

**UNIVERSITY OF CALIFORNIA, RIVERSIDE
REQUEST FOR PROPOSAL
PRE-DESIGN AND ARCHITECTURAL PROGRAMMING
BARN PROJECT PHASES 1 & 2**

Introduction

The University of California, Riverside (UCR) invites the submission of proposals from qualified consultants to assist in preparing a Detailed Project Program (DPP) for the Barn Project Phases 1 & 2. The University will initiate a multi-phase contract to complete pre-design services (Phase I) with the option to enter into a full service contract for Design Professional Services (Phase II) subsequent to completing the DPP phase.

The selected consultant will produce written documentation that illustrates and justifies the space requirements for the proposed Barn Project Phases 1 & 2. The goal of the DPP project is to expand upon the previously completed *2009 Barn Area Study* to produce a space program, verify site development plans, and establish a development strategy that meets program requirements. The DPP report will include space program, functional adjacencies, room descriptions, site analysis, implementation plan, and preliminary cost estimates. The report shall promote the University of California Policy on Green Building Design and Clean Energy Standards, and present sustainable options explored and analyzed to reduce energy consumption and to conserve natural resources. The DPP process is scheduled to begin the week of January 4, 2010, and be completed by April 30, 2010.

Background

The 1,127-acre UCR campus is located three miles east of downtown Riverside and is bisected by the I-215/SR-60 freeway. The 616 acres east of the freeway include the undergraduate academic core and most of the existing campus facilities; the 511 acres west of the freeway includes agriculture research fields and support facilities, a large parking lot, administrative facilities (Highlander Hall and Human Resources), the University Extension (UNEX) facility, and International Village student housing. UCR present enrollment is approximately 17,600 students (headcount).

Project Description

The Barn area is comprised of four buildings that have historic and cultural significance to the university and are currently used as a Campus dining venue, storage, and an academic theater workshop. The Barn Project Phase 1 & 2 begins implementing the plan that creates a food and entertainment venue. Proposed Phase 1 involves constructing the Barn Annex for a variety of uses (e.g., the University Club) and renovating and expanding the Barn Stable for the Campus radio station KUCR. Phase 2 renovates the Barn dining space, adds a new kitchen area, and relocates a cottage structure to a space adjacent to the Barn. Once relocated, the Cottage will be converted to a coffee house. A new courtyard area between the Barn, Barn Theater and Barn Stable will also be completed during Phase 2 to create an outdoor eating and entertainment space. The project involves renovation and adaptive reuse of buildings constructed in 1916 and

1951, and new construction. Existing buildings contain approximately 9,500 gross square feet (gsf), and anticipated new construction would be approximately 12,000 gsf.

The Campus wants to complete construction and open Phase 1 facilities by September 2012, and complete Phase 2 facilities no later than September 2013. The project will therefore need to review the phasing plan, complete a constructability review, and produce an implementation plan to achieve the schedule. The Barn Group is located on the East Campus directly south of Humanities and Social Sciences Building.

The selected consultant will be required to produce written, graphic, and digital documentation that clearly presents prioritized facility and site requirements. Program requirements and site analysis will be accomplished by working closely with the project management team, the steering committee, and campus representatives. Planning and design processes will need to consider sustainability, maximizing the use of limited financial resources, and how the Barn program and facility will function during construction.

The Barn Project Phases 1 & 2 will respond to the goals and objectives articulated in the 2005 Long Range Development Plan (LRDP) and in the 2008 Campus Aggregate Master Planning Study (CAMPS). Relevant goals include:

- Create a regional model of planning, design and environmental stewardship, protecting the natural environment and incorporating sustainable planning and design practices.
- Enhance the UCR image and identity;
- Accommodate planned enrollment growth while retaining flexibility for unanticipated additional needs in the future;
- Increase the size of the on-campus residential community and thereby improve opportunities for social interaction and socialization: a living/learning environment; and,
- Emphasize strong connections and ease of access within campus.

Scope of Required Services

Phase I - DPP

1. **Mobilization / Data Collection:** Review schedule and deliverables with the project management team (PMT). Compile existing programmatic and campus information that is necessary to complete the identified scope of services using surveys, interviews, and other applicable techniques.
2. **Space Program and Room Requirements:** Examine program information and develop a comprehensive space plan that addresses programmatic needs for the identified functions. Develop room size standards and planning modules, and furnish a space inventory by room with total assignable square footage. Identify building gross square footage, and provide details of important criteria affecting design and use of each room.
3. **Room Data Sheets/Conceptual Room Layouts:** Generate room data sheets and conceptual room layouts for each repetitive and unique room type. Specific room and building system requirements will be presented that address user needs (e.g.,

convenience, privacy, safety, security, and communications), and physical environmental factors (e.g., comfort, lighting, materials, finishes, building systems, and furnishings).

