University of California, Office of the President

Request for Qualifications for Project/Construction Management Services

FOR

Tenant Improvement and Repairs of Hertz Hall Complex

Livermore, California

Project Number: 5705045

June 2020

Advertisement Period: June 3, 2020 – June 17, 2020
Document Issue Date: June 3, 2020
Last Day for Questions: June 10, 2020, 12:00 PM
Notice of Intent to Submit Due: June 10, 2020, 12:00 PM
RFQ Submittal Due: June 18, 2020, 3:00 PM
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Attachment: Request for Supplemental Information
I. Advertisement for Project/Construction Management Services

The University of California, Office of the President (“UCOP” or “University”) invites the submission of qualification documents from experienced consultants to assist UCOP with the design-build delivery of a tenant improvement and repairs of Hertz Hall Complex in Livermore, California. Services desired include:

1) Revision of the Basis of Design documents to include program definition, design and performance criteria
2) Management of the Design-Build procurement process
3) Project management and construction management services for the design and construction for the Project
4) Management of furnishing and equipment for the Project

Tenant Improvement and Repairs of Hertz Hall Complex (“Project”)
Project Number:  5705045
Anticipated Construction Cost: $3.97M

This Project will be delivered via the Design-Build delivery method. Consultant’s work will be conducted under a Professional Services Agreement (PSA). The University will initiate a two-phase contract:

Phase 1: Revision of Basis of Design, and Request for Proposal documents, as well as project management services for Design-Builder procurement phase;

Phase 2: This phase of services is optional and contingent upon the Consultant receiving approval from the University, to provide project management and construction management services during the design and construction phases of the Project.

The selected entity must be able to start work immediately.

The complete RFQ packet will be available (in electronic format only) beginning June 3, 2020. To receive an email copy of the RFQ documents, email the RFQ administrator listed below:

Jihee Lee
Facilities Project Manager
Building and Administrative Services Center
Email: jihee.lee@ucop.edu

Or you may visit: https://ucop.edu/building-administrative-services/projects/construction-projects.html.

All interested firms are required to provide notification of their intent to submit Qualification Documents for this project to the RFQ administrator via email, by 12:00 PM, June 10, 2020. This will allow the University to ensure that interested parties receive all relevant communications.

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. Each candidate firm will be required to show evidence of its equal employment opportunity policy prior to entering into an agreement with the University.

The University reserves the right to reject any or all responses to this RFQ and to waive non-material irregularities in any response received.

All information submitted for evaluation will be considered official information acquired in confidence, and the University will maintain its confidentiality to the extent permitted by law.
II. Project Information and Requirements

A. Project Background

History of the Hertz Hall Complex: The Hertz Hall Complex housed the UC Davis Department of Applied Science (DAS), a cooperative academic program involving UC Davis and the Lawrence Livermore National Laboratory (LLNL) founded in the fall of 1963 by Edward Teller and Hans Mark of LLNL. They wanted to develop a graduate-degree training program for the employees of LLNL with the Regents of the University of California and the Chancellors of UC Berkeley and Davis. In 1971, the Hertz Foundation pledged funds to construct a dedicated teaching facility near the LLNL site, and the Atomic Energy Commission (later Department of Energy (DOE)/National Nuclear Security Administration (NNSA)) leased approximately 10.14 acres along the eastern boundary of LLNL to the Regents. The DOE/NNSA and the Regents entered into a separate operating agreement for the administration of DAS programs, use of LLNL facilities, intellectual property, and other matters. The ground lease lasts from February 1st, 1975 to January 31st, 2025, and the lease agreement provides a full recitation of the UC’s obligations. In 1991, the UC Student Center building, a focal point of student life, was constructed adjacent to the Hertz Hall building. In 2001, UC Davis, in collaboration with UCOP and LLNL, established the Edward Teller Education Center (ETEC). In 2003, the ETEC building was built to house the ETEC program activities, such as the Teacher Research Academy and other educational outreach programs. After 48 years of operations, the UC Davis College of Engineering closed DAS in July 2011 for budgetary reasons. Over the years, more than 300 students received their graduate degrees from DAS, many of whom went on to become leaders within the national security complex.

