

UC SANTA BARBARA

Office of Design & Construction Services

UCSB Hot Water Loop Expansion & Electrification

REQUEST FOR QUALIFICATIONS

CONSULTING ENGINEER

RFQ NUMBER: XXXXX

October 2024

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EXHIBITS* (Appropriate Exhibits may be recopied as necessary for submittal)

Exhibit A	Statement of Qualifications Form
Exhibit B*	Professional Services Agreement
Exhibit C	Not used
Exhibit D	Certificate of Insurance

*See UCSB Planroom for download at: www.ucsbplanroom.com

UC SANTA BARBARA

RFQ Number: FM250082

Project Name: UCSB Hot Water Loop Expansion & Electrification Project

Background and Project Description: The University of California, Santa Barbara (“UCSB”) requests a written response to this Request for Qualifications (“RFQ”) from engineering professionals interested in providing site investigation, pre-design analysis and design work for the UCSB Hot Water Loop Expansion & Electrification Project. Engineering teams or firms with expertise in designing, planning and programming all-electric heating hot water systems and/or district energy infrastructure systems in a campus setting are encouraged to respond. The selected consultant or firm will provide a conceptual-level design and cost estimate for the first major expansion of the campus hot water distribution network and the addition of all-electric heating capacity at the campus Central Utility Plant (“CUP”).

The Project will investigate and document routing options for a new heating hot water ‘trunk lines’ between the CUP, the existing Hot Water Loop, and additional campus loads. A comparative analysis should examine the advantages and disadvantages of connecting UCSB’s future East Campus Student Housing Project to the hot water distribution network as an alternative to constructing a new dedicated all-electric heating plant at East Campus. As a result of these connections, it is expected that additional all-electric heating capacity will be required at the CUP. This Project will include investigation and documentation of additional necessary heating equipment. UCSB intends to expand the heating hot water distribution system beyond the preliminary trunk lines to ultimately serve all major buildings on the main campus. The project will be conducted under a Professional Services Agreement (PSA)

RFQ Milestones: The complete RFQ will be available at www.ucsbplanroom.com on October 8, 2024. The deadline for SOQ submittals is 4:00PM on **October 25, 2024**. A shortlist of firms will be determined by a University screening committee, and final consultant evaluations and selection recommendations developed by a University selection committee.

Equal Opportunity Statement: Each candidate firm will be required to show evidence of its equal employment opportunity policy. Every effort will be made to ensure that all persons shall have equal access to contracts and other business opportunities with the University, regardless of: race; color; religion; sex; age; ancestry; national origin; sexual orientation; physical or mental disability; veteran's status; medical condition; genetic information; marital status; gender identity; pregnancy; service in the uniformed services; or citizenship within the limits imposed by law or University's policy.

Julie Hendricks, AIA

Campus Architect & Director, Design and Construction Services

For questions related to this RFQ, please contact:

Perrin Pellegrin, Project Manager, Design and Construction Services (805) 570-7429

(Advertisement posted 10/04/24)

I. PROJECT INFORMATION AND REQUIREMENTS

A. PROJECT INFORMATION

The UC Santa Barbara campus operates a distributed network of facility-level natural gas heating boiler plants. The distributed heating hot water plants and domestic hot water heaters consume approximately 90% of campus natural gas and emit approximately 15,000 MTCO_{2e} annually. Remaining natural gas consumption is primarily by cooking equipment across four major student dining facilities and other campus-operated cooking facilities. Combined, these sources account for nearly 95% of campus Scope 1 & 2 greenhouse gas emissions. UCSB's district cooling system serves approximately 45 major buildings with 6,500 tons of cooling capacity delivered by twelve separate chiller plants.

In 2012, the campus constructed the first phase of the Campus Hot Water Loop project (UCSB Project #988890). The Hot Water Loop connects three research laboratory buildings on the east side of the main UCSB campus – Broida Hall, Physical Sciences South, and Engineering II. Capacity serving the loop comprises six condensing boilers on the roof of Engineering II with a total heat input capacity of 10 MMBTU/h.

In 2024, UCSB developed a Clean Energy Master Plan, available on the University's website here:

<https://www.energy.ucsb.edu/clean-energy-master-plan>

The Plan lays out a strategy and c for the conceptual phasing for the UC Santa Barbara campus's achievement of a 90% reduction in greenhouse gas emissions resulting from onsite fossil fuel combustion by 2045. The University of California Sustainable Practices Policy requires each UC location to *"...achieve at least a 90% reduction in total emissions (Scopes 1, 2, and 3) by no later than calendar year 2045 relative to a 2019 baseline year."*

The UC Sustainable Practices Policy is available at the following link:

<http://policy.ucop.edu/doc/3100155/Sustainable%20Practices>

The campus has identified a site for construction of a Central Utility Plant (CUP). Approximately 8 MMBTU/h air-to-water heat pump capacity and 2 MMBTU/h electric boiler capacity is planned for the initial CUP installation to serve the adjacent San Benito Student Housing project. Expansion of heating capacity at this site will be necessary in order to serve the loads identified for connection under the first phase of hot water loop expansion.

