

Request for Statements of Qualifications
For an Executive Architect

University of California, Merced
Stem Cell Instrumentation Foundry (SCIF)
Project No. 904000

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University of California, Merced
Physical Planning, Design, and Construction
May 2008

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR
EXECUTIVE ARCHITECT FOR
UNIVERSITY OF CALIFORNIA, MERCED
STEM CELL INSTRUMENTATION FOUNDRY (SCIF)

The Merced campus of the University of California requests that a qualified architectural firm with submit written statements of qualifications for providing full architectural services for the following project:

University of California, Merced
Stem Cell Instrumentation Foundry
Project No. 904000

This project is approved by the California Institute for Regenerative Medicine (CIRM) and it pertains to stem cell research. The project site is not located on the UC Merced campus. The project site is located at existing facilities currently leased by UC Merced at the Castle Airport, Aviation and Development Center located in Atwater, CA approximately seven miles from the UC Merced main campus. The project will entail construction, remodeling, and renovation within the existing UC Merced Castle Building 1200 facility. This is not a new building project. The approximate size of the facility will be 8,180 Outside Gross Square Feet (5,420 Assignable Square Feet) and the anticipated construction cost is in the range of \$5.3 to \$5.8 million.

The Request for Statement of Qualifications (RFQ) for this project will be available at <http://www.ucmerced.edu/community/rfprfq.asp> beginning Thursday, May 8, 2008. Six bound (6) copies of the submittal are required and they must be delivered to the address below no later than 4:30 pm, Wednesday, May 28, 2008.

Please address submittals to:

Associate Vice Chancellor Thomas E. Lollini, FAIA
Physical Planning, Design & Construction
University of California, Merced
5200 North Lake Road
Merced, CA 95343

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, ethnicity, and national origin have equal access to contracts and other business opportunities with the University.

SCOPE OF SERVICES

The Scope of Services includes all disciplines necessary to provide full architectural services through the design and construction phases of the project. The University of California, Merced is seeking to contract with an architecture firm for these services.

Services shall include, but not be limited to:

1. Schematic Design, Design Development, Construction Documents, Bid Support, Construction Administration, Commissioning/Close-Out, As-Built Drawings (Hard Copy and CAD) and Guarantee to Repair.
2. Determine the adequacy of the existing facility and the required Mechanical, Electrical and Plumbing (MEP) changes/additions for the Stem Cell Instrumentation Foundry.
3. Create drawings, sketches, and technical materials for the cost estimator.
4. Provide a Cost Estimate using standard University format.

The Deliverables shall include, but not be limited to:

1. Program Space Summary (by room, with Assignable Square Feet (ASF) and Outside Gross Square Feet (OGSF));
2. MEP Analysis – to determine the adequacy of the existing facility and the required MEP changes/additions for the SCIF;
3. Schematic Design Documents;
4. Design Development Documents;
5. Construction Drawings and Specifications; and
6. Cost Estimate at the end of each phase of work using standard University format.

SPACE PROGRAM

Room Type	ASF	No.	Tot. ASF	GSF
<u>Research Space</u>				
1 Clean Room Facilities	1,70			
A Clean Room - Class 1000 (non-certified)	0	1	1,700	2,830
B Clean Room - Class 100	300	1	300	500
C Entry Vestibule/Changing Room	200	1	200	330
Subtotal			2,200	3,660
2 Specialized Facilities/Cell Imaging	600	1	600	1,000
3 Cell Culture Rooms	150	2	300	500
4 Laboratory Support Space	600	1	<u>600</u>	<u>1,000</u>
Subtotal			1,500	2,500
<u>Office Space</u>				
4 Director and Staff Technical Offices	130	4	520	610
5 Academic Offices	130	4	520	610
6 Conference Room (20 person)	400	1	400	470
7 Conference Room Support - A/V	80	1	80	90
8 Administrative Support	200	1	<u>200</u>	<u>240</u>
Subtotal			1,720	2,020
TOTAL			5,420	8,180

Clean Room Facilities Program and Requirements (Specs)

The clean room environment used in manufacturing and scientific research will have a low level of environmental pollutants (dust, airborne microbes, aerosol particles and chemical vapors). Air flow rates and direction, pressurization, temperature, humidity and specialized filtration all need to be tightly controlled. The clean room will be designed and constructed using strict protocol developed by the campus and the consulting laboratory consultants. The proposed facility will be designed to achieve and maintain an airflow in which the entire body of air within confined areas will move with uniform velocity along parallel flow lines (laminar flow).

- The air entering the clean rooms from outside will be filtered to exclude dust, and the air inside will be constantly recirculated through high efficiency particulate air (HEPA) and ultra low penetration air (ULPA) filters to remove internally generated contaminants.
- The investigators and staff will enter and leave through a vestibule and wear protective clothing such as hats, face masks, gloves, boots and cover-alls.
- Equipment inside the clean room will be designed to generate minimal air contamination. Clean room furniture will be designed to produce a low amount of particles and to be easy to clean.
- The clean rooms will be kept at a higher air pressure so that if there are any leaks, air leaks out of the chamber instead of unfiltered air coming in.
- The Clean room HVAC system will control humidity to low levels.
- UC Merced will follow typical laboratory design standards for Class 100 and Class 1000 (non-certified) spaces, which limit particles in the air for manufacturing and research.

