

Request for Design Professional Qualifications  
INFORMATION PACKAGE

**Anna Head Undergraduate Student Housing**

**Project No. 18211A**

May 2008

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A: UC Statement of Qualifications

University of California, Berkeley  
Facilities Services

## SECTION 1

### ADVERTISEMENT FOR SERVICES

The Berkeley campus of the University of California requests that architects submit written statements of interest and qualifications to provide planning, design, bid, and construction phase services as Executive Architect (EA) for the following proposed project:

**Anna Head Undergraduate Student Housing**  
Project No. 18211A

This project is anticipated to involve design and construction of a 479-bed student housing complex located on the site of the Anna Head West surface parking lot, three blocks south of the main campus and across the street and north of People's Park.

The proposed construction program is currently projected at \$75 million. Construction would commence in May 2010 and be completed in August 2012.

The complete scope of services includes full services from master planning through the end of the construction phase. A master plan phase is to commence upon execution of the contract and shall be completed by November 2008. The award and scheduling of subsequent phases, including design and construction, will depend on project funding. UC Berkeley is selecting only the EA at this time: sub consultants will be selected later in collaboration with the selected EA.

The successful firm will be required to sign the Executive Design Professional Agreement posted for review at <http://www.cp.berkeley.edu/ContractsAgreemnts.html#agreements>

The University of California has adopted a Policy on Sustainable Practices which can be viewed at <http://www.ucop.edu/facil/sustain/>. Site and building design must demonstrate a commitment to these sustainability goals. The project is subject to review and approval by the UC Board of Regents in accordance with the California Environmental Quality Act (CEQA).

A description of submittal requirements, and a detailed scope of services for the master plan study, may be obtained online at <http://www.cp.berkeley.edu/RFQ.html> or at the Capital Projects Reception Desk (510-643-5028), Rm. 232 at 1936 University Avenue, Berkeley on or after June 25, 2008. Those firms that best meet the screening criteria will be invited to appear for an interview. Submittals should be delivered to the address below no later than noon on July 18, 2008. Six (6) copies of the submittal are requested. Please address submittals to:

Beth Piatnitzka, Associate Director  
Physical & Environmental Planning  
Capital Projects  
University of California, Berkeley  
1936 University Ave., 2<sup>nd</sup> Floor  
Berkeley, CA 94720-1380

Hours of Business: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Questions not answered in the information packet may be addressed to Ms. Piatnitza at [bpiatnitza@cp.berkeley.edu](mailto:bpiatnitza@cp.berkeley.edu)

The University of California is an Equal Opportunity Employer. Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, and national origin have equal access to contracts and other business opportunities with the University. Each candidate firm will be required to show evidence of its equal employment opportunity policy.

## SECTION 2

### **Request for Qualifications Executive Architect Anna Head Undergraduate Student Housing University of California, Berkeley**

The Berkeley campus of the University of California requests that architects submit written statements of interest and qualifications to provide planning, design, and construction services as Executive Architect (EA) for the Anna Head Undergraduate Student Housing project.

#### **BACKGROUND**

The UC Berkeley 2020 Long Range Development Plan (LRDP) approved by the Regents in May 2005, established a policy to increase the inventory of undergraduate beds to equal 100% of entering freshman and 50% of entering transfer students and continuing sophomores, or an estimated increase of up to 2050 beds by the year 2020. Many new undergraduate beds can be accommodated on sites already owned by the university, such as the Anna Head parking lot site, which falls within the LRDP housing zone defined as within a 1-mile radius of the center of campus.

Residential and Student Support Services (RSSP) proposes to initiate design for a 479-bed student housing project located on the 1.24 acre parking lot adjacent to the Anna Head complex, three blocks south of the main campus and across the street and north of People's Park. The project would combine a 134-bed freshman residence hall and a 345-bed apartment building for upperclassmen. The existing parking lot holds 185 spaces; parking would be partially replaced on site.

The site is adjacent to the former Anna Head school, built between 1892-1927, which is listed on the National Register of Historic Places, the State Historic Resources Inventory and is a City of Berkeley Landmark. The master plan for the Anna Head student housing project must address the relationship of the proposed student housing to this complex of historic buildings and landscape. The Anna Head buildings are University-owned and are used by RSSP's childcare program and various academic units.

The new student housing should be designed to support the values of RSSP's residential life programs, fostering an inclusive sense of community and cooperative learning, and the project should reflect an understanding of student culture, market preference and financial capacity. Living spaces should be designed to facilitate social, physical and emotional health. The design will need to incorporate measures that contribute to the security of the site and general vicinity.

