January 11, 2017

TO INTERESTED (STRUCTURAL AND GEOTECHNICAL) ENGINEERS

Re: Request for Qualifications (RFQ)
Board Membership – Seismic Advisory Board for the University of California System

Dear Colleagues:

Thank you for your interest in being a board member of the Seismic Advisory Board (SAB) of the University of California. This package includes more information on the SAB, a format for submitting qualifications, and a description of the selection process. This RFQ covers the expected scope of work for the board members. Candidates will be evaluated and selected as individuals based on their own personal qualifications and experience, and not the qualifications and experience of any firm or professional colleagues that they are now or previously may have been affiliated with. Accordingly, for submittals to be deemed responsive, they must be made by, for, or on behalf of individual persons as candidates. Candidates may be affiliated with or employed by firms, and need not be sole proprietors.

The complete responses to the RFQ are due by 5:00pm, Wednesday, February 1, 2017.

Questions regarding the RFQ, or the SAB, may be addressed to Associate Director, Design & Construction Policy – Vini Bhargava at 510-987-9593 or vini.bhargava@ucop.edu.

Sincerely yours,

[Signature]

Sandra Kim, Associate Vice President - Finance
Capital Asset Strategies & Finance
University of California, Office of the President

cc:
Executive Director Stimpson
Associate Director Bhargava
Managing Counsel Drumm
Senior Counsel Craig
REQUEST FOR QUALIFICATIONS

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1. INFORMATION
The University of California is soliciting qualified structural and geotechnical engineers to serve on a systemwide Seismic Advisory Board (SAB). The SAB will provide technical expertise and advice in support of the University of California Seismic Safety Policy and University practices.

2. RESPONSIBILITIES
The Seismic Advisory Board’s responsibilities may include:

- Oversee implementation and management of the UC Seismic Risk Model (SRM). The SRM is a UC developed system based on the Advanced Engineering Building Module (AEBM).
- Act as a liaison to resolve differences between engineers of record and peer reviewers.
- Act as a resource to review campus seismic rehabilitation plans; advise on effectiveness of plans; and recommend next steps to the University.
- Act as a technical expert to review and offer advice on prioritization plans as submitted by each campus.
- Recommend and evaluate UC Seismic Safety Policy revisions.
- Have each member assigned to specific UC campuses to facilitate development of knowledge and expertise for each site and set of buildings. This would also support campus leaders with the analysis of the impacts of geology and performance of differing types of structural models.
- Assist in organization of specific seismic advisory boards when engaged by campuses. Also coordinate with local campus board actions (where a local board exists) with the implementation of the UC Seismic Safety Policy.
- Meet as a group at least twice annually to discuss issues relating to University’s overall seismic program.

3. MEMBERSHIP, AGREEMENTS, AND CONTRACT REQUIREMENTS
The Seismic Advisory Board membership will include, at a minimum, five (5) engineers; one of whom shall serve as chairperson. The retention of members by the University shall be through an agreement with each member, typically for a period of four years. Initially however, two of the engineers shall have two-year terms to assure continuity on the Seismic Advisory Board. Each board member shall comply with all applicable UC policies. Board members shall be paid for their services on the SAB and fees will be negotiated after qualifications-based selection process.

Candidates will be evaluated and selected as individuals based on their own personal qualifications and experience, and not the qualifications and experience of any firm or professional colleagues that they are now or previously may have been affiliated with. Accordingly, for submittals to be deemed responsive, they must be made by, for, or on behalf of individual persons as candidates. Candidates may be affiliated with or employed by firms, and need not be sole proprietors.

Where no conflicts of interest exist, a member may be retained by a UC campus to provide campus-specific capital program consulting on seismic issues, including design. However, this work will be under separate agreement by the campus.
4. BACKGROUND INFORMATION
   The following are links to background information that will be useful in putting together your response to this RFQ:
   - University of California Interim Seismic Safety Policy
   - Advanced Engineering Building Module Manual
     [https://www.fema.gov/media-library-data/20130726-1820-25045-1705/hzmh2_1_aebm_um.pdf](https://www.fema.gov/media-library-data/20130726-1820-25045-1705/hzmh2_1_aebm_um.pdf)
   - Exhibit A: Insurance Requirements. This document provides the insurance requirements each board member, if selected, will be required to provide at the time of appointment.
   - Any and all addendums to this RFQ will be available on: [http://www.ucop.edu/construction-services/advertisements/announcements-postings/pro_services.html](http://www.ucop.edu/construction-services/advertisements/announcements-postings/pro_services.html). Each candidate is responsible for reviewing the website for any addendum before the submittal due date.

