

University of California, Office of the President
Request for Qualifications
UC Low Carbon Showcase Project
January 23, 2024

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Overview

Background

Low-carbon construction and facilities are a key component of the President’s Leading on Climate priority to establish UC as the industry leader in low-carbon construction. Accordingly, the University is seeking a consultant for two scopes of work:

- Scope A: Identify and document 6-10 projects at various UC campuses and health centers to showcase the benefits of low-carbon and embedded carbon choices, and
- Scope B: develop a low-carbon capacity-building program that includes intensive training for project managers and staff on best practices, selection, and documentation of low-carbon products.

Scope of Work

Scope A – Documentation of Showcase Projects

The intent of this scope is to “showcase” 6-10 existing facilities at UC’s campuses and medical centers to demonstrate the benefits of low-carbon and embedded carbon choices in the use of advanced timber products, low-carbon concrete, green steel and other materials. Showcase facilities would be identified, documentation would be prepared, potential teaching materials could be generated, and possible future policy recommendations would be developed.

The goals of the Documentation of Showcase Projects are to:

1. Identify and highlight 6-10 “showcase” facilities at UC’s campuses and medical centers.
2. Prepare a resource document that showcases the finished project, summarizing key points on construction methodologies, project material selection, how design decisions were made, financial and environmental costs and benefits, lessons learned, etc., to educate future UC construction projects as well as the larger community.
3. Prepare content for a webpage summarizing the findings and showcase facilities to be hosted on UC’s website
4. Offer 1 hour training for UC community on findings and showcase projects as part of Scope B below.

The Consultant must provide all services and labor necessary to identify and document the Showcase Projects. The project team will introduce the Consultant to affiliated campus staff with whom to identify showcase project(s). The Consultant may also need to communicate with project design/construction team and campus project managers to collect details.

The final product will be a written document summarizing key points on the Showcase Projects, including materials, how design decisions were made, lessons learned, photo documentation, etc. to educate future

UC construction projects as well as the larger community. The Consultant will also develop this information in a website format which will be uploaded onto the UCOP Design and Construction website. The information will also be used as case studies in the capacity-building training included in Scope B below.

The Consultant should anticipate 2-3 kick-off and planning meetings with UCOP project staff which will cover both Scope A and B of this project. The first meeting will be in person at UCOP if feasible. The subsequent meetings will be via web-conference. UCOP staff will identify campus contacts whom the Consultant can contact to gather potential Showcase project information. Each project may require additional calls or emails to project staff for details. The consultant will present a draft of both the document and the website at 30% (outline) and 80% for review by UCOP and will incorporate comments. No final printed documents will be required- all submittals will be submitted electronically.

Scope B – Low-Carbon Capacity Building Program

The intent of this scope is to increase the capacity of campus project management staff and managers to identify, evaluate and utilize low-carbon construction materials in future UC capital projects. This would include information on materials that are the biggest drivers of embedded carbon, creating solicitations that set low-carbon requirements, communicating with design professionals to define goals, evaluating design options, understanding EPDs, evaluating Life Cycle Assessments (LCA), etc.

The goals of the Low-Carbon Capacity Building Program are to:

1. Develop a 5-6 hour training series to increase the capacity of UC design and construction staff to incorporate low-carbon construction in future projects;
2. Present two all-day in-person trainings once in Northern California and once in Southern California;
3. Develop written materials in coordination with the training session that can be used as a resource.

The Consultant must provide all services and labor necessary to develop the Low-Carbon Capacity Building Program. The Low-Carbon Capacity Building Program should also highlight campus best practices identified through the Showcase work in Scope A above. The final product will be a 5-6 hour training series and two all-day trainings and accompanying written resources.

The Consultant should anticipate 2-3 kick-off and planning meetings with UCOP project staff which will cover both Scope A and B of this project. The consultant will present a draft of both the training PowerPoint and written materials at 30% (outline) and 80% for review by UCOP and will incorporate comments. No final printed documents will be required- all submittals will be electronic.

UC Project Team

UCOP's project team includes representatives from Capital Programs, Energy & Sustainability. Other stakeholder groups will be consulted for their specific expertise as needed.

Key team members include:

- Project Lead: Sarah Price, Associate Director, Design & Construction, UCOP
- Project Director: Ellen Owens, Director, Design & Construction, UCOP
- Project Sponsor: David Phillips, Associate Vice President, Capital Programs, Energy & Sustainability, UCOP

Potential stakeholder groups include:

- UC Campus Design and Capital Program departments
- UC Sustainability departments
- UC Green Building Working Group

Project Budget

The maximum budget for the UC Low Carbon Showcase Project is \$100,000. The budget is inclusive of incidental costs, including but not limited to travel and printing/reproduction costs.