The new student housing should have a unique identity. The architectural design should be contemporary and of its own time while being sensitive to the context.

This project will comply with the *University of California Policy on Sustainable Practices*. As required by this policy, the project will adopt the principles of energy efficiency and sustainability to the fullest extent possible, consistent with budgetary constraints and regulatory and programmatic requirements. The project should strive for LEED Silver certification.

The proposed construction program is currently projected at \$75 million. Construction would commence in May 2010 and be completed in August 2012.

## **SCOPE OF SERVICES**

The complete scope of services includes full services from master planning through the end of the construction phase. The first phase will include a master plan of the project site, including the adjacent historic Anna Head complex. This phase is to commence upon execution of the contract. The schedule is dependent on funding. The firm selected may continue on subsequent phases for the renovation project at the sole discretion of the University. UC Berkeley is selecting only the EA at this time: sub consultants will be selected later in collaboration with the selected EA.

The following outline of services is further detailed in the Executive Design Professional Agreement (EDPA). Based on University approvals, and as directed, the selected firm will provide:

1. Master Planning: Develop a preferred scheme into an overall master plan for the Anna Head Undergraduate Student Housing project. Perform necessary utility systems surveys and technical assessments and integrate into the cost estimate. Conduct a 1-day eco-charette with project stakeholders and consultants. The EA shall prepare an Opinion of Probable Cost for the program, with escalations based on a phasing plan and schedule.

The schedule for the following phases will be dependent on future campus funding. For additional information, refer to the Executive Design Professional Agreement:

<http://www.cp.berkeley.edu/ContractsAgreemnts.html#agreements>

2. Programming.

3. Schematic design documents.

4. Design development documents.

5. Bidding documents, including complete plans and specifications for lump-sum, competitive bidding using a CM-at-Risk delivery method.

6. Cost estimates at all phases.

7. Assistance to the University with obtaining agency approvals, including State Fire Marshal, Division of State Architect, and other submittals.

8. Construction phase services.

9. Record Documents conforming to the University's standards, including digital file in specified format.

The University reserves the option to terminate services after the feasibility phase and proceed to Schematic Design with the next-ranked firm, based on performance concerns or an inability to reach agreement on compensation.

## **SCHEDULE OF WORK**

The master planning phase of work described above shall commence immediately upon selection in August 2008 and shall be completed no later than November 2008. The schedule of subsequent phases depends on project funding.

## **CONSULTANTS**

The University is selecting only the Executive Architect at this time. Sub-consultants in specific technical disciplines will be selected later in collaboration with the selected Executive Architect. The University will not entertain joint venture entities specifically formed to provide architectural services for this project.

## **SELECTION CRITERIA**

The Screening Committee is seeking applicants with experience in comparable projects. Applicants should clearly highlight such projects and their similarities to the proposed project. Specific responses will be reviewed more carefully than those stressing breadth of experience or general qualifications. Major considerations in selection of the firm will be the following:

- Demonstrated firm and staff experience in the programming and design of university, institutional, public or major civic facilities of similar complexity.
- Demonstrated firm and staff experience in site planning and urban design, and capability to respond creatively and sensitively to the existing architectural context.
- Demonstrated firm and staff experience in the programming and design of state of the art student housing facilities.
- Proven capabilities for providing creative design solutions with an economy of means. Firms are asked to submit appropriate graphic material supporting design creativity that meets strict budget constraints.
- Demonstrated experience in creative approaches to designing for sustainability. Demonstrably sustainable practices in site planning, building design, construction and operation are a goal of the project.
- Proven technical, cost and schedule management capabilities.
- Experience in working with institutional clients and building committees.
- Experience in working with the State Fire Marshal and the Division of the State Architect.

- Experience in preparation and utilization of a Building Information Model for visualization and technical quality control.
- Experience in working with a General Contractor or Construction Manager throughout the design process.
- Experience preparing bidding documents suitable for competitive public bidding.
- Firms must be able to provide Professional Liability Insurance in the amount of US \$1,000,000. This amount may increase with subsequent phases.

See Submittal Format for further content and presentation requirements.

### **SUBMITTAL SCHEDULE**

Info Packets available	June 25, 2008
Submittals Due (six copies)	July 18, 2008 by Noon
Short List Notification	by July 25, 2008
Selected Candidate Interviews	week of August 11, 2008

The above schedule is preliminary and is subject to change.