4. **Functional Concepts and Design Criteria:** Evaluate space adjacencies and produce diagrams showing essential relationships between functional areas. Consideration will be given to public spaces, vertical circulation, main building entries, and adjacent open space. The project shall utilize building space and available land consistent with the LRDP and the Barn Area Study. Concepts will show how overall program requirements can be implemented over time while optimizing or making best use of limited financial resources.
5. **Site Analysis:** Examine the proposed Preferred Alternative presented in the *Barn Area Study* based upon the updated program requirements, and identify areas that may require further refinement. The analysis is a verification of previous work and the results will establish this phase of the development plan. Identification of utility services points of connection will also be completed.
6. **Building System Criteria / Requirements:** Develop performance standards for each building system component, including basic structural elements, HVAC, lighting and electrical, telephone/data communications, fixed and/or moveable equipment, and finishes as appropriate. Sustainable design principles will be considered while developing building system criteria. Performance standards must be in accordance with UCR specifications and design criteria.
7. **Project Schedule and Implementation Plan:** Develop a preliminary project schedule that shows the design and construction timeframes for the expansion project. Review the proposed project phasing strategy and make recommendations that will improve project delivery. Illustrate in tabular and graphical formats the implementation strategy required to complete the Barn Project Phase 1 & 2 by building and utility system. The plan will also consider how the Barn Theater and Barn Walk would be accomplished.
8. **Cost Plan:** Compute preliminary construction cost utilizing all program variables, including all assumptions about massing, materials, systems, space efficiency, sustainability, etc. at current California Construction Cost Index (CCCI). All assumptions must be clearly documented, and furnish cost in current dollars computed to the construction midpoint.
9. **Sustainability:** Consider the above items in the context of UCR's commitment to sustainable design principles. The pre-design concept should establish building performance criteria for the Barn Project Phases 1 & 2 to achieve, at a minimum, Leadership in Energy and Environmental Design (LEED) Silver certification or equivalence of same.

Available Documents

The following documents are available for review through the Capital & Physical Planning Academic Planning website (http://apb.ucr.edu/cap_plan/), and for Phase II information refer to the Office of Design and Construction website (<http://pdc.ucr.edu>).

- 2005 Long Range Development Plan (LRDP)
- 2008 Campus Aggregate Master Planning Study (CAMPS)
- 2007 Campus Design Guidelines
- 2006 East/Southeast Campus Area Study
- 2002 East Campus Infrastructure Detailed Project Program
- 2009 Barn Area Study
- Recent DPPs for general reference
- 1993, Historical Resources Inventory, The barn Theater and the Barn Group

Planning Team and Process

The consultant team should include appropriate individuals such as facility planners, architects, landscape architects, dining, cost estimators, and engineers, and other consultants as may be needed to appropriately complete the indicated scope of work. Proposals should outline the entire consultant team (see Proposal Format section). The University reserves the right to participate in the selection of and approval of certain subconsultants, including kitchen/dining subconsultant. The consultant proposal should include a description of the recommended programming/planning approach consistent with UCR's planning structure. The programming process will require interactive meetings, planning sessions, and workshops, and may require presentations to the Design Review Board (DRB) and the Capital Project Advisory Committee (CPAC). During the course of this planning process, the consultants will be responsible for producing all meeting minutes and associated handouts in an electronic format. These materials will be provided in a format consistent with Campus standards, and will be promptly distributed to campus participants by the UCR project management team within one week of the meeting. A minimum start-up period of one to two weeks should be anticipated in the proposed project schedule for orientation meetings with the UCR project management team prior to the first steering committee meeting.

The UCR Project Management Team (PMT) will consist of representatives from the Capital & Physical Planning Office and the Office of Design and Construction. Additional oversight to the PMT will be provided by the Associate Vice Chancellor – Capital and Physical Planning, and the Campus Architect / Associate Vice Chancellor. The PMT will act as a liaison for UCR campus representatives / user groups, and the consultant team. The Executive Vice Chancellor will appoint a steering committee that will serve as the primary advisory group. Other participants may include faculty, staff, and students.

Deliverables

The Detailed Project Program administrative draft report will be submitted by **March 23, 2010** for Campus review. The final report will be submitted by **April 30, 2010**. Each submittal will contain fifteen report copies (15) and an electronic copy in Adobe Acrobat PDF format. All electronic documentation must be consistent with Campus standards. All maps, plans and graphics will be provided in PDF format as well as another format such as AutoCAD 2004 or above, Adobe Photoshop (.PSD), Adobe Illustrator (.AI), etc, with all layers intact. All site plans will be aligned with the campus coordinate system and be provided in a format that can easily be incorporated into the Campus Geographic Information System (GIS).

Phase II – Design & Construction

The scope of services includes and is not limited to:

1. Preparation of schematic design and design development documents;
2. Assisting the University 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 to include a phasing plan;
6. Assisting the campus with obtaining appropriate agency approvals, DSA, Campus Fire Marshal, etc;
7. Presentations to campus committees and groups such as: community meetings, Design Review Board (DRB) and the Capital Project Advisory Committee (CPAC);
8. Assistance in bidding and award;
9. 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 approached for the scope of work.