Current Status: UC Davis College of Engineering's decision to close DAS caused a dramatic reduction in occupancy between the campus and LLNL. This resulted in Hertz Hall Complex remaining mostly empty since late 2018. The Hertz Hall Complex is a set of three University of California-owned buildings on a site administered through a 50-year ground lease between the DOE/NNSA and the Regents. The building complex is located within the Livermore Valley Open Campus (LVOC), along the eastern edge of the LLNL, in Livermore, California. The two older buildings in the complex, Hertz Hall and the Student Center, face increasingly significant challenges from deferred maintenance and corrective repairs. In their current states, these buildings will require renovations to support the envisioned expansion of LLNL and UC collaborative activities. The more recently constructed ETEC building retains potential for use, but will benefit from upgrades accommodating current pedagogical methods. University of California National Laboratories (UCNL) has conducted a feasibility study to repurpose the Hertz Hall Complex as a system-wide asset for campus and LLNL engagement.

B. Project Description

The existing Hertz Hall Complex will be improved to house administrative spaces, classrooms, flex lab, mixture of conference rooms, collaborative work/lounge areas, and breakrooms. The overall design of the elements will stay within the existing characteristics and contexts of the buildings and surroundings.

- Hertz Hall Improvement: Interior finish replacement and refresh with limited reconfiguration, installation of new doors sidelights, HVAC, electrical and technology upgrades including energy efficient lighting, new plumbing fixtures to meet accessibility and water conservation standards, and refresh courtyard. Repairs include roof/gutter and exterior sidings and fences in addition to seismic enhancement.
- Student Center Renovation: Interior finish replacement and refresh with limited reconfigurations, update amenities, HVAC upgrade, energy efficient lighting, upgrade plumbing to meet water conservation standards. Repairs include roofing replacement and new gutters, and fences.
- Edward Teller Education Center Renovation: Modest technology upgrade as add alternate.
All buildings will have new network infrastructure and A/V system for conferencing and long-distance learning environment, and new furniture to support the functional program.

![Project Site](image)

C. **Project Goals**

1. Meet planned functional and space programming requirements
2. Bring facility up to code and applicable UC policies, standards & aesthetics
3. Meet existing ground lease terms and conditions
4. Perform deferred maintenance and improve life safety

D. **Scope of Services**

The University intends that the project delivered via the Design-Build process will optimize the value received – in terms of capacity, capability and quality – from a fixed maximum investment of fiscal resources; and the University expects the Consultant to help develop a strategy that will incentivize the selected design-build team to optimize these values for the University. The University intends to award a Professional Services Agreement (PSA) for the scope of services. The agreement is posted for review at [https://www.ucop.edu/construction-services/facilities-manual/contract-templates-design/index.html](https://www.ucop.edu/construction-services/facilities-manual/contract-templates-design/index.html).

1. **Basis of Design:**

   Consultant’s work plan should address the following:
   
   a. Develop a work program based on the University’s goals.
   b. Generate comprehensive design and technical performance criteria responsive to the University’s program and budget for the project, taking into consideration work completed to date, in coordination with the multiple stakeholders from University (Building and Administrative Services Center (BASC), University of California National Laboratories (UCNL) and other University departments, and Lawrence Livermore National Laboratory (LLNL).
c. Generate Basis of Design Documents that clearly communicate Program, Design and Technical Performance criteria utilizing graphic, quantitative and written descriptions;

d. Develop a full and complete set of performance specification that incorporate University and LLN’s standards and requirements;

e. Basis of Design should include construction cost estimate which demonstrates the developed program, design and technical performance criteria are attainable within the University’s budget;

f. Develop and incorporate into the Basis of Design Documents a structured system for verification of implementation of the design and technical parameters throughout the Design-Build design documentation and construction phases.

2. **Design-Build Procurement Services:**

   Preparation and management of all documentation needed for design-build team procurement, including but not limited to:

   a. Design-Build Request for Qualifications (RFQ)
   b. Project Design-Build Request for Proposals (RFP)
   c. Design-Build competition and Best-Value selection and subsequent Award of contract

3. **Design-Build Delivery Management Services:**

   Following the award of the DB contract, continue providing project management and construction management services for subsequent design phases and construction phase implementation and to close out the project.

E. **General Schedule**

   Scope duration is anticipated to be approximately as follows:

   1. Basis of Design Phase: **4 weeks**
   2. RFQ-RFP Development: **4 weeks**
   3. Design-build competition: **1 month**
   4. Design Development: **1 month**
   5. Construction Documents/construction: **5 - 7 months**

   **The Project Delivery is by End of May 2021**

F. **Contract Requirements**

   1. All services to be provided by the consultant shall be in accordance with the issued University Contract Documents, Professional Services Agreement (PSA).

      a. Note any exceptions to the attached agreement that would prevent your firm from executing the Agreement in your response. University cannot accept any request to include language to limit liability with regards to insurance and/or modify the indemnification clauses.

