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 Campus Health Center and Counseling Center Renovation Feasibility Study. 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 and drawings that illustrate and justifies the space requirements for the proposed study. Currently, the building is occupied by the Campus Health Center (approximately 8,342 asf), Counseling Center (approximately 2,881 asf) and Career Services (approximately 2,894 asf). The Career Services is being planned for a move to another location on campus. The timeframe for that move has not yet determined.

The DPP will include existing conditions analysis, space program, functional adjacencies, room descriptions, existing infrastructure review/recommendations, site analysis (including access for ambulance and patients), 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 anticipated to begin in April of 2011, and be completed by August of 2011.

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 18,000 students (headcount).

Project Scope

The selected consultant will work closely with the project management team and the appointed committee for evaluation and preparation of:

- Existing conditions analysis of the building and its infrastructure;
• Renovation of the existing 1961 building of approximately 14,117 asf and 23,392 gsf;
• Site analysis;
• Preliminary cost estimate.

The functional requirements include offices, exam rooms, dental offices, X-ray rooms, conference/meeting rooms, common areas and support spaces.

The Campus would like to understand improvement opportunities, phasing options and associated costs in order to create a financing strategy that will allow the project to be completed over time.

The selected consultant will be required to produce written, graphic, and digital documentation that clearly presents prioritized facility and site requirements. Program requirements, building improvements, 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 Campus Health Center and the Counseling Center will function during construction.

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. 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 existing site for potential addition of space and investigate other opportunities to address space requirements. Study vehicular/ambulance and patient accessibility from parking lot to the facility. Identification of utility services points of connection will also be completed when necessary.

6. **Existing Building System Infrastructure Evaluation**: Complete an examination and evaluation of the building system infrastructure to determine the existing condition, indicate remaining useful life of primary equipment and distribution lines, identify code compliance issues, and describe other conditions that will need to be corrected. Primary areas to address are mechanical, electrical and plumbing systems and others as needed to support the improvements program. Conduct a seismic study based on UC Seismic Rating System (http://www.ucop.edu/facil/fmc/facilman/volume1/rpsafety.html). If the building structure does not meet a “Good” seismic rating, recommendations for concept upgrades shall be provided depending on existing structural design with an aid of a computer modeling.

7. **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.

8. **Project Schedule and Implementation Plan**: Develop a preliminary project schedule and phasing strategy that shows the design and construction timeframes for each aspect of the project. Illustrate in tabular and graphical formats the implementation plan required to complete the project by program area, and by building/utility system.

9. **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. Costs per phases will be clearly identified along with projected escalation rates.

10. **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 project 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://cpp.ucr.edu/), and for Phase II information refer to the Office of Design and Construction website (http://odc.ucr.edu).

- 2009 Physical Design Framework
- 2008 Campus Aggregate Master Planning Study (CAMPS)
- 2007 Campus Design Guidelines
- 2005 Long Range Development Plan (LRDP)
- 2002 East Campus Infrastructure Detailed Project Program
- Recent DPPs for general reference
- As-built drawings/information

Planning Team and Process

The consultant team should include appropriate individuals such as facility planners, architects, landscape architects, cost estimators, 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 consultant proposal shall 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 Office of Capital & Physical Planning 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 Associate Vice Chancellor – Design & Construction, Campus Architect. The PMT will act as a liaison for UCR campus representatives / user groups, and the consultant team. The Executive Vice Chancellor and Provost 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 August 12, 2011, for Campus review. The final report will be submitted by August 26, 2011. Each submittal will contain twelve report copies (12) 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 Professional Services**

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;

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 improvements in an occupied residential facility, 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 with similar spaces situated 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 I and II 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.

6. **Other Considerations** – Present the team’s experience with renovation projects, 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 higher education facilities with an emphasis on campus health centers and ambulatory healthcare.
facilities, experience with renovating occupied buildings, demonstrated understanding of detailed project programming, planning and architectural data gathering, analytical methodologies, design abilities, facility evaluations, reliable construction cost estimating, and 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. The firm selected as first choice will be notified, asked to submit a Phase I fee proposal and 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 campus health center facilities
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: February 23, 2011
- Proposals Due: March 16, 2011
- 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)

Ten (10) copies of the proposal materials shall be submitted by 4:45 p.m. on March 16, 2011, 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 Campus Health Center and Counseling Center Renovation Feasibility Study Proposal.

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

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