

**Request for Design Professional Qualifications
INFORMATION PACKAGE**

**Intercollegiate Athletics Indoor Practice Facility
Planning Study**

Project No. 12367B

January 2009

CONTENTS

SECTION 1

Advertisement for Services

SECTION 2

Background

Scope of Services

Schedule of Work

Consultants

Selection Criteria

Submittal Schedule

Submittal Procedures

SECTION 3

Submittal Format

ATTACHMENTS

A: UC Statement of Qualifications

B: Request for Supplemental Information

University of California, Berkeley
Facilities Services

SECTION 1

ARCHITECTURAL SERVICES

The Berkeley campus of the University of California requests that architects submit written statements of interest and qualifications to provide conceptual planning services for the following proposed project:

Intercollegiate Athletics Indoor Practice Facility Planning Study
Project No. 12367B

The purpose of this study is to explore the development of a new indoor practice facility to address the court space needs of intercollegiate athletics programs - particularly men's and women's basketball and volleyball - at UC Berkeley. The proposed facility will expand and improve the indoor court facilities for both athletics and recreational programs at UC Berkeley.

Architects will identify practice facility program requirements for a practice facility and develop and analyze three (3) site alternative options according to their ability to meet program needs as well as the technical demands of such a facility within the planning framework of the University and the adjacent community. Conceptual (rough-order-of-magnitude) costs for three site options will be developed and a preferred alternative will be selected based on established planning parameters, and funding feasibility. At the University's sole option, the successful firm may be invited to remain on the project for full programming and design services.

The total fees for the planning study phase are not expected to exceed **\$85,000** lump sum

The project will commence immediately and be completed by the end of May 2009. A description of submittal requirements and a outlined scope of services for the 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 30 January 2009. Those firms that best meet the screening criteria will be invited to appear for an interview to be held three weeks after the posting date. Submittals should be delivered to the address below no later than 4.00pm on Tuesday, 17 February 2009.

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>. If the firm is invited to continue with programming and design, it will be required to sign the University's Executive Design Professional Agreement, which is 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/>. The project would achieve LEED Silver certification. Site and building design must demonstrate a commitment to these sustainability goals.

Five (5) copies of the submittal are requested. Please address submittals to:

William Riggs, Principal Planner
Physical & Environmental Planning
Capital Projects
University of California, Berkeley
1936 University Avenue, 2nd 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 Mr. Riggs at wriggs@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
Architectural Services
Intercollegiate Athletics Indoor Practice Facility
Planning 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 and design services for the study of options for a new indoor practice facility for intercollegiate athletics.

BACKGROUND

The purpose of this study is to explore the development of a new indoor practice facility to address the court space needs of intercollegiate athletics programs - particularly men's and women's basketball and volleyball - at UC Berkeley. Currently, facilities for these programs are located in Haas Pavilion and the adjacent Recreational Sports Facility (RSF).

Haas Pavilion is UC Berkeley's primary indoor athletic competition venue. It contains approximately 147,583 ASF of space assigned to Intercollegiate Athletics (IA). It was constructed in 1933 (as Harmon Gym) but renovated in 1999 to its current configuration. The large main court is surrounded by almost 12,000 seats. The rest of the building contains IA administrative space, locker rooms for individual Athletics sports programs, training and practice facilities, and game day amenities. The RSF, which is connected to Haas Pavilion at the ground level, is 84,416 ASF and is the main recreational use facility for students, faculty and staff. Its three (3) gyms are usable for intercollegiate basketball and volleyball.

Scheduling for Haas Pavilion has become increasingly difficult as demands of the competing programs have grown. IA has proposed this study to explore options for a new practice facility to accommodate its programs. If implemented, this new space will provide flexible gym space that meets the needs of Athletics but also benefits Recreational program by freeing up RSF space during hours of heavy use. The study will provide the following information to allow Intercollegiate Athletics and the campus to define an appropriate way to achieve IA program goals and needs.

1. Identify practice facility program requirements in this precinct for IA.
2. Develop, analyze and evaluate a minimum of three site options to meet IA program.
3. Develop conceptual (rough-order-of-magnitude) costs for three site options.

