



BEHAVIORAL & SOCIAL SCIENCES BUILDING REQUEST FOR PROPOSALS

INTRODUCTION

Your firm is invited to submit a proposal for Design-Build services for the Behavioral & Social Sciences Building at Humboldt State University (HSU).

OBJECTIVE

The primary project objective is to complete construction of an 88,000 gross square foot facility for a maximum construction cost of \$23,500,000 no later than January 31, 2014.

The secondary goal of the project is to successfully integrate the new building into the campus and the City of Arcata by improved attention to impacts on neighboring building, public and campus access, and architectural character.

HUMBOLDT STATE UNIVERSITY & PROJECT BACKGROUND/HISTORY

HSU is one of twenty campuses in the California State University (CSU) system. Campus enrollment is currently just over 7,300 full-time equivalent students (FTES). The facilities included in the proposed project are regarded by University officials as critical to meeting the needs of a projected enrollment of 8,000 FTES by 2014/2015.

The primary mission of HSU is to provide a high quality education and educational environment for its students. It is the policy of the University to build permanent structures that can support a variety of academic functions over time and which promote an effective educational environment.

Behavioral and Social Sciences programs are currently operated in a variety of classroom, laboratory, research, instructional support, and faculty office spaces distributed across the HSU campus. Enrollments in the mathematics, psychology, sociology, anthropology, ethnic studies, philosophy, religious studies, and foreign languages programs offered on the campus have grown to substantially exceed the space in which these programs are currently housed. The new Behavioral & Social Sciences Building will provide a permanent home for these programs. Interdisciplinary studies, practical experience, and community involvement are important features of the programs to be housed in the new building.

PROJECT LOCATION DESCRIPTION

The project will be located at Humboldt State University, 1 Harpst Street, Arcata, CA 95521. Arcata is a northern California coastal community of approximately 17,500 people, located 300 miles north of San Francisco, California and 400 miles south of Portland, Oregon. The climate of Arcata is mild throughout the year. Rain is frequent and abundant.

The campus is built on a small area between Highway 101 and the coastal mountains. Some areas of campus are relatively flat but overall the campus is hilly. A wide variety of paths connect campus facilities to each other. The grounds are densely planted with native and non-native materials in a generally informal arrangement. The potential building site is located in the southeast area of the campus, bounded by the campus on three sides and by a residential neighborhood to the east.

SCOPE OF WORK INCLUSIONS:

- Coordination, execution, and guarantee of all design and construction work.
- Project documentation to include LEED documentation and submittals. Specifics regarding these requirements will be provided to the successful Design-Builder after award of project.



- Design and build an 88,000 gross square foot facility which will include a substantial amount of faculty and departmental office space, some lecture and classroom space, and more specialized spaces such as the Intercultural Communications Forum, Native American Gallery, Archaeological/Cultural Heritage Resource Facility, psychology clinic, and animal research facility. At a minimum the square footage allocations shown in Table 1 shall be satisfied to provide classrooms, offices, meeting spaces and storage. Any non-assigned space shall be used to accommodate non-capacity requirements of the building (mechanical spaces, circulation, etc) and potential future expansion. Design-Builder shall provide discussion of type of rooms provided, conceptual plan for space use, and opportunities for future expansion in the A/E written narrative portion of the RFP response.

TABLE 1: Required Minimum Program Spaces

Department	Allocated Square Footage
Mathematics	6,500
Psychology	21,800
Sociology	3,200
Anthropology	1,200
Social Work	1,300
Ethnic Studies/ Native American Studies	3,200
Philosophy	1,300
Religious Studies	500
Modern Languages	3,600
University Space	5,000
CSU Center for American Indian Studies	9,000

- The following program shall be used to define the scope of work:
 - Per previous geotechnical reports, drilled piers or pile foundations are recommended.
 - Any structural system and material meeting structural and fire codes and allowing for installation of finishes is acceptable.
 - Design-Builder to select exterior skin system, fenestration, and decorative scheme. Exterior skin must be appropriate for this northern California coastal climate. Wood and EIFS are not acceptable.
 - Any system of exterior doors, windows, storefronts, and/or curtain walls meeting Title 24, fire safety, and other required standards are acceptable. Increasing the quantity and improving the quality of both natural light and individual control of outside air is preferred.
 - Design-Builder to select roofing assembly. Asphalt shingle and single membrane roofing are not acceptable.
 - Privacy is required for the exterior doors and windows of the therapy spaces in the psychology clinic.
 - Design-Builder to select appropriate finishes for the intended use of each space.
 - Requirements of MEP systems are to provide safe, comfortable, and healthy environment for occupants, while being energy efficient, reliable, and inexpensive to maintain over the life of the building.
 - Design-Builder to select locations for all mechanical, electrical, and plumbing equipment.

