

**REQUEST FOR QUALIFICATIONS
ARCHITECT
Tenant Improvements for
14350 Meridian Parkway, Riverside**

University of California Office of the President requests that interested firms submit written proposals to provide design services for tenant improvement of approximately 50,000 square feet of space within the office building located 14350 Meridian Parkway, Riverside. The project area is on the 2nd floor of an existing three-story office building in operation.

SCOPE OF SERVICES:

- Work with University stakeholder team to assess program requirements, existing conditions, access issues, etc.
- Design creative and cost effective spaces for use by various departments of the UCPath Center and UC Riverside.
- Design will include tenant improvement from shell spaces of an existing facility to accommodate office and classroom functions and all associated improvements including interior architecture, HVAC, electrical, life safety, FF & E. Detailed project program to be determined.
- Development of space planning and other matters relevant to critical decision making.
- Full design services, through Construction Administration, including all sub-consultants.

QUALIFICATIONS OF THE DESIGN CRITERIA PROFESSIONAL

The University is seeking a consultant with the following experience and qualifications:

- Excellence in design
- Recent experience with design of comparable facilities
- Demonstrated experience with sustainable projects that received a LEED rating, or completed projects that demonstrably conserve energy and other resources
- Experience working with multiple stakeholders in a single project
- Experience in the public low bid environment
- Experience with University of California projects is desirable.

INSURANCE REQUIREMENTS

The University requires evidence of insurance coverage, to be presented only after the successful firm is selected to provide services. Submittal of insurance information is not required as part of the Statement of Qualifications. General Liability, Professional Liability Insurance, Business Automobile Liability, and Worker's Compensation will be required in the following amounts:

1. General Liability:

Comprehensive or Commercial Form:	
Each Occurrence	\$1,000,000
Products/Completed Operations, Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate (Not applicable to Comprehensive Form)	\$2,000,000

If the above insurance is written on a claims-made form, it shall continue for three 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 limit not less than one million dollars (\$1,000,000) per occurrence.

3. Workers' Compensation as required by California State law.

4. Professional Liability Insurance:

Each Occurrence	\$1,000,000
Project Aggregate	\$2,000,000

If the above insurance is written on a claims-made form, it shall continue for three 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.

5. Such other insurance in such amounts which from time to time may reasonably be required by the mutual agreement of the University and Consultant against other insurable hazards relating to the work to be done.

If the Consultant does not currently have coverage in accordance with University policies, then evidence should be submitted indicating that such coverage will be effective prior to entering into a contractual agreement with the University.

SELECTION PROCESS

The University will review all proposals, select and rank the three most qualified Consultants. The selection and ranking shall be based on the criteria listed below. The order in which the criteria appear does not indicate the importance, ranking or weighing that will be used in the evaluation. Proposal must not exceed 10 pages and shall provide sufficient information to allow the University to evaluate the Consultant's approach, experience, staff and availability. Proposals shall include the following information:

- Proposed approach to the project
- Description of projects of comparable scope including a client contact and phone number for at least three (3) projects. Experience needs to be shown on these areas of work:
 - Office design and completed construction for academic institutions

- Classroom and completed construction for academic institutions
- Tenant improvement of space to accommodate a variety of uses and functions within the same project including open office plans, classrooms, dry-labs.
- Tenant improvement planning in occupied buildings
- Experience of staff to perform the services required by the Project. Resumes of staff to be assigned to the Project and a statement regarding availability of staff to begin the Project.
- Preference given to firms that have offices in the SF Bay Area *and* in/near Riverside.

The University shall negotiate with the highest ranked Consultant on the tasks, staffing, schedule and a maximum not-to exceed fee. Negotiations may be formally terminated if they fail to result in a contract within a reasonable amount of time. Negotiations will then ensue with the second ranked Consultant, and if necessary, the third ranked Consultant. The Consultant's sub-consultants and engineers will be determined during the negotiations.

The successful firm will be required to sign the University's Executive Design Professional Agreement (EDPA) which is posted for review at <http://www.ucop.edu/construction-services/facilities-manual/contract-templates-design/edpa.html>.

