

**University of California,  
Santa Barbara**



Request  
for  
Proposal  
for the:

**Athletic Field Conversion  
to Artificial Turf**

Project Number:  
981660

Campus Design and  
Facilities

Office of Design and  
Construction Services

February 2009



**University of California, Santa Barbara  
Athletic Field Conversion to Artificial Turf**

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Statement of Qualifications Form	(See Separate PDF File)
<a href="#">Campus Landscape and Long Range Development Plan</a>	
<a href="#">Executive Professional Design Agreement, ver. B, (EDPA)</a>	
<a href="#">Certificate of Insurance</a>	(Also included as an Exhibit to the Agreement)



## **Advertisement**

### **Project Description**

Proposals are hereby solicited from design professionals interested in providing Civil Engineering and Landscape services for the design and construction to convert recreational playing fields from natural grass to artificial turf. The project may be accomplished over more than one phase depending on funding and the need to maintain existing fields during construction. The University has secured funding of \$2,000,000 for approximately 2.5 acres of playing surface with future additional fields totaling approximately 4 acres. The planned date for completion of the first phase of construction is 2010.

### **Scope of Services**

The scope of professional services will be:

The initial service will be to assist the University in the planning and site selection for the project to determine optimum phasing for the initial phase and to assess the budget and schedule impacts of regulatory requirements and mitigation.

The subsequent phase will be to provide required engineering and construction documents for the project. Services will also include product and material investigation and will result in a recommendation to the University. Authorization to proceed with the second phase of services will be contingent on satisfactory completion of the initial phase, external project approvals and appropriation of funding.

During the second phase, the scope of services will include architectural and engineering design of the project, preparation of construction documents, support services during the project administrative and environmental 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/contracts/proposals/> or call Croft Yjader at (805) 893-2661 x2206.

Six (6) sets of the Proposal must be returned to the attention of:  
Croft Yjader, University Representative, Contracting Services – Facilities Management

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Bldg. 439, Office of Design and Construction, University of California, Santa Barbara, CA  
93106-1030 no later than 4:00 PM on February 17, 2009.

- **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, regardless of race, religion, sex, color, ethnicity and national origin have equal access to contracts and other business opportunities with the University.



## **Program Statement**

Outdoor recreation is an important component of the academic life for students at UCSB. The ideal weather in Santa Barbara allows for outdoor recreation 365 days of the year. In addition to our students, the public, youth groups and camps use the recreation fields. The limited number of fields and the year round use has resulted in fields being overused and not maintainable. In 2004, UCSB converted a significant portion of Robertson Field from natural to artificial turf. That project has been successful and a significant asset for the University.

This new project will convert additional fields to artificial turf and will use the latest products and technology. An important and initial part of this project will be to review the possible fields for conversion to artificial turf and provide the campus with a detailed analysis for each potential conversion. The design team will be asked to review potential budget and cost impacts for: relocating utilities, reducing the amount of material exported from the site, optimizing available areas, providing lighting, required safety features and environmental review and mitigation. This project may also address existing problems such as: site drainage, sewer lines and field lighting.

The project may be accomplished over more than one phase depending on funding and the need to maintain existing fields during construction. The University has secured funding of \$2,000,000 for approximately 2.5 acres of playing surface with future additional fields totaling approximately 4. The planned date for completion of the first phase of construction is 2010.



## Scope of Services

Engineering and architectural design projects at the UCSB campus involve a great deal of participation by faculty, staff and students in several forums established to engage the campus community in the decision making process. Reviews and approvals of campus projects may extend to public interest groups and public agencies in the surrounding area and the California Coastal Commission. The scope of services anticipates full support of the Civil Engineer during the public process of developing plans for the project.

The professional scope of services will include a phase site review and selection and engineering design of the project, including cost estimating, code analysis, value engineering, project scheduling, and coordination with regulatory agencies, culminating in completed construction documents issued for competitive bids. Construction phase services will include submittal reviews and field representation.