### **SUBMITTAL PROCEDURES**

Firms wishing to be considered should submit background materials describing their qualifications in accordance with the Submittal Format, below. Qualifications from interested firms are to be submitted no later than noon, July 18, 2008, to:

Beth Piatnitza, Associate Director  
 Physical and Environmental Planning  
 Capital Projects  
 University of California, Berkeley  
 1936 University Ave., 2<sup>nd</sup> Floor  
 Berkeley, CA 94720-1380  
 Hours of business: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Technical questions or questions regarding the scope of the project and not answered in this RFQ should be directed to Ms. Piatnitza at (510) 643-2082 or bpiatnitza@cp.berkeley.edu. The University of California is an Equal Opportunity Employer: minorities and women are encouraged to apply for consideration.

### **Section 3: Submittal Format**

Please index all submittals with TABS labeled as per BOLD typeface below. Double sided printing is strongly encouraged. Provide five copies.

#### **COVER LETTER (maximum of 1 page)**

- Summarize qualifications most relevant to this project
- Identify team
- Provide name of contact person, phone, fax, and email address

#### **RELEVANT QUALIFICATIONS (maximum of 4 pages)**

- Offer short, focused paragraphs in a summary format by topic: do not include general information.
- If firm has multiple offices, qualifications should represent the work of the office proposed for this project, not the firm as a whole.

#### **RELEVANT EXPERIENCE (4 to 6 projects, maximum 12 pages)**

- Provide up to four images per project along with brief descriptive text as follows:
- Briefly state relevance for each image and include an outline of the following information:
  - project name
  - beginning/ending dates of project and construction period
  - scope of program & approximate construction cost
  - Specify the role of the firm (identify if the work was exclusively by the firm or a joint venture)
  - Note if any individual on the project team did the work while with the firm or other firms and their role

#### **PROJECT TEAM SUMMARY (maximum of 2 pages)**

- Identify proposed key team members (principal-in-charge, project manager, project architect, etc.)
- Summarize proposed roles/responsibilities for this project and level of involvement in this project. List experience relative to those roles (reference projects listed in Section B & C where relevant)
- Describe previous collaborative experience of team members on relevant projects

#### **COST AND QUALITY CONTROLS (maximum of 1 page)**

- Concisely describe cost and quality control techniques employed by the firm, as they relate to scheduling, cost containment, contract administration
- Include benefits attributable to these techniques used on specific projects and reference Section B & C projects (ideally, references below should confirm effectiveness of these systems)
- Cite examples of construction documents recently prepared by the firm for lump sum, competitive bidding

#### **REFERENCES (3 – 6 names, titles, current mail and e-mail addresses, and phone numbers)**

- Provide 3-4 client references relevant to the project (should coincide with projects in Sections B & C)
- Provide 2 General Contractor references

#### **APPENDIX (items to be included)**

- Request for Supplemental Information, Declaration, and UC Statement of Qualifications, (per attachments)
- Firm brochure with background information
- Key team member resumes

ATTACHMENT A

UNIVERSITY OF CALIFORNIA  
STATEMENT OF QUALIFICATIONS

1. Firm's Name: \_\_\_\_\_

2. Business Address: \_\_\_\_\_

3. Firm Established (year) \_\_\_\_\_ Telephone No: \_\_\_\_\_

4. Type of Organization (check one):

a. Individual       b. Partnership       c. Corporation       d. Joint Venture

5. Principals and Associates (check P or A for each):

	Name	P	A	Degree Certificate	or	Institution
a.						
b.						
c.						
d.						

6. Average staff employed in home office: (average of past five years):

a. Architects	_____	e. Drafting Technicians	_____
b. Engineers	_____	f. Clerical	_____
c. Landscape Architects	_____	g. Others	_____
d. Interior Designers	_____		

7. List five major projects completed within the past five years:

	Project	Owner	Year	Study Cost
a.				
b.				
c.				
d.				
e.				

8. References:

a. \_\_\_\_\_  
 b. \_\_\_\_\_  
 c. \_\_\_\_\_

9. (Optional) Where do you normally look for information about proposed University projects?

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit with this form any other information you wish us to consider, such as your firm's brochure or a discussion of your recent work.

#### 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 Department of Capital Projects in the consideration of commissions to Design Professionals.

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

The official responsible for maintaining the information contained on this form is the Campus Architect for the Berkeley campus of the University of California.