

JENKINS HALL RENOVATION



REQUEST FOR PROPOSALS Project Architect

PLANNING ♦ DESIGN ♦ CONSTRUCTION ♦ SUSTAINABILITY ♦ OPERATIONS ♦ MANAGEMENT

1 Harpst Street • Arcata, California 95521-8299 • 707 826-3646 • fax 707 826-5888 • humboldt.edu

THE CALIFORNIA STATE UNIVERSITY • Bakersfield • Channel Islands • Chico • Dominguez Hills • East Bay • Fresno • Fullerton • Humboldt • Long Beach • Los Angeles
Maritime Academy • Monterey Bay • Northridge • Pomona • Sacramento • San Bernadino • San Diego • San Francisco • San Jose • San Luis Obispo • San Marcos • Sonoma • Stanislaus

TABLE OF CONTENTS

- I. INTRODUCTION..... 3**
 - A. About Humboldt State University 3
 - B. About Jenkins Hall 4
- II. PROJECT INFORMATION..... 5**
 - A. Project Description 5
 - B. Summary of Major Programmatic Elements..... 7
 - C. Anticipated Project Schedule 8
 - D. California State University Guidelines & Reference Standards..... 8
 - E. Codes, Regulations, & Requirements..... 9
 - F. Authorities Having Jurisdiction 9
 - G. Scope Exclusions 10
- III. CONTRACT & FEES..... 11**
 - A. Contract Documents 11
 - B. Fees 11
- IV. PROPOSAL REQUIREMENTS..... 11**
- V. SELECTION PROCESS..... 12**
- VI. PROPOSAL LOGISTICS..... 13**
 - A. Information Contact..... 13
 - B. Optional Pre-Proposal Meeting 13
 - C. Deadline & Location for Proposal Submittal..... 13

ATTACHMENTS:

1. California State University Architect/Engineer Agreement with Rider A (Sample)
2. Scope of Work – Exhibit A
3. Fee Proposal Form and Schedule of Fees – Exhibit B
4. Project Design Schedule - Exhibit C
5. CSU Procedure Guide for Capital Projects – Exhibit D
6. Jenkins Hall Original Construction Drawings
7. Jenkins Hall Current Floor Plans
8. HSU Metering and Building Controls Specification
9. CSU Mechanical and Electrical Basis of Design Guidelines
10. CSU Indoor and Outdoor Lighting Guidelines
11. CSU TIP Standards Fourth Edition
12. CSU Seismic Standards
13. Jenkins Hall Seismic Survey
14. Jenkins Hall Site Survey
15. Jenkins Hall Geotechnical Report
16. Jenkins Hall Asbestos and Lead Survey
17. Jenkins Hall Program Concept with Photos
18. Jenkins Hall Build Concept
19. Jenkins Hall Program Narrative

I. INTRODUCTION

A. About Humboldt State University

Established in 1913 as a normal school, Humboldt State University is located in the coastal city of Arcata, 275 miles north of San Francisco in a setting of majestic redwood forests, rivers, bays, lagoons, and mountains. The hilltop campus is among the most beautiful in the country, and overlooks Humboldt Bay.

The main campus is located on 144 acres including 74 buildings and approximately two million square feet (of which approx. 600,000 is non-state space).

Additionally, the University owns, leases, or has use agreements to an additional 600+ acres, which include the Trinity Annex (23,544 SF), Corporation Yard (49,891 SF), the Telonicher Marine Lab (16,208 SF) an Observatory (670 SF), saltwater and freshwater marshes, lakes and ponds, forest lands, and a sand dune preserve.

The University offers 47 majors comprising 69 minors, 64 options/concentrations, 22 graduate programs, 13 credential programs and 12 certificates of study for nearly 8,000 students. Our campus master plan calls for eventual growth to a 12,000 student capacity over time.