The initial part of this project will be to review the possible fields for conversion to artificial turf and provide the campus with a detailed analysis for each potential conversion. The design team will be asked to review potential budget and cost impacts for: relocating utilities, reducing the amount of material exported from the site, optimizing available areas, providing lighting, required safety features and environmental review and mitigation.



**Services Provided by UCSB**

1. Site alternatives and construction budget
2. Topographic map including below-grade utilities. Critical information contained in these documents will be verified by the campus when requested by the Civil Engineer.
3. Geotechnical investigations as required.
4. On-site construction phase management and inspection.
5. Environmental Analysis (CEQA) and Coastal Commission approval.
6. Delineation of cultural resource sites, wetlands and other planning constraints specific to the site.



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**Project Site Plan**





## Project Schedule

RFP Available	January 27, 2009
FFP Due at UCSB	February 17, 2009
Evaluation of RFP	March 2, 2009

Note: the University may make the consultant selection from the RFP submittals and may not conduct consultant interviews. The RFP should include all necessary information. *The anticipated schedule is tentative. The exact dates will be set forth in a Notification letter to the selected Consultant.*

Reference Checks and Selection	March 3, 2009
Fee Negotiations	March 12, 2009
Program/Site Selection	March 2009
Project Program Guide (PPG) Final Submission	May 2009
Preliminary Design Start	May 2009
Construction Documents Start	August 2009
Bids	October 2009
Construction Start	January 2010



## 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. Project statistics should include net and gross areas, efficiency ratio, and a contact person with a telephone number.
3. Your proposal shall also address the following:

Design Issues – How will the team approach developing a project that responds to the context of existing facilities? What will be the team's approach to dealing with issues of sustainability, use of energy resources, affordability and prioritization of design goals within the project budget? How can the site be used to achieve its full potential? How can the project improve the campus in general and enhance this area of campus in particular?

Cost Control -- What mechanism or procedures will the team implement during the design and construction document phases to control costs?

Executive Design Professional Agreement – Note any exceptions to the enclosed Agreement 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 enclosed Agreement posted on our web site). 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 submittals shall include a separate letter affirming the intent of the proposer's

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acceptance of terms and conditions contained in the Certificate of Insurance (see enclosed certificate). Minimum Insurance limits are as follows:

General Liability: Comprehensive or Commercial Form	Amount
Each Occurrence	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Business Automobile Liability	Amount
Each Occurrence	\$1,000,000
Workers' Compensation	as required under California State Law
Professional Liability	Amount
Each Occurrence	\$1,000,000
Project Aggregate	\$2,000,000

Malpractice Claims – List malpractice claims adjudicated within the last 5 years or currently pending. Identify the projects. Provide the same information for your Associate Architect if one is proposed, and your Mechanical and Structural Engineers. 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.

Individual Experience – Submit resumes of the responsible Partner, the Project Manager, the Principal Designer and technical consultants focusing on the relevant experience of those individuals for the design of artificial turf for recreational fields including any university projects (not the collective corporate experience of the firm).

Work Location – Identify any portions of the Architect's Civil Engineer's scope of work that will be performed outside of the office responding to the RFP and the individuals responsible for that work. If an associate architect or engineer is involved, explain their role and the planned division of responsibilities.

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

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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.

5. Return to: Croft Yjader  
University Representative  
Contracting Services, Facilities Management, Building 439  
Office of Design & Construction Services  
University of California  
Santa Barbara, CA 93106-1030
6. Submit 6 (six) copies of all material bound into single documents.
7. Due Date: February 17, 2009 no later than 4:00 PM.
8. Design teams with qualifications considered appropriate by the Screening Committee would be asked to interview with the Selection Committee.



## 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 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 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:

Contracting Services  
Campus Design and Facilities  
University of California, Santa Barbara  
Facilities Management, Building 439  
Santa Barbara, California 93106-1030