Proposal Format

The University of California is looking for a creative, responsive, and best qualified facilities planning and design team that will collaborate with the University to successfully complete the project. Proposals should be concise and contain a cover letter that highlights the firm and/or teams unique qualifications, and the primary point of contact name, telephone number and direct e-mail address. The proposal should follow sections listed below in order as shown with supporting materials as necessary:

1. **Introduction** – Describe the composition of the team assigned to the project, programming and design philosophy, and how this will contribute to the successful project completion. Explain the firm/team's unique qualifications for the project.

2. **Approach (DPP)** – Describe the approach that will be used to complete the DPP phase within the identified timeframe, specific challenges associated with the project, and how these challenges will be addressed. Summarize the programming methodology that will be used and how the process was successfully utilized on other projects. Outline anticipated work plan, programming techniques to be employed, and include a detailed schedule that illustrates how the project will be completed within the identified timeframe.
3. **Approach (Design)** – Explain the design approach that could be taken to complete the project if the option for full service contract is exercised. Identify challenges and opportunities with completing the Barn Project Phase 1 & 2, and how the firm has successfully completed similar projects. Show examples of what the firm considers to be good architectural design and open space development in a higher education environment. Present the firm’s philosophy and experience with sustainable design.
4. **Statement of Qualifications/Team Description and Relevant Professional Experience**
Provide names and educational background of each team member, professional registrations, including sub-consultants. Describe experience and proposed role for each team member, and furnish a project team organization chart, differentiating team composition for Phases 1 and 2 respectively. The project manager(s) for the DPP and the design effort shall also be clearly identified. Team members described will be only those assigned to and working on the project.
5. **Project Experience** – List projects in chronological order in which team members were involved. Indicate who from the team was involved with each project and their role, and show whether project was done by the firm or by team member when employed in another firm. Additional consideration may be given to proposed team members and firms that have successfully worked together on previous projects.
6. **Other Considerations** – Present the team’s experience with renovation and adaptive reuse projects, expanding older facilities, and maintaining critical program services during construction. Summarize the quality control process that will be utilized for both the DPP phase, and the for the design and construction document preparation phase. Describe the process that will be used to complete field investigations, constructability review, and implementation plan. Illustrate the team’s ability to complete both the DPP and design projects on time and within budget.
7. **Illustrative Materials** – Provide images and/or drawings that illustrate the team’s capabilities with similar planning and/or design projects. Include a brief project narrative that describes the project, highlights unique features, and identifies proposed or actual completion date. Materials are limited to projects referenced in other sections.
8. **References** – Provide names, addresses, and telephone numbers of previous clients who may evaluate referenced work from items 4 & 5 above

The proposal should: be fully self-contained, be printed on 8-½”x11” pages (with fold-out pages to 11”x17” in size, if required), have a minimum 10 point font size, and be either coil or comb bound. Covers and tabs may extend beyond the 8-½” dimension.

Qualifications

Highest consideration will be given to consultants with a demonstrated understanding of food and entertainment facilities, adaptive reuse of historic buildings, planning and architectural data gathering, analytical methodologies, design abilities, reliable construction cost estimating, experience with a variety of project delivery strategies.

Selection Process/Criteria

All proposals will be examined for merit and ranked by a selection committee according to quality and responsiveness. The successful proposals will be placed on a shortlist, and called for interviews. Only key individuals representing the particular firm and/or team should attend the interview, and shall include the project manager. ***Shortlisted firms will be required to submit a Phase I fee proposal at the time of the interview.*** The firm selected as first choice will be notified and asked to negotiate final terms of the Phase I portion of the contract.

The selection committee is seeking project teams that exhibit strong programming and design abilities and have demonstrated experience with comparable projects within a University setting. Major considerations in the team/firm selection will be based upon the following:

1. Design excellence
2. Design philosophy
3. Experience of the firm
4. Understanding and experience with adaptive reuse of historic structures
5. Experience of the team members
6. Approach for the DPP phase and the Design phase
7. Management plan/quality control
8. Commitment to sustainable design
9. References

Schedule for Firm Selection

- | | |
|---------------------------------|-------------------|
| • Announcement of RFP | October 20, 2009 |
| • Letter of Interest/Proposals | November 11, 2010 |
| • Shortlist | To Be Determined |
| • Interview and Final Selection | To Be Determined |

Campus Project Management Responsibility

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

- Phase I – DPP: Department of Capital & Physical Planning
- Phase II – Project Design and Construction: Office of Design and Construction

Submittal Instructions (PLEASE READ CAREFULLY)

Nine (9) copies of the proposal materials shall be submitted by 4:45 p.m. on **November 11, 2009**, at the Capital & Physical Planning Office (address below) or they will be rejected. No proposals will be accepted after 4:45 p.m. on closing date. **POSTMARKS ARE NOT ACCEPTED.** Also include one compact disk (CD) with the proposal material in Adobe PDF file format. All contact information must be on the disk.

Proposals should be clearly marked with *Barn Project Phases 1 & 2 Proposal*.

For additional information on Phase I - DPP, please contact:

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Project Location Map