B. About Jenkins Hall

The Jenkins Hall was built in 1950. The building is 17,375 gross square feet (GSF) houses 35 rooms including a former wood shop, painting booth, metal fabrication shop, computer lab and two classrooms. There are various storage and service spaces also in the building. The building is two levels with a split level entry on the north side of the building. There are two delivery dock of the south and east sides of the building as well as a large wood chip hopper that has been decommissioned. The building is built into a gradual hillside with the site sloping up towards the north east, a building survey can be found in **attachment 14**. The building is served by the following utilities: a 4.16 KV electrical service with 300KVA cast coil transformer 4.16KV – 208/120V and a distribution panel with 208V, 30, 4W, 1000A bus connection installed in 1988. Gas service is sourced from Gist Hall across B Street with a 1 ¼” and is not separately metered. Domestic Cold water is also sourced form Gist hall with a 2” copper line. Domestic Hot water for the building was sourced from a residential style 30-40 gallon hot water heater. The water heater has been removed and there is currently no domestic hot water. Jenkins Hall heating consists of hydronic hot water radiant heating using baseboards and fan units in the shops. The hydronic loop is also sourced from Gist Hall and its boiler system. There is no local boiler or holding tank in Jenkins relative to its heating system. The Gist – Jenkins Hydronic piping was replaced in 2004. Jenkins Hall is also connected to a hydronic loop system that connects sources heat from a natural gas fired co-generation unit and connects various buildings in the area. The co-gen is currently non-operational and there are no plans for its replacement at this time. The cogeneration facility and its lines were installed in 2005. The original construction documents also show a 550 gallon oil tank at the north west of the building site. This tank is most likely still in place and abandoned. The building is connected to the University sewer system via a 4”building lateral connecting to a 6” main south of the building. All building utilities and their connections are shown in the Jenkins Hall original construction documents in **attachment 6**

The Building is the former home of the Industrial Arts Program which was removed from the University Program over 6 years ago. Since that time the building has been slowly vacated with only a single engineering lab still in use on the second floor, Room 214 the current floor plans are available in **attachment 7**

II. PROJECT INFORMATION

A. Project Description

The University requests proposals from State of California Licensed Architects who are prequalified by the California State University to serve as project architect associated with the program verification, design and construction of a complete renovation to the Jenkins Hall building. Includes replacement of major building systems such as HVAC, electrical, fire systems, plumbing, and technology. The renovation will also be reflective of contemporary program elements as described by the University. The budgeted direct construction cost for this design-bid-build project is \$8,739,000. The Project Architect's design-to-budget shall be 95% of the budgeted direct construction cost.

The Jenkins Hall Renovation Project will be built within the existing building footprint with the exception of the addition of an exterior elevator and required walkways at the east side of the building. The site surrounding the building will be adapted as required for path of travel, accessible routes, and easing of ingress and egress at the building. As a requirement of the California Building Code, Existing Buildings, this building will also undergo a seismic retrofit. Major renovation elements are outlined below:

- The exterior site renovation will include reconstruction of the north entry to achieve better accessibility with the existing sidewalks and terrain. The south entry will also require renovation to improve access from the west side of the building into the south entry. A new exterior elevator will be constructed and installed at the east side of the building connecting the 1st and 2nd floors as well as a new pedestrian bridge to the existing walkway serving the Science A 3rd floor west entrance. Construction of these improvements will allow direct connection to the University's designated ADA pathway through the main campus. An outdoor elevated seating area is also planned for the outside of the building near the southwest corner. Consideration must also be given to the intersection at B and Laurel streets at the North West corner of the site. The design shall address approach, circulation, and service vehicle access with respect to the existing roads, fire lanes building and pedestrian circulation routes. New accessible parking shall be included if necessary based on the site plan and code requirements. Standard user parking is remotely located and not included in the scope of work.
- A new HVAC system will be established and be centrally controlled with a digital building controls system. Pending an evaluation from the design team, the system

may be independent of the Gist Hall hydronic loop or it may augment the existing system. Conversely, in an effort towards net zero ready, this building could also be suitably served by an electric system, most notably, a heat pump system.