5. QUALIFICATIONS
   Interested individuals are expected to have significant expertise in seismology and either structural engineering or geotechnical engineering, and will be evaluated based upon statements of qualifications, performance data and related information provided by each candidate.
   - Each member shall be licensed to practice either structural engineering or geotechnical engineering in the State of California, with expertise in seismic design and/or earthquake engineering appropriate to their role on the Seismic Advisory Board.
   - Familiarity with the Advanced Engineering Building Module (AEBM) is required.
   - Past experience with determining seismic risk for organizations with a significant number of buildings or structures subject to rigorous seismic evaluation is a must.
   - Participation in national engineering or code organizations that focus on seismic design is desired, but not required.
   - Experience with UC’s Capital Program, UC’s buildings, and performance based structural design is preferable.

6. INFORMATION REQUESTED
   To allow the Screening and Selection committees to evaluate your qualifications (based on information listed in item 5, above) as thoroughly and efficiently as possible, we are asking that all RFQ Responses follow this format:
   - All submittal materials shall be one PDF file in a letter size 'print-ready' format file. The first page of this PDF shall be a letter of intent with the candidate's current contact information, including name, company affiliation, business address, phone number, and email address.
   - Each candidate is expected to submit his/her resume along with a list of existing affiliations (e.g.: professional organization(s) candidate is associated with; membership in other seismic boards or agencies)
   - To the extent any candidate is involved in any pending or unresolved claims against the University or brought by the University, whether as individuals or as member of a sub consultant or consulting firm on a UC project, each candidate must submit a list of all such claims.
   - Submit three (3) recommendation letters in support of your qualifications to be considered as a board member. These may be from current or past employers, clients, or colleagues.

Failure to comply with these requirements may result in disqualification of the entire submittal. To be considered, your packet must be submitted to the following by
5:00 p.m. Wednesday, February 1, 2017.
Email packets to: sabrfq@spmail.ucop.edu. Limit size of attachment to 30MB.

All material submitted becomes the property of the University and will not be returned to submitting candidate.
7. SELECTION & APPOINTMENT OF BOARD MEMBERS

The University will, based on qualifications presented throughout this process, select engineers best able to serve as board members on the SAB for the University of California system. In accordance with established University procedures, a Screening Committee will review all submittals in response to the RFQ and determine a “short list” of at least eight (8) and not more than twelve (12) individual engineers to interview and refer them to a Selection Committee. The Selection Committee will include user representatives and professional staff. The anticipated selection process schedule is as follows, which is subject to change without prior notice:

- **Questions:** Any questions related to this RFQ, the process, or the SAB can be sent to Vini Bhargava, Associate Director of Design & Construction Policy at vini.bhargava@ucop.edu (Vini is available by phone at 510-987-9593). All questions that need a response must be received, in writing, no later than **5:00pm Wednesday, January 25, 2017**
- **RFQ submittals:** Due at **5:00pm Wednesday February 1, 2017**. RFQ submittals shall be submitted to sabrfq@spmail.ucop.edu
- **Notification:** Individuals selected for interview shall be notified by **Tuesday, February 21, 2017**.
- **Interviews:** Between **late February, 2017 and early March, 2017**. We anticipate holding interviews on one or more days during this time period. We will provide specific dates and time slots for interviews after the screening process is completed.
- **Appointment to the Board:** The selection committee, after interviews, will make recommendations for selected individuals to serve on the Seismic Advisory Board.
Exhibit A, Insurance Requirements
for Request for Qualifications (RFQ)
Board Membership – Seismic Advisory Board for the University of California System

This document provides the insurance requirements that each board member, if selected, will be required to provide at the time of appointment. Each board member, at its sole cost and expense, shall insure its activities in connection with its services on the board, and shall obtain, keep in force, and maintain insurance as follows:

1. Commercial Form General Liability Insurance (contractual liability included) with minimum limits as follows:
   a. Each Occurrence $1,000,000
   b. Products/Completed Operations Aggregate $2,000,000
   c. Personal and Advertising Injury $1,000,000
   d. General Aggregate $2,000,000

   If the above insurance is written on a claims-made form, it shall continue for three (3) years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.

2. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single of not less than one million dollars ($1,000,000) per occurrence.

3. Professional Liability Insurance (contractual liability included) with limits of two million dollars ($2,000,000) per occurrence and two million dollars ($2,000,000) general aggregate.

   If the above insurance is written on a claims-made form, it shall continue for three (3) years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.

4. Workers’ Compensation as required under California State law.

5. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of board members and University against other insurable risks relating to performance.

The coverages referred to under 1. and 2. Above shall include University as an additional insured.