Project Description:

The project will provide pre-design study services for expansion of the Hot Water Loop and connection to the (future) all-electric campus Central Utility Plant (CUP). It will investigate and document routing options for a new heating hot water 'trunk lines' between the CUP, the existing Hot Water Loop, and additional campus loads. A comparative analysis should examine the advantages and disadvantages of connecting UCSB's future East Campus Student Housing Project to the hot water distribution network as an alternative to constructing a new dedicated all-electric heating plant at East Campus.

As a result of these connections, it is expected that additional all-electric heating capacity will be required at the CUP. This project will include investigation and documentation of additional necessary heating equipment.

UCSB intends to expand the heating hot water distribution system beyond the preliminary trunk lines to ultimately serve all major buildings on the main campus.

B. SUMMARY SCOPE OF PROFESSIONAL SERVICES

Site investigation, pre-design analysis and design work to be performed as directed by the University's Representative.

Heating hot water system investigation, facility hot water temperature modeling/testing, life cycle cost assessment, heating plant design. Services may also include, but not be limited to, the following tasks:

- Systems investigation and design coordination with UCSB operations staff
- Evaluation of air-source and water-source heat pump systems, where applicable
- Identification of most effective phasing plan to reduce interruption to building heating systems to extent feasible

Subsequent services following delivery of the Detailed Project Program may be executed by the University as funding allows, including:

- Pre-design services examining expansion of the hot water distribution system beyond the trunk lines;
- Addition of capacity beyond what is required to serve the existing and imminently connected loads;
- Addition of thermal energy storage;
- Expansion/integration of the existing chilled water distribution system are potential follow-on efforts to be executed by the University as funding allows.

Projects at UCSB involve participation by faculty, staff and students in multiple forums that engage stakeholder groups in the programming, planning, design and decision-making process.

Reviews and approvals, including environmental review, extend to the public and local agencies within the region. The scope of services anticipates full support of the selected Design Professionals during the programming, planning, design and public review process.

The project will be conducted under a Professional Services Agreement (PSA) for development of a Detailed Project Program with cost plan/estimates.

Other Information

- CEQA documentation is not part of the Scope of Services. CEQA information will be developed concurrent with a subsequent design phase solicited under a separate RFQ.

C. SERVICES PROVIDED BY UCSB

1. Assistance with organizing and scheduling meetings with campus constituents.
2. Access to existing drawings and planning documents.
3. Review of documents for project conformity.
4. Delineation of planning constraints specific to the Project.

D. CODE REQUIREMENTS

The design and construction of UCSB building projects are required to conform to applicable federal and state building codes and standards, including the California Code of Regulations and the Americans with Disabilities Act.

E. AGREEMENT AND CONTRACT REQUIREMENTS

All pre-design services to be provided by the consultant shall be in accordance with the following standard University documents.

1. Documents

Professional Services Agreement (PSA): Note any exceptions to the following Agreements that would prevent your firm from executing either Agreement. The University cannot accept any request to include language to limit liability with regards to insurance and/or modify the indemnification clauses.

Exhibit B Professional Services Agreement (PSA)
Exhibit D Certificate of Insurance

2. Insurance Limits for Pre-Design Services (Architect/Engineer)

Certificate of Insurance: Note any exception to the Certificate requirements and provisions that would prevent your firm from executing an Agreement. The RFQ submittal shall include a separate letter affirming the intent of the proposer's acceptance of terms and conditions contained in the Certificate of Insurance (**see enclosed certificate Exhibit D**). Minimum Insurance limits are as follows:

General Liability	
Each Occurrence – Combined Single Limit for Bodily Injury & Property Damage	\$1,000,000
Products – Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Business Auto Liability – Each Accident – Combined Single Limit for Bodily Injury & Property Damage	\$1,000,000
Workers Comp & Employers Liability	As required by Federal & State of Calif. Law
Professional Liability for Pre-Design work	Work done under PSA
Each Claim	\$1,000,000
General Aggregate	\$2,000,000
Professional Liability for Project	Work done under EDPA
Each Claim	\$5,000,000
General Aggregate	\$5,000,000

II. RESPONDING TO THIS REQUEST FOR QUALIFICATIONS

Please comply with the following requirements in preparing responses to this RFQ; *responsiveness to these instructions will be considered an indication of the responsiveness of the prospective consultant:*

A. FORMAT

All submittal materials should be in 8 ½” x 11” format, in portrait orientation.