Non-Certified Clean Room, Class 1,000

- Provisions for clean room floors, ceilings and walls
- HVAC to include Class 1,000 filtering systems: room pressurization will be negative to Class 100 clean room space and positive to general building
- HVAC to include carbon filtration
- HVAC is to be controlled to assure a minimum of .02" of water positive pressure to adjacent areas
- HVAC system to include humidity control in Lithography at +/- 2 percent
- Vibration less than 2,000 micro inches/second vibration in Lithography laboratory
- Up to 20 air changes/hour
- Include a vacuum delivery system for the clean room suite
- Include a compressed air (clean dry air) system for the complete stem cell suite
- Possible vertical laminar flow hood/clean bench
- A RO/DI water generation system will need to be installed producing 18 megohm, controlling bacteria, silica, TOC and all organics
- A storage area will need to be constructed for dispensing photo-resist and acid for etching
- All rooms are to be alarmed for temperature, humidity, positive pressure
- and particulate
- Depending on the amounts of acid used and neutralization system will need installed
- to neutralize the waste acids
- Once through fresh air with ducted re-circulated air from same space
- Lab sinks
- Central piped services brought to casework installed
- Fixed Casework
- 110 and 208V, single phase power brought into the lab from power panel
- Lithography Equipment will be installed by the owner

Clean-room Vestibule

- An approximate 300 sq. ft. gowning area is to be included adjacent to clean room
- Gowning area is to include lockers and storage for gowns and foot protection

Special Class-100 Clean Room

- A class 100 clean room maintains less than one hundred particles larger than 0.5 microns in each cubic foot of air space.

- In addition to particle control, the clean room is temperature and humidity controlled to 70F +/- 2 degrees, 45% RH +/- 2 %.

Flow Cytometry

The flow cytometry room will be designed to provide support for a flow cytometer, which has five main components:

- Flow cell - liquid stream (sheath fluid) carries and aligns the cells so that they pass single file through the light beam for sensing.
- Light source - commonly used are lamps (mercury, xenon)
- Detector and Analogue to Digital Conversion (ADC) system
- Amplification system - linear or logarithmic.
- A computer for analysis of the signals

Microscopy

The microscopy area will be designed to support microscopy that is a technique for producing visible images of structures or details too small to otherwise be seen by the human eye, using a microscope or other magnification tool. It is often used more specifically as a technique of using a microscope.

Workstations

Workstation and work space for approximately six to eight team members is needed to operate the specialized facilities and to conduct research.

Cell Culture Rooms

These rooms are used for sterile cell and tissue culturing: one is for human cells and one for mouse cells. Typically these rooms will include cell culture hoods, possibly laminar flow hoods, and equipment such as microscopes, incubators, centrifuges, refrigerators, and similar equipment to conduct research. The design of the facilities should take into account issues such as proper air flow, pressurization, and emergency power for critical equipment and to prevent potential hazards.

Laboratory Support Space

Space is needed for laboratory equipment and storage adjacent to research laboratories.

- Recirculation filters
- Vacuum pumps
- RO water equipment
- Gas cylinder storage with pipe distribution

Office and Conference Room Space

- Possible new finishes for floors, walls, ceilings

Moveable Equipment

- Provided by the University – to be coordinated/installed

SCHEDULE

Tentative Schedule:

June 2008

Work Starts/Project Meetings at UC Merced

June – Sept. 2008	Preliminary Plans (SD + DD)
Oct. – January 2009	Working Drawings (CDs + Specs)
February 2009	External Review
March 2009	Bid Support
May 2009	Bid Award
May 2009	Construction Administration and other Construction Support Services
June 2010	Complete

JOINT VENTURES/ASSOCIATIONS

By campus policy, proposals for joint or associated ventures will not be considered for this project. If two firms wish to combine in a project team, one firm must be proposed as a sub-consultant to the other.

SELECTION CRITERIA

The University is seeking creative, innovative, and experienced designers with skills in research laboratory facilities and also experience creating new research laboratories in existing facilities. The Screening and Selection Committees will be interested in teams that:

- Have demonstrated firm and consultant team experience in research laboratories, particularly Class 100 clean rooms.
- Have demonstrated firm and consultant team experience in creating new research laboratory space in existing facilities.
- Have proven firm and consultant team capability to provide creative, functional, flexible, and technologically sound design solutions within a given budget and on time performance.

SELECTION PROCESS

This Request for Statements of Qualification and attachments will be available at:

<http://www.ucmerced.edu/community/rfprfq.asp> May 8, 2008. Written Statement of Qualifications should be in accordance with the attached Submittal Format. Architectural

firms interested in submitting qualifications for this project must notify the University by printing and returning the non-mandatory registration form to be found with this RFQ no later than May 21, 2008. Failure to register with the University may result in firms not receiving updates to the Request for Statements of Qualification, should any be issued. The University shall not be responsible a firm's failure to register for updates or to incorporate any updates that are issued. Sub-consultants should NOT submit the registration form; such submittals will not be acknowledged. Submittals must be delivered to the address below no later than 4:30 pm, Wednesday, May 28, 2008. Six (6) bound copies of the submittal are required.

