

**UNIVERSITY OF CALIFORNIA, RIVERSIDE
REQUEST FOR PROPOSALS
PRE-DESIGN, ARCHITECTURAL PROGRAMMING
AND FULL ARCHITECTURAL DESIGN SERVICES
FOR A RENOVATION PROJECT AT HINDERAKER HALL**

Introduction

The University of California, Riverside (UCR) invites the submission of proposals for design professional services to assist the Office of Capital & Physical Planning Department, and the Office of Design & Construction in compiling a comprehensive analysis for a partial renovation (approximately 11,580 GSF) of the existing building including related building systems upgrade. The proposed scope is to renovate the portions of the building to accommodate new occupants and their functional space requirements. The scope also includes the area to be ADA compliant and to meet all Life/Safety issues recommended by UCR concurrent with the current California Fire Code and the Building Code. The Campus will initiate a multi phase contract for the analysis with an option to enter into a full executive service contract for Design Professional Services.

As part of the analysis phase, the selected consultant will be required to verify existing conditions within the area of renovation, programming verification of the newly proposed area(s), cost estimates for the proposed work and a complete set of bid documents. Specific focus on the code compliance of electrical systems upgrades, mechanical (HVAC) and plumbing systems upgrades, voice / data networking and control systems upgrades will be emphasized. The analysis process must begin the week of December 21, 2009 and be completed by March 1, 2010.

Background

The 1,121 acre UCR campus is located three miles east of downtown Riverside and is bisected by the I-215/SR-60 freeway. The 610 acres east of the freeway include the academic core and support services including housing and almost all of the existing campus facilities. UCR acreage west of the freeway includes agriculture research fields and facilities, a large parking lot, administrative facilities (Highlander Hall and Human Resources), the University Extension Center, and International Village housing.

Proposed Project

The selected consultant will work closely with the project management team (PMT), and others to analyze the building and programmatic requirements. The functional space requirements include offices, office support areas, and common spaces within the area of renovation.

The existing Hinderaker Hall is 27,193 assignable square feet (asf) and 44,163 gross square feet (GSF).

The functional requirements include:

1. Program verification of the renovation area
2. Address ADA and Life/Safety compliance issues within the renovation area
3. Upgrade the partial building infrastructure

Scope – Analysis/Phase 1

1. **Data Collection** – Use of surveys and other applicable techniques to obtain information for program verification.
2. **Functional Concepts and Design Criteria** – Document essential relationships among functional components. Code analysis and ADA compliance review for occupancies.
3. **Space Program and Room Requirements** – Program verification of room size standards and planning modules.
4. **Building System Criteria** – Verify and update development of performance standards for each component of the building systems, including basic structural elements, HVAC, lighting and electrical, tele/data communications, fixed and/or moveable equipment, and finishes as appropriate.
5. **Cost Plan** – Provide preliminary construction cost analysis based on program variables, including all assumptions pertaining to materials, systems, space efficiency, etc. at current California Construction Cost Index.
6. **Available Documents**
 - Drawings of Record for Hinderaker Hall

Planning Team and Process

The consultant team should include appropriate individuals such as architects, cost estimators, and engineers. The consultant's proposal should include a description of the recommended approach to completing the analysis for the project consistent with UCR's planning structure. The UCR project management team will consist of representatives from the Office of Capital & Physical Planning and Office of Design & Construction, which will act as a liaison among UCR campus representatives, user representatives, and consultant teams. Other participants may include staff and students; and the process will require interactive meetings, planning sessions, and workshops. The proposal submitted by consultant teams should anticipate a minimum start-up period of one to two weeks for orientation meetings with the UCR project management team prior to the first committee meeting.

During the course of the analysis process, the consultants will be responsible for producing all meeting minutes and associated handouts in an electronic format consistent with UCR standards for review and distribution by the project management team.

Deliverables

Eight copies of an administrative draft of the Analysis will be required for review by February 15, 2009. Eight copies of the final Analysis must be submitted by March 1, 2010. An electronic copy of the administrative draft Analysis will be provided to UCR in one Adobe Acrobat file. One unbound copy and an electronic copy (one Adobe Acrobat file) of the Final Analysis will be provided to UCR. All electronic documentation must be consistent with UCR standards.

Scope – Design & Construction (Phase 2)

The scope of services includes but is not limited to:

1. Preparation of schematic design and design development documents;
2. Assisting the Campus with documentation required for environmental assessment and documentation;
3. Preparation of detailed cost estimates at schematic design, design development, and construction document phases;
4. Participation at value engineering sessions;
5. Preparation of construction documents, which will also include a detailed phasing plan for the executed work.
6. Assisting the campus with obtaining appropriate agency approvals, Regental approvals, Campus Design Review Board comments, Campus Design approval, including Campus Fire Marshal;
7. Assistance in bidding and award;
8. Providing construction phase contract administration.

Depending on the type of delivery method selected by the campus, the architect may need to interface with appropriate construction managers, developers, contractors, etc. in the development of design and construction administration approaches for the scope of work.

Proposal Format

The proposals should be concise and should contain the following sections in order as shown:

1. **Introduction** – Describe philosophy of firm and areas in which the firm excels. Describe what is unique about the firm, its goals, and objectives.
2. **Approach** – Describe specific programming verification techniques to be employed. Outline anticipated work plan and schedule. Describe how your team will work with the

project committee, the project management team, staff, students, and participating UCR service department representatives.

3. **Statement of Qualifications/Team Description and Relevant Professional Experience** – Provide names and educational background of each team member, including sub-consultants. Describe experience and proposed role for each team member.
4. **Project Experience** – List relevant projects in chronological order in which team members were involved. Indicate whether the project was executed by the firm, or by a team member when employed in another firm.
5. **References** – Provide names, addresses, and telephone numbers of previous clients who can evaluate completed work.
6. **Illustrative Materials** – Provide a limited representation of promotional photos and drawings.

Selection Criteria

The selection committee will be seeking project teams that exhibit strong programming and design talent with demonstrated experience in comparable projects within a Campus setting. Applicants should clearly highlight such projects and their familiarities with the proposed project. Major considerations in the selection of the team will be based on the following:

1. Design philosophy
2. Experience of the firm
3. Experience of the team members
4. Management plan/quality control
5. Multi-phase projects experience
6. Experience in working with occupied buildings
7. References

Qualifications

Highest consideration will be given to consultants with a demonstrated understanding of project programming; experience with renovation projects on academic facilities in a Campus setting; planning and architectural data gathering; analytical methodologies; reliable cost plans; familiarity with the University of California process; and responsiveness to the needs of the UCR campus.

Campus Project Management Responsibility

Offices with lead responsibility over respective portions of the project are as follows:

- Programming Analysis: Capital & Physical Planning

- Design and Construction: Office of Design and Construction

Schedule for Firm Selection

Announcement of RFP
Proposals Due

November 9, 2009
November 27, 2009

Submittal Instructions

Ten copies of the proposal materials shall be submitted by **5:00 p.m. on Friday, November 27, 2009**, or they will be rejected. Submit proposals to:

University of California, Riverside
Capital and Physical Planning Department
3637 Canyon Crest Drive
Bannockburn F101
Riverside, CA 92507

Proposals should be clearly marked with **“Hinderaker Hall Renovation”**.

Questions regarding this RFP may be directed to Yun Baird, Capital & Physical Planning, University of California, Riverside, telephone (951) 827-6950 or fax: (951) 827-2402; or e-mail: ybaird@ucr.edu