   2. University requires evidence of insurance coverage: general liability, automobile liability, and worker’s compensation. If consultant does not currently have coverage in accordance with University requirements, listed below, documentation shall be submitted indicating that such coverage will be in place prior to execution of the Consultant Agreement.

<table>
<thead>
<tr>
<th>Commercial Form General Liability Insurance* - Limits of Liability</th>
<th>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Occurrence - Combined Single Limit for Bodily Injury and</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Property Damage</td>
<td></td>
</tr>
<tr>
<td>Products - Completed Operations Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Personal and Advertising Injury</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>
General Aggregate $2,000,000

**Business Automobile Liability Insurance** - Limits of Liability

Minimum Requirement

Each Accident - Combined Single Limit for Bodily Injury and Property Damage $1,000,000

**Workers’ Compensation and Employer’s Liability**

Minimum Requirement

Workers’ Compensation:

Minimum Requirement

Employer’s Liability:

Each Employee $1,000,000

Each Accident $1,000,000

Each Policy $1,000,000

**Professional Liability Insurance** - Limits of Liability

Minimum Requirement

Each Occurrence $1,000,000

General Aggregate $2,000,000

*This insurance must be (i) issued by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's) or (ii) guaranteed, under terms consented to by the University (such consent to not be unreasonably withheld), by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's). Further, the deductible, or retained limit, for each coverage shall not be more than $100,000.

**This insurance must be issued by companies (i) that have a Best rating of B+ or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's); or (ii) that are acceptable to the University.


**III. RFQ Submittal Process**

**A. RFQ Selection Criteria**

The Screening Committee will be evaluating project teams based upon their project management experience with comparable projects and with the Design-Build delivery method for similar type of projects. Applicants should clearly highlight such projects and describe similarities to the proposed project. Directly related experience is preferred, as compared to broad experience or general qualifications. Submittals should focus on relevant experience of the proposed staff and having worked together previously as a team. The following will be major considerations in selection of the consultant:

a. Demonstrated experience with the Design-Build delivery process.

b. Demonstrated firm and staff experience in the development of programming, design, and performance criteria for similar improvements via a design-build delivery.

c. Demonstrated experience with the successful management and administration of a Design-Build procurement process; and demonstrated experience with similar projects would be preferred.

d. Familiarity with University of California (UC) contracts, UC project approval process and other UC requirements, including Design-Build at the UC.
e. Demonstrated experience managing and administering project budgets, schedules, scope through the various contracts necessary to complete the project.

f. Demonstrated experience in managing expectations of multiple layers and groups of stakeholders.

g. When in a similar role, demonstrated ability in past projects of how value was created for Owner.

h. Qualifications of the Principals and Project Team Members, including roles and responsibility of each, as well as the proposed primary contact.

B. RFQ Schedule

In accordance with established University procedures, University will review all submittals in response to the RFQ and will determine and select the most qualified firm for the listed project.

1. The complete request for qualifications (RFQ) packet will be available at https://ucop.edu/building-administrative-services/projects/construction-projects.html on Monday, June 3, 2020 at 9 AM.

2. Questions may be addressed by email to Jihee Lee at jihee.lee@ucop.edu. The last day questions will be received will be June 10, 2020, 12:00 PM.

3. **RFQ Qualification Submittals must be received on or before 3:00 PM, on June 18, 2020.** Electronic submission only. The firms who submitted the Notice of Intent to Submit will be provided with the info where to upload the submittal documents. The Notice of Intent to Submit must be sent via e-mail to Jihee Lee, jihee.lee@ucop.edu.

   Jihee Lee, AIA, LEED AP, CASp
   Facilities Project Manager
   Building and Administrative Services Center
   UNIVERSITY OF CALIFORNIA, OFFICE OF THE PRESIDENT
   1111 Franklin Street, 7th Floor
   Oakland, CA 94607

   **LATE SUBMISSIONS, FOR ANY REASON, WILL NOT BE ACCEPTED.**

C. RFQ Selection Process

The selection process will proceed as follows:

1. Entities MUST submit a Notice of Intent to Submit as indicated in the Request for Qualifications Advertisement. The Notice of Intent to Submit should be in the form of an email to the RFQ Administrator, Jihee Lee, announcing an entity’s intent to submit Qualification Documents for this project. Please use the project number and name in the subject line of your email.

2. Entities must submit all required documents by the given deadlines, as required in the Request for Qualifications Advertisement.

3. The University Screening Committee will evaluate each RFQ Submittal and will rank the prospective firms according to the criteria provided in the RFQ.