The three (3) site options to be studied are the following:

1. The north parking lot adjacent to Haas Pavilion
2. The Tang parking lot in connection with potential aquatics facility
3. The east bleachers at Edwards Track stadium.

Before selecting a preferred alternative, IA will review funding strategy with University Relations and VC for Administration. Selection of an option as "preferred" requires feasible funding strategy.

SCOPE OF SERVICES

Task 1 - Project Understanding and Confirmation

1. Organize project details, consult with project team, and confirm expectations
2. Collect and review relevant documents and background materials

Deliverable: *project workplan and schedule*

Task 2 - Kick-off, Site Assessment and Program Analysis

1. Project kickoff meeting and work session to provide info about issues for the sites and proposed structure (infrastructure, code, conditions, and program deficiencies)
2. Clarify objectives and identify issues related to use efficiency, space requirements (current and future), opportunities, and constraints.
3. Program development and stakeholder interviews
4. Site analysis/conditions assessment examining technical issues and functional relationships at each site, including campus space database (FDX), IEAS and EALC space records, previous studies and “on-the-ground” surveys/observation to confirm and record existing space use
5. Development of conceptual space needs/requirements

Deliverable: *site conditions analysis, preliminary program and draft assessment reports*

Task 3 - Alternatives

1. Develop and analyze design alternatives and scenarios at each of the three possible sites according to planning parameters and technical factors including but not limited to: historic character; infrastructure; structural; code compliance; traffic, parking, circulation and access; environmental and sustainability factors; real estate constraints; functional and operational relationships; urban design and massing considerations
2. Establish evaluation criteria and priority matrix
3. Create graphic representations of options (may be physical and/or computer models, axonometric drawings, site plans and sections, others as needed)
3. Development of conceptual rough order of magnitude (ROM) cost assessment for options within a range of +/- 10% based on comparable facilities
4. Meet with relevant stakeholders/committees

Deliverable: *graphic representation of options, evaluation criteria, draft priority matrix, conceptual cost estimates (ROM)*

Task 4 - Evaluate Options and Select Preferred Alternative

1. Evaluate and rate on site options based on program requirements, planning parameters and technical factors including an assessment of potential prioritization/phasing and funding strategies
2. Selection and development of rational for a preferred alternative
3. Meet with relevant stakeholders/committees

Deliverable: *draft matrix of relationship of alternatives to planning parameters*

Task 5 - Draft Study and Consultation

Deliverable: *Draft presentation and study booklet*

Task 6 - Final Study and Presentation

Deliverable: *Final presentation, study booklet, cost estimate, and all electronic files.*

SCHEDULE OF WORK

The work described above shall commence immediately upon selection in February 2009 and shall be completed no later than May 2009.

CONSULTANTS

The University is only selecting for project-related planning services at this time, and selection will not guarantee additional work if the project moves beyond this phase. Any necessary sub-consultants in specific technical disciplines will be selected later in collaboration with the selected architect.

SELECTION CRITERIA

The Screening Committee is seeking applicants with experience in comparable projects. In their submittals, 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
- Proven capabilities for providing creative design solutions with an economy of means.
- Demonstrated experience in creative approaches to designing for sustainability Sustainable practices in site planning, building design, construction and operation will be a goal of the project.
- Experience in working with institutional clients and building committees
- Experience in preparation and utilization of a Building Information Model for visualization and technical quality control
- 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

Packets available	30 January 2009
Submittals Due (five copies)	17 February 2009
Short List Notification	One week following submittal deadline
Candidate Interviews	Two weeks following notification

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 4.00pm, 17 February 2009, to:

William Riggs, Principal Planner
Physical & Environmental Planning
Capital Projects
University of California, Berkeley
1936 University Ave., 2nd 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 Mr. Riggs at (510) 642-1173 or wriggs@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 2 pages)
 - 1. Summarize qualifications most relevant to this project
 - 2. Provide name of contact person, phone, fax, and email address
- B. **RELEVANT QUALIFICATIONS AND EXPERIENCE** (4 to 6 projects, maximum 12 pages)
 - 1. Provide general firm background information
 - 2. Offer project summaries for relevant projects along with brief descriptive text including the following information and additional information if relevant:
 - Project Name, owner and completion date
 - Scope of program
 - Approximate construction period and cost
 - Offer short, focused summary describing relevance to proposed UCB study
 - Specify the role of the firm (identify if the work was exclusively by the firm, a joint venture or the work of an individual while working at a different firm.)
 - 3. If firm has multiple offices, qualifications should represent the work of the office proposed for this project, not the firm as a whole
- C. **PROJECT TEAM SUMMARY** (maximum of 2 pages)
 - 1. Identify qualifications of proposed key team members (principal-in-charge, project manager, project planner, project architect, etc.)
 - 2. 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)
 - 3. Note if any individual on the project team did the work while with the firm or other firms and their role.
 - 4. Describe previous collaborative experience of team members on relevant projects
- D. **COST AND QUALITY CONTROLS** (maximum of 1 page)
 - 1. Concisely describe cost and quality control techniques employed by the firm, as they relate to scheduling, cost containment, contract administration
 - 2. 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)
- E. **REFERENCES** (3 - 6 names, titles, current mail and e-mail addresses, and phone numbers)
 - 1. Provide 3 - 6 client references relevant to the project (should coincide with projects in Sections B & C)
- F. **APPENDIX** (items to be included)
 - 1. UC Statement of Qualifications
 - 2. Request for Supplemental Information, Declaration

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 or Certificate	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 constructed within the past five years:

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

Statement of Qualifications (*continued*)

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 maintenances 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.

ATTACHMENT B

REQUEST FOR SUPPLEMENTAL INFORMATION

Please submit the following information together with the Design Professional Qualification on the date noted in the Information Package. Failure to respond may affect consideration of your firm for this project. Responses may be listed on separate pages.

- 1) Please separately list each pending unresolved claim for professional negligence and each current arbitration(s), mediation or litigation in which professional negligence or breach of professional services agreement is alleged or indemnity is being sought (because of such alleged negligence or breach of contract) using the following claimant categories:
 - a) The Regents of the University of California against your firm or any principal of your firm (indicate campus, medical center or Department of Energy (DOE) Laboratory and name of project). If none, indicate none.
 - b) Any Owner, person or entity against your firm or any principal of your firm (indicate project, location and Owner). If none, indicate none.
 - c) The Regents of the University of California against any of your proposed major consultants (i.e., structural engineer, mechanical engineer and any other major consultant on your proposed project team. Indicate campus, medical center or Department of Energy (DOE) Laboratory and name of project). If none, indicate none.
 - d) Any Owner, person or entity against any of your proposed major consultants (indicate project, location and Owner). If none, indicate none.

REQUEST FOR SUPPLEMENTAL INFORMATION (*continued*)

- 2) Please separately list each resolved (settled, arbitrated, litigated) claim for professional negligence or breach of professional services agreement or for indemnity (because of such alleged negligence or breach of contract) during the last 5 years using the following categories:
- a) The Regents of the University of California and your firm or any principal of your firm (indicate campus, medical center or Department of Energy (DOE) Laboratory and name of project). If none, indicate none.
 - b) Any Owner, person or entity and your firm or any principal of your firm (indicate project, location and Owner). If none, indicate none.
 - c) The Regents of the University of California and any of your proposed major consultants (i.e., structural engineer, mechanical engineer and any other major consultant on your proposed project team. Indicate campus, medical center or Department of Energy (DOE) Laboratory and name of project). If none, indicate none.
 - d) Any Owner, person or entity and any of your proposed major consultants (indicate project, location and Owner). If none, indicate none.

REQUEST FOR SUPPLEMENTAL INFORMATION (*continued*)

DECLARATION

The undersigned declares under penalty of perjury that all of the information submitted is true and correct and that this declaration was executed in

_____ County, California, on _____ (*date*)

(Name and Title - Printed or Typed)

Signature

Firm Name - If a Joint Venture,
state name of JV Entity

(Address)

(City, State, Zip)

(Telephone Number)

(Facsimile Telephone Number)