- Gas, electric and water metering will be installed with revised utility routing within the building to accommodate new spaces and utility needs of the various programmed spaces. All utility meters, and equipment controls relative to HVAC will be connected to the digital building controls system. Please reference the Building Controls and Metering Specification in **attachment 8**. Additionally, the CSU Mechanical and Electrical Basis of design Guidelines, **attachment 9** shall be considered. The existing switch, transformer, and main distribution panel is to be reused to the greatest extent possible. Sub paneling and branch circuiting shall be new.
- Energy Code Compliance: The design shall include submission of an energy performance report for compliance with California Energy Code and the California State University Sustainability Policy.
- Building exterior and interior lighting systems shall be replaced using campus standards considering the architectural application. There is no generator at this building and emergency egress lighting will need to be considered. Additionally, the CSU Indoor and Outdoor Lighting Guidelines, **attachment 10** shall be considered.
- Data and telecommunication pathways will be replaced and a main telecom room established for the building. Sufficient utility shall be included to support the various programs in the building. Wireless access points will also be provided throughout the building. All design shall conform to the Latest version of the CSU TIP Standards, **attachment 11**.
- The roof will be replaced with a new tile roof system to complement the existing roof on the building and the adjacent Gist Hall roof within the architectural context of other similar style buildings on campus. The thermal envelope will be studied and an insulation solution in the attic space shall be included. Additionally, doors, windows, penetrations and exterior walls shall be considered in said study. The majority of the existing windows shall remain as they were replaced in 1997 and remain operable and in good condition. The exterior of the building shall be painted within the context of our campus standards. All exterior doors and door hardware entry and security systems will be replaced.
- Building accessibility shall be designed into compliance at utilizing universal design to greatest extent possible.

- Fire Alarm and fire protection systems shall be included in the design of the renovation to accommodate required code compliance.
- Pursuant to CBC Existing Building Code the project requires the building to undergo a seismic retrofit. A Seismic study was recently commissioned on the building using the most current CSU Seismic Standards, **attachment 12**. The report concluded that there are structural elements of the building that will require minor modifications. The seismic survey report and our independent third party peer review of the report is available in **attachment 13**
- Consideration of hazardous materials shall be incorporated into the construction documents as applicable. The University has prepared a full building survey for asbestos and lead and is available in **attachment 16**.
- Signage: The design shall include a signage plan, details, and specifications for access compliance and consistency with University standards.
- Sustainability: The design shall ensure that the proposed project will be designed in alignment with LEED “Gold” v4 equivalent level. Additionally, the design will ensure compliance with the California State University Sustainability Policy and Cal Green codes. The University does not intend to pursue LEED certification.
- Landscape Design: Landscaping design services associated with irrigation systems or planting schemes are not included in the scope of work. The University intends to pursue such utilizing in-house resources following completion of the project. The Project Architect shall ensure the design includes direction associated with leaving the site in a neat and clean manner with all construction debris removed.

B. Summary of Major Programmatic Elements

The following summary of project programmatic elements was developed as part of the planning and programming work already completed by the University’s Planning, Design & Construction Unit in consultation with Academic Affairs, Provost and Dean of the College of Natural Resources and Sciences. The program concept is represented graphically in **attachment 17 and 18**. Additionally, the program has been narrated in detail using a common CSU format, form 1-4, and detailed by room using form 2-6, these can be found in **attachment 19**.

A component of the scope of services for the Architect will be to participate and facilitate a program verification with the University. This will include remote

participation in University program committee meetings and the production of program documents to aid in the verification of the program concept towards a schematic.