4. Should the University decide to proceed with interviews, the University will notify the shortlisted firms that they have been selected for a Presentation/Interview with the University’s Selection Committee. Notice shall be in writing, and will include the time and date for the presentation/interview (currently anticipated for late June or early July 2020) and description of further requirements related to the interview. Firms should be prepared to discuss their project approach and work plan.

5. The University select from among the available qualified firms.
D. RFQ Submittal Format

Submittal Format - Electronic PDF format uploaded to an University designated Box.com folder. **maximum of 10 pages** of content excluding cover letter, tabs/divider pages, appendix

Section 1: Cover Letter (maximum 1 page)
The Cover Letter should introduce the team and provide a brief history of the firm, including:
1) Number of years in business as the current entity or its legally-recognized predecessor.
2) Number of employees (aggregate of all office locations).
3) The individuals proposed to fill the following roles, at a minimum:
   a) Designated principal-in-charge, authorized to make contractual commitments on behalf of the firm;
   b) Designated project lead, responsible for delivery of services to the University in connection with the subject project;
   c) Designated technical lead for the project.
4) The firm’s office location that will be the firm’s primary base for delivery of services to the University in connection with the subject project.

Section 2: Project Team and Qualifications
1) Team Organization Chart.
2) Explain the role of each individual and each proposed consultant, and explain how the individual’s past experience is directly relevant to his/her proposed role and the specific services as described in the RFQ Advertisement.
3) Describe the Team’s, or Team members’, experience in working together on projects comparable to the subject project.
4) Resumes for each proposed team member, indicating individual’s experience relevant to the requirements of the subject project and relevant contact information such as their email address.

Section 3: Describe relevant project experience
1) Describe a minimum of three (3) relevant projects comparable to subject project.
   a) For each of the projects cited under item 1) above, provide brief project description, including owner, location and dates of engagement, initial project budget and schedule, and completed project cost and schedule;
   b) Photographs or diagrams e.g. plans, conveying features relevant to the requirements of subject project, as described herein;
   c) The firm’s scope of work, including services and deliverables.
2) Key personnel assigned to the project:
3) Construction Contract sum.

Section 4: Project Understanding
1) Understanding of the, scope of services and deliverables, based on information provided herein; and Respondent’s responsiveness to the RFQ Selection Criteria.
2) Describe how Team would work with the University to achieve the project goals. Describe proposed approach and work plan, consistent with schedule and other information provided herein.

Section 5: Appendix
1) Firm brochure/history/background, etc. (optional)
2) UC Request for Supplemental Information (per attachment)

E. Negotiation and Award of Contract
1. The University will negotiate a contract for scope of services and compensation with the firm found highest-ranked among qualified firms for services and compensation.
2. Negotiations shall begin no later than 14 days after the identified firm has been notified of the University’s finding.
3. In the event that the University is unable to successfully reach agreement with the first-identified firm, the University may terminate negotiations with that firm and enter into negotiations with the next qualified firm, in the same manner as prescribed above.
4. In the event that the University is unable to successfully reach agreement with the second-identified firm, the University may terminate negotiations with that firm and enter into negotiations with the next qualified firm, in the same manner as prescribed above.
5. In the event that the University is unable to successfully reach agreement with the successively ranked firm, the University may opt to negotiate with successively ranked firms until arriving at mutually-satisfactory terms with a qualified firm.
6. Upon successful completion of negotiations, the University and the selected Consultant shall execute an Agreement. The University shall tender the final form of Agreement to the Consultant within 45 calendar days of the conclusion of negotiations, unless the University notifies the Consultant otherwise.
7. If the selected Consultant fails to execute the Agreement tendered by the University within 14 calendar days of receipt, the University reserves the right to withdraw the Agreement, and to undertake negotiations with successively-ranked firms among the qualified firms.
8. The University and firm shall work together to ensure the successful delivery of the requested services in a timely fashion.

F. 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 Project/Construction Management 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 Project/Construction Management 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 Services University of California Office of the President.

G. Equal Opportunity Employer

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 within the limits imposed by law or University policy. Each candidate firm will be required to show evidence of its equal employment opportunity policy.

H. Fair Wage

Consultant/Design Professional shall pay all persons providing services and/or any labor on site, including any University location, no less than UC Fair Wage (defined as $13 per hour as of 10/1/15, $14 per hour as of 10/1/16, and $15 per hour as of 10/1/17), and shall comply with all applicable federal, state and local working condition requirements.
REQUEST FOR SUPPLEMENTAL INFORMATION

Please submit the following information together with the other required submittal material by the date noted in the Request for 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)

______________________________ Firm Name

______________________________ (Address)

______________________________ (City, State, Zip)

______________________________ (Telephone Number)

______________________________ (Facsimile Telephone Number)