. Accordingly, the University is hereby soliciting professional qualifications from interested firms to provide full architectural and engineering design services through completion of bidding documents, bidding support services and construction administration services for the construction of the new TCML.

Project Description:

The proposed Trace Metal Clean Lab will be a new program within the existing building on the second floor of Webb Hall, Bldg. 526. The second floor location is currently occupied by faculty offices that will be relocated by the University.

UCSB Request for Qualifications
Trace Metal Clean Laboratory at Webb Hall, Bldg. 526
RFQ No. FM170197

The main program components for the TMCL is envisioned to include:

- Infrastructural upgrades to the existing building to support the operations of the clean lab facility including electrical, mechanical, plumbing and communications upgrades.
- ADA upgrades required to achieve code compliance.
- The clean lab facility; the lab fit-out and equipment including a Thermal Ionization Mass Spectrometer ("TIMS") Room and equipment. The Mass Spectrometer equipment will be a University-furnished piece of equipment. All other equipment in the cleanroom/lab facility and TIMS room will be included in the scope of this work.

Based upon projected needs, the assignable square footage for this project is anticipated to be 1,039 square feet.

The facility will be subdivided into a sequence of different areas including an entry/exit/circulation corridor, preparation room, weighing room, and clean work rooms. The clean rooms will house a series of equipment necessary for the research conducted at the facility and is projected to include balance tables and laboratory casework systems. Horizontal laminar flow hoods, storage cabinet, a mass spectrometer room and perchloric acid hood where a duct wash down system are required. All casework, hoods, ducting and fasteners are anticipated to be non-metal and to meet applicable code and lab safety requirements.

The program is expected to include distribution of supply, return, and exhaust air duct systems, distribution of piped utilities, electrical utilities and communication network distribution, control units, room differential pressure among other scope items related to the operation of the trace metal clean lab facility.

The facility shall be designed to meet ISO 14644-1 certification standards for ISO 5 & 6 ratings. It is anticipated that there will be two or three diminutive areas within the TMCL facility that will require an ISO 5 (class 100) rating and slightly larger areas that will need to meet an ISO 6 (Class 1000) rating.

The construction estimate for the project ranges between: \$2,500,000- \$2,700, 000.

B. SUMMARY SCOPE OF PROFESSIONAL SERVICES

Projects at the University involve participation by faculty, staff and students in multiple forums that engage stakeholder groups in the programming, planning, design and decision making process. The scope of services anticipates full support of such participation by the selected Design Professional(s) during the planning, design and construction of the TMCL.

Work on the project will be authorized in two stages:

- **Stage 1:** will be conducted under a Professional Services Agreement (PSA) to allow for the consultant's development of the full scope and cost of the project. The scope of services anticipates a comprehensive review of all initial studies completed to date, building analysis report, surveys, estimates and project programmatic requirements, conceptual design and information available on the TMCL, which shall be considered as basis of design and shall be made available by the University.

The goal of the review is to build on what was defined as the scope of the project's building and systems programmatic requirements, existing building and systems improvements, conceptual layout and list of movable and fixed equipment. The consultant shall prioritize scope elements, components and enhancements that might be identified in the review process maintaining the project's approved budget.

UCSB Request for Qualifications
Trace Metal Clean Laboratory at Webb Hall, Bldg. 526
RFQ No. FM170197

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

C. SERVICES PROVIDED BY UCSB

1. Assistance with organizing and scheduling meetings with campus constituents.
2. Access to existing drawings and planning documents, and all available reports, building and systems surveys, conceptual studies completed to date.
3. Review of documents for project conformity.
4. Delineation of planning constraints specific to the Project.
5. On-site construction phase management and inspection.
6. Site surveys and soils investigations.

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UCSB Request for Qualifications
 Trace Metal Clean Laboratory at Webb Hall, Bldg. 526
 RFQ No. FM170197

D. SITE MAP



E. CODE REQUIREMENTS

The design and construction of University buildings 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.

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 C Professional Services Agreement (PSA)
 See Exhibit D 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 RFQ 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	
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
Business Auto Liability – Each Accident – Combined Single Limit for Bodily Injury & Property Damage	\$1,000,000
Workers Comp & Employers Liability	As required by Federal & State of Calif. Law
Professional Liability for Pre-Design work	Work done under PSA
Each Claim	\$1,000,000
General Aggregate	\$2,000,000
Professional Liability for Project	Work done under EDPA
Each Claim	\$1,000,000
General Aggregate	\$1,000,000

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, RFQ number (FM170197), 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 B)

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 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:

- Laboratory Consultant
- Structural Engineering
- MEP Engineering
- Civil Engineering
- Fire Protection Engineering (code)
- Cost Estimating
- Specifications

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. An SOQ form (Exhibit A) does 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 (Exhibit C) and EDPA (Exhibit D). 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 B). 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 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 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. 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 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 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:

Greg Moore
Associate Director, Contracting Services
University of California, Santa Barbara
Facilities Management Building 439
Santa Barbara, California 93106-1030

E. SCREENING, SELECTION & AWARD 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	January 10, 2017
RFQs Due at UCSB by 2:00pm	January 24, 2017
Notify Shortlisted Firms*	January 27, 2017
Finalists' Interviews	February 1, 2017
Successful Firm Notified	February 3, 2017
Project Kickoff	February 15, 2017
Final CD Package submitted to UCSB	July 15, 2017

**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 on January 13, 2017. In order to access the RFQ documents go to:

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

**UCSB Request for Qualifications
Trace Metal Clean Laboratory at Webb Hall, Bldg. 526
RFQ No. FM170197**

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 **2:00 p.m. on January 24, 2017**. *All material submitted becomes the property of UCSB and will not be returned to the submitting firm.*

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

Any questions regarding this process should be forwarded to Liana Khammash via telephone at (805) 893-3898 or via email at liana.khammash@ucsb.edu.

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 THE EXECUTIVE ARCHITECT

The criteria for UCSB review of the submitted proposals and selection of the Executive Architect are provided in the Selection Criteria included herein.

Based upon the qualifications presented throughout this process, UCSB will select the most qualified firm as Executive Architect for this proposed project. Selection of the consultants/design professionals will follow state law and University policy with respect to the subject consultant selection and contract award.

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.