

Request for Design Professional Qualifications  
INFORMATION PACKAGE

Lower Sproul Plaza Master Plan  
& Feasibility Study

Project No. 18200B  
March 2008

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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:

**Lower Sproul Plaza Master Plan & Feasibility Study  
Project No. 18200B**

This project will help the campus develop a renovation plan for revitalizing Lower Sproul Plaza. The complete scope of services includes full services from master planning through the end of the construction phase. A master planning & feasibility study is to commence upon execution of the contract and shall be completed by June 1, 2009. 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.

For services rendered up to the beginning of Schematic Design, the successful firm will be required to sign the University's Professional Services Agreement, which is posted for review at <http://www.cp.berkeley.edu/PSA.pdf>. For Schematic Design and subsequent services the firm will be required to sign the University's Executive Design Professional Agreement (CM at Risk), which is posted for review at [http://www.cp.berkeley.edu/EDPA\\_verB\\_rev2002\\_05.pdf](http://www.cp.berkeley.edu/EDPA_verB_rev2002_05.pdf).

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.

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 **April 2, 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 **April 21, 2008**. Six (6) copies of the submittal are requested. Please address submittals to:

Beth Piatnitza, Associate Director  
Physical & Environmental Planning  
Capital Projects  
University of California, Berkeley  
1936 University Ave., 2<sup>nd</sup> 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 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 Lower Sproul Plaza Master Plan & Feasibility Study 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 Lower Sproul Plaza complex.

#### BACKGROUND

“Lower Sproul” refers to the plaza and four surrounding buildings – Zellerbach Hall, Chavez Student Center, Eshleman Hall and MLK, Jr. Student Union – located on the south edge of the Berkeley campus adjacent to Sproul Plaza, a major campus entry. Buildings and plaza were designed by the architecture firm Hardison and DeMars who won a competition for this commission and by landscape architect Lawrence Halprin. The complex was developed between 1959-1968 and is the campus’ signature grouping of Modernist buildings and site design. It is a hub of student life, currently housing a mixture of student services, retail, food service, student organizations, student government, and meeting space.

The Lower Sproul Plaza has long been identified as an area of the campus in need of programmatic and physical redesign in order to provide undergraduate and graduate students with a high quality center for student life. Over the years, the campus has initiated a number of efforts to identify problems, goals and solutions for various parts of this space. However, very few changes were ever made and Lower Sproul continues to be a bleak and often underused space at the center of the campus. In addition, Eshleman Hall is rated seismically “poor” and there is some urgency in planning for its demolition and eventual replacement.

In 2006-07 an initial analysis of the complex was completed, addressing its urban design, massing, grading and circulation. Focus groups with undergraduate and graduate students as well as interviews with campus administrators identified deficiencies and opportunities. A remarkably consistent vision emerged: Lower Sproul Plaza as a dynamic center for student programs and activities. The architects developed conceptual site plan and massing alternatives and cost estimates. Eshleman Hall was replaced in all options, its program space relocated to a new building and to proposed changes in MLK, Jr. Union and the underground garage. The options were diagrammatic only and they set the stage for the next planning phase.

#### 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 for the renovation of the Lower Sproul Plaza complex, including a feasibility study of the costs of the renovation and analysis and recommendations for construction phasing. This initial phase will also include a particular focus on the feasibility of demolition, surge planning and replacement of Eshleman Hall. 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 and Feasibility: Develop a preferred scheme into an overall master plan for the Lower Sproul Plaza complex. Conduct a feasibility study to define the scope of renovation work: perform necessary building/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/ContractsAgreements.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 feasibility phase of work described above shall commence immediately upon selection in May 2008 and shall be completed no later than June 2009. 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.

## 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 centers.
- 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.
- Proven technical, cost and schedule management capabilities.
- Experience in working with institutional clients and building committees.
- Experience in working with a large user-base via representatives, surveys, focus groups, etc.
- Experience in working with the State Fire Marshal and the Division of the State Architect on projects involving renovation work.
- 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	April 2, 2008
Submittals Due (six copies)	April 21, 2008 by Noon
Short List Notification	week of April 28, 2008
Selected Candidate Interviews	week of May 19, 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, **April 21, 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 94704-7027  
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.

- 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 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.
- C. **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
- D. **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
- 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, 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
- F. **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

G. 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 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.