- Mechanical systems include Domestic Hot and Cold Water; Sanitary Sewer, Waste, and Vent Systems; Natural Gas System; Fire Suppression System; and Heating, Ventilation, and Cooling (HVAC) System.
- Electrical systems include Primary Service and Main Switchgear; Building Power and Distribution; Lighting; Standby Power; Telecommunications; Fire Alarm; Clock; Local Sound System; Security; Connections to Furniture; and Radiofrequency Shielding.
- Landscaping based on local northern California coastal ecosystem, native materials, and natural rainfall is preferred. Landscaping that promotes connection of the new building(s) to the surrounding landscaping and to other campus elements is preferred, as well as that which promotes enjoyment of the outdoors.
- Design-Builder to create a site-specific plan for temporarily controlling storm water run-off and erosion during construction.

SCOPE OF WORK EXCLUSIONS:

- No city or county construction permits are required for CSU construction on sites which are owned by the Trustees. The site for the construction of the Behavior & Social Sciences building is owned by the Trustees.
- Fees for code compliance plan check, seismic peer review, and special testing will be paid by the Trustees.
- HSU will separately contract for abatement of hazardous materials in existing buildings to be demolished by the Design-Builder.
- Design-Builder is required to submit a complete and detailed traffic control plan indicating how construction will be sequenced and traffic handled during construction. The traffic control plan must clearly indicate the location and type of all work areas, moveable and semi-permanent signage, barrier and barricades, and temporary striping.

OPPORTUNITIES & CHALLENGES:

- CSU Center for Native American Studies will be allocated space for Director's offices, Gallery of Native American Art, Intercultural Communications Forum, display space in the lobby and other public areas, and other spaces to support the collection of Native American artifacts. The Center must embody and express common values of North Coast Native Americans.
- The Intercultural Communications Forum will be used for a wide variety of activities including dancing, drumming, singing, seminars, conferences, lectures, and community discussion. Acoustic performance in the Forum is important.
- The Native American Gallery in the Center will present a full range of artistic products, intended for study rather than causal viewing.
- Design-Builder's operations shall be conducted so that they offer the least possible obstruction and inconvenience to the public and to Humboldt State University.
- Protect community residents from the effects of excessive, intrusive, and intermittent noise.
- Parking is very limited on campus, and the Design Builder must conform to all HSU traffic and parking regulations.
- The Design-Builder is required to provide and maintain emergency access to all campus buildings and facilities impacted by the Design-Builder's activities.
- The campus landscaping is a vital asset preserved and maintained to support the primary mission of the institution. Many of the landscape elements are unique and irreplaceable. Any damaged landscaping not restored to original condition represents value lost to HSU.

LEED CERTIFICATION:





Both the University and the City of Arcata have long standing reputations as innovators in natural resource management, and are committed to promoting sustainable practices. Design-Builders are required to design and build the Behavior & Social Sciences Building in a way that minimizes detrimental environmental impact throughout the life of the building and which promotes a positive physical environment for learning. The following are LEED requirements:

- Achieve a LEED Silver, per LEED V3.0 for New Construction.
- Calculate the number of credits achieved using the LEED Project Scorecard.
- The proposed quantity of LEED points will become a specification of the work to be provided under the contract.

BUILDING INFORMATION MODELING:

- Use of BIM in the design, coordination, and scheduling of the project is required. The extent to which BIM is used is to be determined by the Design-Builder.

BUDGET & SCHEDULE:

- Proposals must include costs on a firm, fixed-price basis. All submissions must be made with the understanding that the price quotation remains in effect for a period of ninety (90) days from the Proposal opening due date.
- The design-build contract cost maximum is \$23,500,000. Proposals in excess of this amount will be considered non-responsive.
- Ideally, the building must be complete, and process fully functional by, January 31, 2014.

SUPPLEMENTAL INFORMATION

- Vicinity Map
- Humboldt State University Campus Map/Map Key
- Location Map
- Aerial Photo
- Facility Boundary Map
- Humboldt State University Academic Calendar 2011/2012
- Ideal Site Plan
- Topographical Map
- Humboldt State University Architecture Photos
- Local Native American Architecture Photos

PROJECT TIME LINE

- **Contract Award** **3/1/2011**
- **Notice to Proceed** **3/15/2011**

Establish a schedule including at a minimum the following milestones:

- 100% DD complete
- 100% CD complete
- Long lead procurement
- Mobilize / start work
- Set transformer
- Place foundation
- Erect structure
- Building dry-in
- MEP wall rough-in complete
- Test Building MEP System





- Building Commissioning

The Design-Build team shall specify how much allowance, if any has been made for inclement weather in the schedule. The D/B team shall also specify the days of the week and the hours of the construction operations during each phase of the work.