Registration List & Access

Please register your primary contact information (i.e., name, company and email address) with UCOP (via email to Sarah Price sarah.price@ucop.edu) by Friday, February 2, 2024 5 p.m. Pacific Time to express interest in submitting a qualifications statement and be added to the Registration List. Only submitted qualifications statements from those on the Registration List will be considered.

All documentation, including a copy of this RFQ and RFI responses, are and will be made available to registered vendors through the [UC Low Carbon Showcase Google Drive](#).

Schedule & Deliverables

Send all requests for information (RFI) and qualifications by email by the dates below to Sarah Price (Sarah.Price@ucop.edu).

Procurement - Scopes A & B

Description	Schedule
a. Interested parties register primary contact information (i.e., name, company and email address) with UCOP (via email to Sarah Price, Sarah.Price@ucop.edu) to be added to the Registration List. Only submitted qualifications statements from those on the Registration List will be considered.	Fri. 2/2/2024 (5 p.m. Pacific Time)
b. Requests for Information/Clarification due from vendors (earlier submittals encouraged)	Fri. 2/9/2024 (5 p.m. Pacific Time)
c. RFI responses provided by UCOP to vendors	Wed. 2/14/2024 (5 p.m. Pacific Time)
d. Qualifications due	Fri. 2/23/2024 (5 p.m. Pacific Time)

Estimated Delivery of Scope A – Low Carbon Showcase

Description	Schedule
a. Project Kick-off and begin discovery phase	2Q 2024, upon completion of Procurement
b. Deliverables to UCOP: 1. Draft Outline of Showcase Document and Website	Within 4 weeks of Project Kick-off
c. Draft version of Showcase document and Website to UCOP	Within 10 weeks of Project Kick-off
d. Final version of Showcase Document and Website to UCOP <ul style="list-style-type: none"> • Consultant must deliver the final version that addresses all UC feedback 	Within 16 weeks of Project Kick-off

Estimated Delivery of Scope B – Low-Carbon Capacity Building

Description	Schedule
a. Project Kick-off and begin discovery phase	2Q 2024, upon completion of Procurement
b. Outline of Training Sessions Delivered to UCOP	Within 8 weeks of Project Kick-off
c. Final Draft Training Materials Delivered to UCOP	Within 11 weeks of Project Kick-off
d. Training Session Presentation to UC Community <ul style="list-style-type: none"> • Training Sessions will be recorded (e.g., via Zoom) for future reference, and are expected to be between 4-6 hours of content (including time for questions and answers). 	Within 20 weeks of Project Kick-off

Request for Qualifications Contents

Executive Summary & Approach

In no more than two pages, please describe your approach for completing the scope of work, why your team is the best qualified to provide the required services, and any unique capabilities your team offers.

Qualifications & Past Experience

In no more than four pages, please describe and provide examples your team’s relevant accomplishments, qualifications, and experience as they relate to this scope of work. Include any previous work for or with the University of California.

Project Team Organization & Resumes

Please describe your project team with brief resumes for each team member, and a team organization description or chart.

Schedule

Confirm that your team is able to meet the delivery schedule and deadlines noted above. Identify exceptions, if any with the proposed schedule.

Potential Conflict of Interest Information

Please describe any potential conflict(s) of interest that may arise under this contract per Article 18 - Conflict of Interest of Exhibit 1 - Terms and Conditions.

Cost

A fixed-price contract will be awarded for scopes A and B. Upon receipt of all qualifications, UCOP will determine the most qualified consultants, and then negotiate with the selected team.

Prior to award, select team(s) will be requested to provide a detailed breakdown of costs for each scope, including hourly rates, and estimated number of hours for each team member (i.e. scope A and B costs must be reported individually as subtotals, and then combined to show total project costs).

General Requirements

Invoices

Invoices must include the number of hours for each Consultant team member, report the percent completion of phases/tasks to allow for monitoring progress of scope and budget, and be submitted by the tenth day of each month.

Substitutions

In the event that any of the Consultant team members proposed are unable to perform, the Consultant must submit, within five working days to the Project Lead, a detailed written request explaining the circumstances necessitating the proposed substitutions and a resume for the proposed substitute. Substitutions that require an increase in the staffing to perform or accomplish the scope of work will be at the expense of the Consultant. Per the California Subletting and Subcontracting Fair Practices Act, any substitutions must be confirmed as acceptable by UC.

Terms & Conditions

The attached Attachment 1, University of California Professional Services Agreement Terms and Conditions, is the governing document with regard to this scope of work. Please review Attachment 1 and provide exceptions, if any, with the submittal of the proposal. Attachment 1 need not be completed as part of the proposal, however will be executed with the selected Consultant.

Ownership

All work and data generated under this contract is the property of the UC Regents.

Attachments

Attachment 1: University of California – Terms and Conditions of Purchase