- The interior of the second floor will be fully renovated to include two lecture halls (one will be tiered seating and the other will be flexible seating with moveable tables), a department office, faculty offices, fully renovated and expanded restrooms, renovated utility space with dedicated building systems, new hallway configuration, and stair access to the 1st floor at the east side of the building near the new elevator. The existing split level stair at north entry will remain.
- The interior of the first floor will also be fully renovated to include two large dry lab spaces (48 seats per lab), conference room, department office, faculty offices, restrooms, utility space for dedicated building systems, new hallways, and stair access to the 2nd floor at the east side of the building near new elevator. The existing split level stair at north entry will remain.
- Furniture & Equipment: While the design will require study of possible furniture configurations and A/V equipment layout (so as to facilitate location of utility infrastructure and verify general fitment), the actual selection and specification of furniture and moveable equipment is not a part of the Project Architect's scope of work unless such is proposed by the Project Architect as built-in or directly connected to the structure.

C. Anticipated Project Schedule

The project schedule is described in detail with **Attachment 4**.

D. California State University Guidelines & Reference Standards

The following guidelines and reference standards as adopted by the California State University System shall be referenced, utilized and adhered to for the design of this project:

- State University Administrative Manual Sections X, XI & Appendix C
<http://www.calstate.edu/CPDC/ae/gsf/standards.shtml>
- Procedural Manual for California State University Capital Projects as Modified for this Project (Attachment 5)
- California State University Division One Standard
http://www.calstate.edu/cpdc/cm/Division_One/
- Commissioning Guidelines for California State University Capital Projects
http://www.calstate.edu/cpdc/ae/gsf/documents/commissioning_guidelines.pdf

- Control Systems Guidelines for California State University Capital Projects
http://www.calstate.edu/cpdc/ae/gsf/documents/control_sys_design_guide.pdf
- California State University Indoor Lighting Guide and Outdoor Lighting Design Guide as published by the Office of the Chancellor.
<http://www.calstate.edu/CPDC/ae/gsf/guidelines.shtml>
- California State University Telecommunications Infrastructure Planning Standards (TIPS) Standards as published by the Office of the Chancellor
<http://www.calstate.edu/CPDC/ae/gsf/guidelines.shtml>

E. Codes, Regulations, & Requirements

The following codes and regulatory requirements are applicable to this project:

- 2019 California Building Standards Code, Title 24 as adopted by the California Building Standards Commission, including all supplements and errata as effective on the date of submittal for plan check review.
- California State University Seismic Policy Manual, issued November 1 2016, includes design parameters that supersede the California Building Code and requires seismic peer review services. The Project Architect shall include coordination of these reviews in their scope of services; however the peer reviewer will be retained directly by the University who shall be responsible to facilitate such coordination.
- Public Contract Code, Sections 10700 et seq. (CSU Contract Law)
- California Code of Regulations, Title 8, (CAL/OSHA Standards)
- California Code of Regulations, Title 17 (Public Health)
- California Code of Regulations, Title 19 (Public Safety)
- California Environmental Quality Act (CEQA)
- North Coast Regional Water Quality Control Board, Phase II Small MS4 General Permit for Humboldt State University, which is a Non-Traditional Small MS4 (NTMS4) Permittee as effective July 2, 2013.
- All other applicable codes, regulations, and standards.

F. Authorities Having Jurisdiction

The following regulatory agencies have jurisdiction:

- Humboldt State University: Approval of the project and its corresponding design documents in alignment with the requirements of the State University Administrative Manual and approved Campus Capital Project Management Plan. Building Permits are issued by the Campus Deputy Building Official. The project is not subject to local city/county jurisdiction reviews, however, the University endeavors to accommodate local fire access features as desired by the local Arcata Fire Protection District. The University shall be responsible to facilitate such coordination.
- State Fire Marshal: All University projects are required to be approved by the California State Fire Marshal (Health & Safety Code § 13108(c) (Health and Safety Code, Section 13143; Title 19, California Code of Regulations,

Section 3.28(b).) Typically, projects require a plan review and approval followed by periodic field inspections and concluding with issuance of a certificate of occupancy or, on renovation/repair works, a field issued notice of acceptance. At their discretion, on small minor projects, State Fire Marshal field inspectors may review and issue approvals on site in lieu of a submittal to the State Fire Marshal office. The University shall be responsible for all communications with and coordination with the State Fire Marshal.