DOCUMENTATION REQUIREMENTS

Upon substantial completion the successful design builder will be required to submit as-built floor plans on a Computer Aided Design (CAD) program that is compatible with MicroStation V7, unless otherwise negotiated and approved. The required file extension is .DGN. Clean and purged files shall be submitted on CD-ROM or electronically to Humboldt State University. All submission shall be accompanied with written matrix indicating the layering standard to ensure that all information is recoverable. All architectural features of the space shall be accurately shown. Plans must be submitted after construction completion and prior to beneficial occupancy. Failure to provide accurate floor plans may result in payment being withheld.

SELECTION PROCESS AND SCHEDULE

The Design-Build firms will be evaluated based on experience with similar projects, recent experience with projects of similar size and scope, credentials and availability of assigned personnel, and costs. We may elect to visit some of the projects that you have completed. The following is our anticipated process and timeline.

RFP Distribution:	February 17, 2011
Qualification Due:	February 17, 2011
Presentation Date:	February 18, 2011
Selection Date:	February 18, 2011

RFP RESPONSE REQUIREMENTS

OUTLINE FOR PROPOSALS

D/B Teams shall use the following outline in the presentation of their solutions to this RFP. The proposal shall be concise and fully self-contained, and shall display clearly and accurately the information requested in the order and format indicated below. It is recommended that all submitted proposal content be capable of being converted to Adobe PDF format for consistency. Only one (1) written and one (1) electronic PDF formatted proposal will be required this year. Proposal is to be in 8- 1/2" x 11" format. Any sheets larger (i.e. 11" x 17" or 8- 1/2" x 14") must be folded in a manner to fit within the 8- 1/2" x 11" format. Proposal is to be three hole punched and bound together by binder clip or rubber band. **Do not submit proposal copy in 3-ring binder. Each section of the electronic copy of the proposal must be saved as a separate PDF file as follows:**

PDF files for each of the following documents shall be submitted via "jump drive":

Response For Proposals

- **Electronic File 1: Transmittal Letter
Table of Contents**
- **Electronic File 2: Project Management Narratives Safety Programs/Contracts/Site
Logistics/Organization**
- **Electronic File 3: Design Solution
Construction Materials/Systems
BIM techniques**





- **Electronic File 4: Cost Proposal**
- **Electronic File 5: Proposed Schedule**
- **Electronic File 6: Exceptions and Clarifications
LEED Scorecard/Checklist
Sustainable solutions**
- **Electronic File 7: Addendum Acknowledgement Forms**

Thursday, February 17, 2011

Primary HSU Contact for correspondence:

- Toni Lands, HSU Project Manager
800-123-4567
- 7:00 am – Pre-Bid Meeting – Pre-Qualifications
 - Submittal of Statement of Qualifications due, (1) Copy (3 hole punched) and (1) Electronic copy on CD
 - All Team Members are required to attend.
- 9:30 am – One copy of Conceptual Design Due
 - Include at least 3 quality sketches/diagrams that best illustrate your design at this phase, also include brief written description. At a minimum, general schematic diagram showing building shape and orientation on site, and elevations or details identifying any architectural elements.
- 12:00 pm – Deadline for all RFI's.
 - Use RFI format provided only.
- 1:00 pm – RFI responses returned to D/B teams.

Proposals to be delivered both hard copy and electronically.

- Acceptable document formats include:
 - PDF in Adobe Standard 9.0 or earlier
 - MS Word, Excel, and PowerPoint – 2007 or earlier
 - MS Project 2000 or earlier, SureTrak 3.0
 - AutoCAD: Compatible with AutoCAD LT 2006
- 10:00 pm – One (1) colored copy of Design Build Proposal and one (1) electronic colored copy
- 12:00 am – Proposal Presentation Materials due and PDF Files of hard copy proposal.

Friday, February 18, 2010

- 6:00 am – Presentation drawing
- 9:00 am - Presentations begin
- 7:00 pm - Swinerton Builders presentation of problem solution and answer questions





Transmittal Letter:

Provide a transmittal letter identifying the prime Design-Builder and Design-Build Team. Introduce and summarize the overall approach and outcome of the D/B team efforts and note any outstanding characteristics of the D/B proposal presented. Confirm that all requested requirements have been met in the proposal, or briefly summarize those elements that could not be provided.

Table of Contents:

The Table of Contents shall list all Proposal sections as outlined herein.