This Request for Statements of Qualification and attachments will be available at <http://www.ucop.edu/building-administrative-services/projects/construction-projects.html> on June 9, 2017 until June 30, 2017. Architectural firms interested in submitting qualifications are recommended to notify the University prior to submittal by e-mail. Failure to notify the University may result in firms not receiving updates to the Request for Statements of Qualifications.

The University will convene a Screening Committee to review submissions and recommend a short list of firms to be interviewed by the Selection Committee. Screening is expected to take approximately one week. The Selection Committee anticipates interviewing shortlisted firms on a particular day it will appoint.

The University reserves the right to request any further documentation that it deems appropriate and necessary for the screening and selection process.

The respondent must submit three (3) hard copies of the proposal and one electronic copy, each signed by an authorized representative of the Consultant. Proposal must be submitted to arrive no later than **2:00 p.m.** on **June 30, 2017** to:

Jihee Lee, Project Manager
 University of California Office of the President
 Building & Administrative Service Center
 1111 Franklin Street
 Oakland, CA 94607
 E-mail: jihee.lee@ucop.edu
 Phone: 510-587-6333

The University of California is an Equal Opportunity Employer – Minorities and women are encouraged to apply. Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, and national origin have equal access to contracts and other business opportunities with the University. Each candidate firm will be required to show evidence of its equal employment opportunity policy.

At the University's sole discretion, submissions received later than this date and time may be rejected and returned unopened. Questions regarding the submittal or the project may be addressed to:

Jihee Lee, Facilities Project Manager
E-mail: jihee.lee@ucop.edu

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 them:

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 in the University's 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 Director of Building and Administrative Service Center, University of California Office of the President.

INSTRUCTIONS—SUBMITTAL CONTENTS AND FORMAT

*Proposal (exclusive of appendix materials) must not exceed 10 pages and shall provide sufficient information to allow the University to evaluate the Consultant's approach, experience, staff and availability. Proposals must follow the format below. Adherence to these instructions is used as a criterion in the screening and selection process. 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 1 electronic and 3 BOUND COPIES.***

1. **COVER LETTER** (maximum of 1 double-sided page)
 - identify team
 - provide name of contact person, phone and fax
 - summarize qualifications most relevant to this project
 2. **DISCUSSION OF CONSULTANT'S APPROACH TO THE PROJECT.** (maximum of 1 double-sided page)
 3. **RELEVANT QUALIFICATIONS** (maximum of 2 double-sided pages)
 - provide in summary format only
 - do not include general information
 - offer short, focused paragraphs by topic (i.e., building type, technical aspects; team communication; construction type; sustainability/LEED™; etc.) Experience needs to be shown in these areas of work: Office improvements for academic institutions
Tenant improvement of space to accommodate a variety of uses and functions including open office plans, conference centers, call centers and collaborative work environments plus energy efficient tenant improvements.
 3. **RELEVANT PROJECT EXPERIENCE** (maximum of 3 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 or other offices within the same firm, this must be clearly stated***
 - clearly state the roles of the individuals proposed for the current project in each example project
 - provide a list of the following for each project:
 - project name, location, and construction budget
 - beginning and ending dates of project
 - phases for which services were provided
 - square footage
 - main program elements
 - summary history of budget and construction change orders
 - general contractor name with name of contact person
 - 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 & EXPERIENCE** (maximum of 2 double-sided pages)
 - identify consultant or individual team member
 - summarize roles/responsibilities on this project and experience relative to those roles
 - describe previous university experience with your firm on relevant projects; state relevance
 - include benefits attributable to any techniques used on specific projects; ideally, references should confirm effectiveness
 5. **REFERENCES** (maximum of 1 double-sided page)
 - If fewer than three projects are presented in Section 3 above, provide additional contractor and owner references (at least one and up to four additional references)
 6. **APPENDIX**
 - firm brochure/history/background, reprints, etc. (optional)
 - key team member resumes
 - UC Request for Supplemental Information (per attachment)

REQUEST FOR SUPPLEMENTAL INFORMATION

Please submit the following information together with the 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)