- Department of General Services, State Architect, Access Compliance Unit (DSA): The construction documents must be approved by DSA for compliance with applicable accessibility requirements. Submittals to the DSA shall be made by the Project Architect with required permit fees paid directly by the University. For work that is repair, maintenance, or re-roofing, DSA review is not required and the University's Deputy Building Official provides the review and approval.

G. Scope Exclusions

The Project Architect will be required to coordinate its work with, but not be directly responsible for supervising work by the following Owner's consultants:

- CSU Structural & Seismic Peer Reviewer, E Structure, Oakland, CA
- CSU Designated Mechanical, Electrical, Plumbing & Telecom Peer Reviewer, P2S Engineering, Long Beach, CA
- CSU Designated 3rd Party Plan Check Reviewer (Not Yet Named)
- University-Designated Geotechnical Survey & Report Consultant SHN Consulting Engineers, Eureka CA
- University-Designated Site Survey Consultant, SHN Consulting Engineers, Eureka CA

The University will retain Chancellor's Office assigned campus peer reviewers named above to conduct peer review of design documents throughout the project to the point of permit. Such peer reviewers will also be retained during the construction phase of the project so as to be available to assist University staff and the Project Architect as needed on technical issues.

The University will retain a CSU-approved 3rd party plan check review agency to review design documents at 100% preliminary and 95% construction document design milestone. The University will consult with the Project Architect on the selection of the 3rd party plan check review agency.

The University will retain a geotechnical engineer to aid in the interpretation of the existing geotechnical report. The Project Architect will have access to the geotechnical consultant for the purposes of report review and interpretation. This report is included as **attachment 15**

The University will incur permit costs associated with approvals as required for the project (i.e., DSA Access Compliance Review, State Fire Marshal Permit, etc.).

III. CONTRACT & FEES

A. Contract Documents

The contract utilized for this project is the California State University Architect/Engineer Agreement (**Attachment 1**) which also includes the following documents: Scope of Work (**Attachment 2**), Schedule of Fees (**Attachment 3**), Project Schedule (**Attachment 4**), and the CSU Procedure Manual for Capital Projects (**Attachment 5**). The California State University System Office of General Counsel prevents these agreements from being modified.

B. Fees

The fee for services shall be negotiated based on requirements within the documents noted above, budgeted direct construction cost as referenced in Section II. A. and utilizing the selected firm's rate schedule. Firms shall propose lump sum fees, to be paid monthly, in arrears, based on "percent complete" rather than "hours expended" for each item listed in Fee Proposal and Schedule of Fees (**Attachment 3**). The University encourages proposed total fees not to exceed \$755,050.

IV. PROPOSAL REQUIREMENTS

Submissions shall be comprised of two separate emails. Part I of your proposal shall be submitted first. Email shall be clearly labeled in the subject line as Part I of the firm's proposal for the referenced project.

Under separate email, submit Part II of your firm's proposal. Email shall be clearly labeled in the subject line as Part II of the firm's proposal for the referenced project.

Part I: Provide one set of proposal documents in digital format. The following information shall be included in this order:

- **Title:** Include firm's legal name and contact information for proposed Architect of Record for this project. Reference the title of this request for proposal and explicitly acknowledge addenda, if any. Indicate that the firm is pre-qualified by the CSU.
- **Official Signature:** Provide name, title, and signature of corporate officer authorized to sign contracts. Include proof of such authorization.
- **Understanding of the Project:** Demonstrate understanding of the project, its primary programmatic elements and explain your firm's approach to the design.
- **Firm Background & Relevant Experience:** Identify the experience and qualifications of the firm as related to the project. Demonstrate project experience with at least three relevant projects. Include name of project,

brief description, total project cost, completion date, and client reference name and contact info.