Project Management:

Provide a detailed Organization Chart for your proposed team, and correlate in with a detailed Project Management Plan. The proposal should include **each team member's real resume**. The Project Management Plan should clearly communicate your specific plans for controlling the design and construction efforts. Identify all the major risks included in the project and how will the contractor solve or avoid them.

The D/B team shall clarify in a narrative site plan on a site utilization plan that will include materials staging, temporary field office, employee parking and other activities shown in the design solution material.

Elaborate on the design phase – How will you interact with the Owner and users? New estimates, schedules, and design drawings will be presented to the owner for review at each of the design phases. How will the two be integrated?

Conceptual Design Submittal:

Provide at least three sketches, plans, or diagrams, which best explain your design at this phase. The way in which the design is presented (sketches, diagrams, plans, etc.) is of your choosing. Include a brief summary of your approach to the design portion, and the team intention with the design. Turn in one copy.

Provide a concept design presentation that effectively proposes solutions to the design challenges presented by this project. Presentation materials submitted with the Proposal shall be the same 8 ½ " x 11" proposal package, for the selection committee review prior to D/B team presentations and interviews.

The A/E written narrative should include but is not limited to:

- A description of the proposed architectural concept, façade, interior space development, and utility routing design. How will this building suit the needs of the owner? How will it suit the needs of the users?
- A narrative of how the D/B team shall manage the design phase. The following categories are an example of additional areas in which the design team may need to manage additional consultants in: Civil Engineering, Landscape Design, Structural Engineering, Fire Protection, MEP, Security, etc.
- The written narrative should describe how the proposed concept design responds to the requirements of the problem. Following the submittal of Design Build proposals, which include the concept design presentation materials described above.
- Provide a written narrative to briefly describe the nature and quality of the building systems and materials proposed for the project. Include why the systems and materials were chosen. Describe the design philosophy of where available funds would be allocated to assure long-term project success.





- The narrative should include general information regarding proposed materials and systems in the following areas:
 - Structural System Concept
 - Hardscape & Landscape Materials
 - Exterior Building Finish Materials & Textures
 - MEP Systems
 - Special Consideration for Fire Protection
 - Utility Service Provisions
 - Interior Design & Space Planning

Itemized Cost Proposal:

Provide an itemized cost breakdown (budget) that corresponds with the turnkey provisions of the concept design, program, schedule, construction systems & materials.

Proposal may include the following:

- Design/Engineering
- Site Work/Improvements
- Construction
- Construction Inspections, including quality control and quality assurance testing
- Administration and General Conditions as required
- Professional Fees
- Design Surveys and Investigations
- LEED Certification & Fees

Use proposed estimate summary sheet provided for the overall summary of your estimate. Enter numbers in excel format and place the estimate summary in front of the detailed estimate. The detailed itemized cost breakdown shall be categorized by CSI Divisions. Provide both construction and design cost. A schedule of values is also required. Also include a separate breakdown of General Conditions, show fee.

***All the backup sheets need to be attached to the proposal in order to receive scores.**

Schedule:

Provide a detailed Bar Chart **AND** a logic diagram in PERT or PDM with minimal 75 activities. Include design reviews in the schedule. Think about what takes place at each of these phases.

The schedule should clearly identify all project phases, major activities and duration, major milestones, owner activities, and major disruptions. The schedule should at least indicate the following categories, activity description and ID, early start, late start, early finish, late finish, total float, and duration. Copies of the schedule should be provided in the Proposal. Foldout 11" x 17" pages are acceptable if desired. Manpower loaded schedules are not required but welcomed.

Also provide a brief narrative of the project phasing/scheduling approach to be utilized. Identify assumptions, risks and benefits. Describe the Owner's and Designer's responsibilities in assuring the schedule success with this approach.

Identify Pre-Construction Activities: such as procurement items, permitting, design review, etc.

- Each proposing Design Build team will be scheduled for a presentation/interview, where the D/B team may present the full sized presentation materials prepared. It is anticipated that the presentations will be limited to 35 minutes.





Exceptions and Clarifications:

Several assumptions will need to be made throughout the Design Build process. Include all the design, estimate, scheduling assumptions and value engineering proposals and ideas in this section.

LEED Checklist:

Complete LEED 2.2 checklist and provide narrative on innovative techniques and/or materials to be used in the construction of the facility.

Judging Criteria:

The following is a percentage breakdown for the Design-Build Competition:

- **Pre-qualification Submittal** **5%**

- **RFP Response** **70%**
 - Construction Management Plan 10%
 - Design/BIM 15%
 - Schedule 15%
 - Estimating/Pricing 15%
 - LEED/Exceptions & Clarifications 15%

- **Presentation Materials** **5%**

- **Oral Presentation & Interview** **20%**

Thank you and Good luck!