“Tabbed” sections should separate and identify the response items described below in section *II.B*, numbered or titled as indicated.

Submittals should be limited to the sections and items identified in *II.B* below. Failure to comply with this requirement may result in disqualification of the entire submittal.

B. RESPONSE ITEMS

The qualifications submittal should contain the following items:

Cover: Include the project name and RFQ # identified on the cover sheet, due date of the submittal, identify that the submittal is a Statement of Qualifications, and identify the firm submitting the response.

Letter of Interest: Provide a concise, one-page letter expressing the prospective consultant's interest in the project and appropriate qualifications. The letter of interest should be bound into the proposal, not loose. The letter of interest should provide contact information for the firm, including a contact email address and phone number for the primary contact of the firm.

Table of Contents: In front of the first tab, following the letter of interest.

[Tab 1] Statement of Qualifications (SOQ) form (Exhibit A)

Complete and submit a Statement of Qualifications (SOQ) form. All listed projects should have been completed within the last ten (10) years.

The Statement of Qualifications must be signed by a responsible member of the firm applying for the project.

[Tab 2] Relevant Experience

Include project descriptions and illustrations of the five projects listed in the SOQ, along with other relevant projects at your discretion, but *not more than 3 pages* per project. Project photos are preferred to lengthy narratives. *Label clearly the location and dates of the work presented; identify clearly the firms and/or personnel responsible in each case, and their relationships to the team for this project.*

For completed projects, provide project construction budgets, bid amounts, and final change order amounts related to errors and omissions. Please also address the schedule duration of construction and total delays attributable to errors and omissions. Project statistics should include a detailed description and a contact person with a telephone number.

[Tab 3] Applicant's Qualifications

Leadership: Submit resumes of the responsible Partner/Principal, the Project Manager, the Principal Designer and technical consultants focusing on relevant experience of those individuals and university experience (not the collective corporate experience of the firm).

Team: Identify key staff that will work on the project, and describe their roles. Include *brief* descriptions (one paragraph or a *short* list of bullet points) of their relevant qualifications and background. Identify both the consultant and subconsultants as part of the team proposed (team members as well as firms), and include an organization chart. Concise presentation of this material is strongly encouraged.

The University anticipates that the proposed project may require the Consultant to provide the services of external subconsultants. Please identify sub-consultant expertise you intend to use. Identify each proposed sub-consultant by company name and discipline. Indicate address, telephone number and contact person for each sub-consultant. Provide a resume for each proposed sub-consulting firm. SOQ (**Exhibit A**) forms do not need to be submitted for subconsultants in this initial qualifications' submittal. The University reserves the right to approve or reject all external subconsultants, or internal staff performing consulting services, proposed by the Consulting Engineer during or after the selection process.

[Tab 4] ACCEPTANCE OF TERMS

1. A letter affirming the intent of the proposer's acceptance of terms and conditions contained in the enclosed PSA Agreement (**Exhibit B**). Note any exceptions to the enclosed Agreement that would prevent your firm from executing the Agreement. The University cannot accept any request to include language to limit liability with regards to insurance and/or modify the indemnification clauses
2. A letter affirming the intent of the proposer's acceptance of terms and conditions contained in the Certificate of Insurance (see enclosed certificate, **Exhibit D**). Note any exception to the Certificate requirements and provisions that would prevent your firm from executing an Agreement.
3. Malpractice Claims – List malpractice claims adjudicated within the last 5 years or currently pending. Identify the projects. Provide the same information for your proposed sub-consultants. List any lawsuits pending with the Regents of the University of California. List past lawsuits with the Regents of the University of California and indicate if a settlement was paid to the University. List all current and past UC projects, name of UC Project Manager and telephone number.

[Tab 5] PROJECT APPROACH / WORK PLAN

Work Plan: Provide a summary work plan demonstrating how your firm intends to accomplish the services described in the RFQ.

C. SELECTION CRITERIA

Note: Not all items below will be weighted the same by the Screening and Selection Committees.

