

Request for Design Professional Qualifications
INFORMATION PACKAGE

Mining Circle Landscape Restoration

Project No. 12295A
University of California, Berkeley

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SECTION 1

ADVERTISEMENT FOR SERVICES

The Berkeley campus of the University of California requests that landscape 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:

Mining Circle Landscape Renovation Project No. 12295A

This project will allow the campus to renovate the historic Mining Circle site following eight years of use as a construction staging and parking area for the Hearst Memorial Mining Building and Stanley Hall projects. The UC Berkeley Landscape Heritage Plan (http://www.cp.berkeley.edu/lhp/index_flash.html) has produced an implementation concept for the Mining Circle. The scope of professional services includes services from schematic design through contract documents. The schematic phase should commence upon execution of the contract. Construction is expected to be completed by September 1, 2007.

The successful firm will be required to sign the Executive Design Professional Agreement, Version B, see <http://www.cp.berkeley.edu/ContractsAgreemnts.html#agreements>

The University of California has adopted a Green Building and Clean Energy Policy which can be viewed at http://www.ucop.edu/facil/greenbldgs/documents/uc_green_clean.pdf Site design must demonstrate a commitment to these sustainability goals.

A description of submittal requirements, and a detailed scope of services 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 November 22, 2006. 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, December 8, 2006. Five (5) copies of the submittal are requested. Please address submittals to:

Jim Horner, Campus Landscape Architect
Capital Projects
University of California, Berkeley
1936 University Ave., 2nd Floor
Berkeley, CA 94704-7027

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 Mr. Horner at jhorner@cp.berkeley.edu or (510) 642-7535.

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 Mining Circle Landscape Renovation University Of California, Berkeley

The Berkeley campus of the University of California requests that landscape architects submit written statements of interest and qualifications to provide planning, design, bid, and construction phase services as Executive Architect (EA) for renovations to the Mining Circle and surrounding vicinity.

BACKGROUND

The Mining Circle, originally built in 1914, is in need of a major renovation to restore its image as a major campus open space element after being utilized for eight years enabling the construction of the Hearst Memorial Mining Building and Stanley Hall Replacement building projects. In 2005 the University completed a cultural landscape assessment and conceptual plan for the Mining Circle/Oppenheimer Way in the Landscape Heritage Plan (http://www.cp.berkeley.edu/lhp/index_flash.html). The plan provides the conceptual plan and direction for restoration and rehabilitation treatment strategies for the Mining Circle/Oppenheimer Way. The northern half of Oppenheimer Way will be included in the schematic phase of work. Later phases of site planning for Oppenheimer Way will be incorporated in the plans for the reconstruction of Campbell Hall.

A digital topographic site survey by BKF will be provided for use by the selected firm.

SCOPE OF SERVICES

The scope of professional services includes services from schematic design through the end of the contract documents. Construction administration assistance will be provided as extra services. The expected scope of work will include demolition, paving, disabled access, seating, vehicle circulation and control, grading and drainage, restoration of the central water feature, signage, site furnishings, lighting, soil preparation, planting and irrigation, and maintenance. The elevation of the water feature should be studied with regard to view relationships and accessible pathways.

The schematic phase should commence upon execution of the contract and construction is expected to be completed by September 1, 2007.

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

1. Schematic design documents for the overall site (see figure 1).
2. Design development documents and outline technical provisions for the limited site (see figure 2).
3. Bidding documents, including complete plans and specifications for lump-sum, competitive bidding.

4. Cost estimates at all phases.
5. Assistance to the University with obtaining agency approvals, including Division of State Architect, and other submittals.
6. Construction phase services on an on-call additional services basis.
7. Record Documents conforming to the University's standards, including digital file in specified format.

SCHEDULE OF WORK

The schematic design phase of work described above shall commence immediately upon selection in January, 2007.

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.

BUDGET

The University anticipates construction costs to be in the \$250,000 to \$300,000 range.

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 design of university, institutional, public or major civic facilities of similar complexity.
- 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.
- Proven technical, cost and schedule management capabilities.
- Experience in working with institutional clients and committees.
- Experience in working with the Division of the State Architect on projects involving disabled access.
- Experience preparing documents suitable for competitive public bidding.

- Firms must be able to provide Professional Liability Insurance in the amount of US \$1,000,000.

See **Submittal Format** for further content and presentation requirements.

SUBMITTAL SCHEDULE

Info Packets available	November 22, 2006
Submittals Due (five copies)	December 8, 2006 by Noon
Short List Notification	December 18, 2006
Selected Candidate Interviews	Week of January 8, 2007

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, Friday December 8, 2006**, to:

Jim Horner, Campus Landscape Architect
Capital Projects
University of California, Berkeley
1936 University Ave., 2nd Floor
Berkeley, CA 94704-7270
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 Mr. Horner at (510) 642-7535 or jhorner@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. Provide five copies.

A. 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

B. RELEVANT QUALIFICATIONS (*maximum of 3 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.

C. RELEVANT EXPERIENCE (*4 projects, maximum 8 pages*)

- Provide images of selected project along with brief descriptive text as follows:
- Briefly state relevance for each image and include:
 - project name
 - beginning/ending dates of project and construction period
 - scope of program & approximate construction cost
- Specify the role of the firm
- Note if any individual on the project team did the work while with other firms

D. PROJECT TEAM SUMMARY (*maximum of 2 pages*)

- Identify proposed key team members (principal-in-charge, project manager)
- Summarize proposed roles/responsibilities for 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

E. COST AND QUALITY CONTROLS (*maximum of 1 page*)

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

F. REFERENCES (*3 - 4 names, titles, current mail and e-mail addresses, and phone numbers*)

- Provide client references relevant to the projects in Sections B & C

G. APPENDIX (*items to be included*)

- Request for UC Statement of Qualifications
- 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 studies 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.