- **Assigned Personnel:** Identify the firm's personnel assigned to the project and describe their roles.
- **Associated Design Team Members:** Identify proposed design and engineering sub-consultants the firm proposes to engage to assist with the provision of services required for the project and explain your working relationship and experience in working with those firms. Identify the role of each firm in relationship to the project scope.
- **Contract Documents:** Indicate the ability of your firm to execute required California State University contract documents without modification.
- **Sustainability:** Describe the firm's approach and expertise with sustainable design including energy efficiency, life cycle cost, indoor environmental quality, and site design measures.
- **Code Compliance & Quality Control:** Explain how your firm ensures code compliance and quality in the professional services delivered from design through construction administration and project close out.
- **Insurance:** List the firm's insurance coverage. Evidence of such coverage is not required at this time, but will be secured prior to entering into agreement. Confirm the firm's ability to meet California State University insurance requirements as outlined in the contract documents.
- **Schedule:** Provide a proposed schedule that will meet the expected completion date. This may be in any format appropriate. Additionally, describe methods for keeping the project on schedule and clearly indicate any foreseen challenges achieving such.
- **Evidence of License and CSU Prequalification:** Indicate whether the firm and associated sub-consultants are licensed to perform design work in the State of California. Also provide evidence of prequalification with the California State University.

Part II: Provide one set of proposal documents in digital format. The following information shall be included in this order

- Firm Billing Rates
- Sub-Consultant Billing Rates
- Schedule of Fees

V. SELECTION PROCESS

The selection team will review proposals for conformance with the requirements included in this request for proposals and will evaluate submissions to identify the most responsive firm. Ratings shall be based on, but not limited to, the following criteria:

- Demonstrated understanding of project objectives.
- Experience and qualifications of the firm, proposed staff and sub-consultants relevant to the project including construction administration.
- Design and technical engineering ability of the firm, proposed staff and sub-consultants.
- Demonstrated competency associated with ensuring budget, objectives and schedule requirements will be achieved.
- Prior work of the firm, proposed staff and sub-consultants for a university or the California State University system.
- Availability of key personnel.
- Service delivery, project schedule, budget and performance record of the firm for projects of a similar nature.
- The Firm's ability to execute the CSU Architect/Engineer Agreement including insurance requirements.

VI. PROPOSAL LOGISTICS

A. Information Contact

Questions regarding the Request for Proposal should be directed in writing to Michael Fisher (michael.fisher@humboldt.edu).

B. Optional Pre-Proposal Meeting

All firms are invited to attend an on-campus pre-proposal meeting. University staff will review the overall project and its scope, answer questions and lead a comprehensive tour of the existing facilities and proposed project site.

The meeting will be held at **1:00p.m., Thursday, January 10, 2019 at the Student Business Services Building Room 405, which is located northwest of the intersection of Harpst and B Streets and on the Humboldt State University campus located in Arcata, California.** A campus map can be downloaded at: <http://www.humboldt.edu/humboldt/maps>.

Complimentary parking permits can be arranged by requesting no later than Tuesday, January 8 at 1:00 pm. Requests should be directed to parking at (707) 826-3773 or via email at Parking@humboldt.edu.

C. Deadline & Location for Proposal Submittal

Please submit, via email, one electronic copy of your firm's proposal for the role of Project Architect for the Jenkins Hall Addition on or before **3:00 PM PST, Friday, January 25, 2019.**

Submissions shall be comprised of two separate emails. Part I of your proposal shall be submitted first. Such shall be clearly labeled in the email subject line as Part I of the firm's proposal for the referenced project.

Under separate email, also submit Part II of your firm's proposal; such shall be clearly labeled in the email subject line as Part II of the firm's proposal for the referenced project.

Please direct your submissions to:

Michael Fisher
Director of Planning & Design
Facilities Management
Humboldt State University
Email: michael.fisher@humboldt.edu