Please address submittals to:

Associate Vice Chancellor Thomas E. Lollini, FAIA
Physical Planning, Design & Construction
University of California, Merced
5200 North Lake Road
Merced, CA 95343

The University will convene a Screening Committee to review submissions and recommend a short list of 3 firms to be interviewed by a Selection Committee. The Selection Committee anticipates scheduling all interviews of short-listed firms on Monday, June 9, 2008.

The University reserves the right to request any further documentation that it deems appropriate and necessary for the screening and selection process. Questions not answered in this information package may be addressed to Project Director Michael Chow at mchow@ucmerced.edu, phone 209 228 4467, and cell 209 205 8091.

UNIVERSITY OF CALIFORNIA, MERCED

SUBMITTAL FORMAT

*Firms submitting their qualifications for the project must follow the format below. Material must all be in 8-1/2 x 11 inch format—no foldouts. Use of the University of California seal, or any University of California logo, is prohibited. Submittals shall include divider tabs labeled with the boldfaced headers below; e.g., the first tab would be entitled “Cover Letter”, the second tab “Qualifications”, etc. Double-sided printing is encouraged. **PROVIDE SIX BOUND COPIES.***

1. **COVER LETTER** (*maximum of 1 page*)
 - identify team
 - provide name of contact person, phone and fax
 - summarize qualifications most relevant to this project

2. **RELEVANT QUALIFICATIONS** (*maximum of 2 single-sided or one double-sided page*)
 - provide in summary format only
 - do not include general information
 - offer short, focused paragraphs by topic (i.e., building type; technical aspects; sustainability/LEED™; etc.)

3. **RELEVANT PROJECT EXPERIENCE** (*maximum of 4 single-sided or 2 double-sided pages*)
 - briefly state relevance for each project
 - specify role of the firm or individual if work was not exclusively by the firm (i.e., joint venture, association); ***if work was done by individuals on the project team while with other firms, this must be clearly stated***
 - provide a list of the following for each project:
 - project name and location
 - beginning and ending dates of project (including construction)
 - square footage
 - main program elements
 - owner name with name of contact person

Note: Projects that are currently in design or under construction are acceptable, but completed projects may carry more weight in the evaluation.

4. **PROJECT TEAM SUMMARY** (*maximum of 2 single-sided or one double-sided page*)
 - identify key team members, including sub-consultants, and state their qualifications relevant to programming services and the scope of this project

5. **APPENDIX**
 - Firm brochure/history/background, reprints, etc. (*optional*)
 - Key team member resumes
 - UC Statement of Qualifications (per attachment)
 - UC Request for Supplemental Information (per attachment)

**UNIVERSITY OF CALIFORNIA, MERCED
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

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. Programmers _____ |
| d. Interior Designers _____ | h. Others _____ |

7. List five major projects constructed within the past five years:

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

8. References:

- a. _____
- b. _____
- c. _____

9. (Optional) Where do you normally look for information about proposed University of California projects?
- _____

Signed: _____

Date: _____

**UNIVERSITY OF CALIFORNIA, MERCED
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 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 Physical Planning in the screening and selection process for awarding commissions to Design 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 the Campus Architect for the Merced campus of the University of California.

UNIVERSITY OF CALIFORNIA, MERCED
REQUEST FOR SUPPLEMENTAL INFORMATION

Please submit the following information together with the SOQ and other required submittal material by the date noted in the Request for Statements of Qualifications. 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, 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/or 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.

- 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 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/or 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.

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

(Address)

(City, State, Zip)

(Telephone Number)

(Facsimile Telephone Number)

Attachment D

UNIVERSITY OF CALIFORNIA, MERCED

REGISTRATION FOR SUBMITTAL OF STATEMENT OF QUALIFICATIONS FOR
AN EXECUTIVE ARCHITECT

For
STEM CELL INSTRUMENTATION FOUNDRY (SCIF)
Project No. 904000
University of California Merced Campus

Instructions: Firms intending to submit statements of qualifications for Construction Management Services on the UC Merced Campus must complete the form below and fax it to the attention of Contracts Analyst Maggie de Pfyffer, UC Merced Physical Planning, at (209) 720-0800 by no later than 4:30 p.m. on Wednesday, May 21, 2008. The University will return an acknowledgment of receipt by fax within one working day. Failure to register with the University by May 21, 2008, may result in firms not receiving updates to the Request for Statements of Qualifications, should any be issued. The University shall not be responsible for a firm's failure to register for updates or to incorporate any updates that are issued, or for incorrect contact information on this registration form.

Firm Name: _____

Business Address: _____

Street Address (for deliveries): _____

Telephone Number: _____

Fax Number: _____

E-mail: _____

Principal-in-Charge (print name): _____

Principal-in-Charge (signature): _____

Date: _____

For University Use Only

Received by UC Merced Physical Planning:

Name

Date