1. **Relevant Project Experience:** Applicant's demonstration of adequate and meaningful experience with projects of similar/comparable type and scope. Preference may be given to applicants with University of California, and/or other university work, and whose relevant project experience is with the same project team submitted for the proposed project.
2. **Design Ability:** Applicant's demonstrated commitment to design excellence and ability to achieve high-quality functional, technical, aesthetic, and economic design for similar/comparable projects. Evaluation of prospective Design Professional teams will include experience in and understanding of sustainable design practices.
3. **Affordability:** Applicant's demonstrated success in producing well-designed and affordable infrastructure projects.
4. **Responsiveness to Project Requirements:** Applicant's demonstrated success in completing similar/comparable projects consistent with program, budget, schedule and technical requirements. Evaluation of prospective Design Professional teams will include consideration of responsiveness to project requirements and clients on previous projects, and the quality of the relationships maintained throughout these projects. Attentiveness to and compliance with RFQ instructions, interview requirements, and other aspects of the selection process will be taken as an indication of responsiveness.
5. **Project Team Members' Qualifications:** Applicant's demonstration of relevant project experience, availability and capability of proposed key staff members.
6. **Subconsultants' Qualifications:** Demonstration of relevant project experience and capability of applicant's consultants.
7. **Management and Document Production Capability:** Applicant's demonstrated success in providing comprehensive project management services and project team coordination, producing construction documents of superior quality, and providing prompt and effective construction phase services.
8. **Client Responsiveness:** Applicant's demonstrated success in establishing effective working relationships with client capital projects administrative and technical staff, user representatives, client consultants, construction managers and contractors.
9. **Equal Opportunity Employment:** Applicant's demonstration of a company Equal Opportunity Employment policy and compliance with applicable federal law pertaining to Equal Opportunity Employment. The University follows a policy of equal opportunity in University business contracting.

D. 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 Planning 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 UCSB's Office of Finance and Resource Management and the Office of Design Facilities and Safety Services in consideration of commissions to Design and Planning Professionals.

Individuals have the right to access this record as it pertains to them.

The official responsible for maintaining the information contained on this form is:

Associate Director, Contracting Services
Design & Construction Services
University of California, Santa Barbara
6789 Navigator Dr,
Goleta, California 93117

E. SELECTION SCHEDULE

In accordance with established UCSB procedures, a screening committee will review all submittals in response to the RFQ and determine a short list of firms to refer to the selection committee. The selection committee will determine further selection procedures, which may include additional submittals and interviews at a time to be determined. The anticipated selection process schedule is as follows:

Advertisement	Oct. 4
RFQ Issued by University	Oct. 7
RFQs Due at UCSB by 4:00pm	Oct. 25
Notify Shortlisted Firms*	Nov. 1
Finalists' Interviews	Nov. 12-13
Selected Firm Notified	Nov. 22
Contract negotiations & Award	Nov. 23-29

**The short-listed firms will be posted at the UCSB www.ucsbplanroom.com, on the project page under "Request for Proposals"*

CONTRACT AWARD SCHEDULE

CONTRACT AWARD SCHEDULE

<i>Kickoff</i>	<i>December 2024</i>
<i>Draft Feasibility submitted to UCSB</i>	<i>February 2024</i>
<i>Final Report to UCSB</i>	<i>April 2024</i>

**Note, the dates listed are tentative and are subject to change.*

F. DELIVERING RFQ RESPONSES TO UCSB DESIGN AND CONSTRUCTION SERVICES

A copy of the Request for Qualifications form will be available at the UCSB Planroom www.ucsbplanroom.com (click on the subject project link and download the project documents).

To be considered for this study, provide one (1) digital copy (.pdf) of the RFQ submittal documents outlined above in section II.B. All documents must be received no later **4:00 p.m. on Oct. 25, 2024**. All material submitted becomes the property of UCSB and will not be returned to submitting firm.

Attn: Perrin Pellegrin, Project Manager
(805) 570-7429
perrin@ucsb.edu
Design & Construction Services

University of California, Santa Barbara
6789 Navigator Dr,
Goleta, CA 93117

G. EQUAL OPPORTUNITY STATEMENT

Each candidate firm will be required to show evidence of its equal employment opportunity policy. Every effort will be made to ensure that all persons shall have equal access to contracts and other business opportunities with the University, regardless of: race; color; religion; sex; age; ancestry; national origin; sexual orientation; physical or mental disability; veteran's status; medical condition; genetic information; marital status; gender identity; pregnancy; service in the uniformed services; or citizenship within the limits imposed by law or University's policy.

H. SELECTION OF CONSULTING ENGINEER

The criteria for UCSB review of the submitted proposals and selection of the Consulting Engineer are provided in the Selection Criteria (Exhibit A). UCSB will, based on qualifications presented throughout this process, select the firm best able to serve as Consulting Engineer for this proposed project. Selection of the consultants/design professionals will follow state law and University consultant selection and contract award procedures.

UCSB will enter into negotiations of the Professional Services Agreement (PSA) with the selected firm for the project. Fees for basic services are intended to be based on the UC fee guidelines (Exhibit H). Pending successful negotiations, UCSB intends to execute the PSA with the selected firm. If negotiations are not successful, UCSB reserves the right to negotiate with other interviewed applicants. ~~Prior to execution of the PSA, the selected firm shall assist UCSB in completing the Project Report on Equal Opportunity in the Selection of Design Professionals (Exhibit C), and submit a Certificate of Insurance confirming that the coverage required by UCSB has been obtained.~~