University of California, Riverside

Multidisciplinary Research Building 2

Request for Qualifications for
Project / Construction Management Staff Augmentation Services

Project Number: 950529
Contract Number: 950529-PSA-2017-64

October 13, 2016

Advertisement Date: October 13, 2016 – October 28, 2016
Document Issue Date: October 13, 2016
Notice of Intent Date: October 24, 2016 12:00 PM
RFQ Submittal Due by: November 2, 2016, 2:00 PM
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I. ADVERTISEMENT FOR PROJECT / CONSTRUCTION MANAGEMENT STAFF AUGMENTATION SERVICES

The University of California, Riverside (UCR) Office of Architects & Engineers invites the submission of Qualification documents from experienced consultants to provide project / construction management staff augmentation services for the design and construction of the Multidisciplinary Research Building 2 Project (MRB 2).

The University will initiate a multi-phase contract to provide project / construction management services for the design phase of MRB2 (Phase1) with the option to extend services at the University’s discretion, for the continuation during construction (Phase 2). Work on this project will be conducted under a Professional Services Agreement (PSA).

The selected entity must be able to start work immediately. Phase 1 work efforts are anticipated to last approximately 12 months.

The complete RFQ packet will be available (in electronic format only) on October 13, at 1:00 PM. To receive a copy of the RFQ Documents, email the RFQ Administrator listed below.

RFQ Administrator:
Carmen Long
UCR Contracts Administration
Email: carmen.long@ucr.edu

Or download directly from: http://ae.ucr.edu/business/consultants.html

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.

The University reserves the right to reject any or all responses to this RFQ and to waive non-material irregularities in any response received. The execution of an Agreement with any firm selected pursuant to this advertisement may be contingent upon pending University approvals, including but not necessarily limited to the approval of the University's Board of Regents to commence the Preliminary Plans Phase ("P-phase") of project implementation.

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.

Originally Published: 10/13/2016
II. PROJECT INFORMATION AND REQUIREMENTS

A. BACKGROUND

The 1,127-acre UCR campus is located three miles east of downtown Riverside and is bisected by the I-215/SR-60 freeway. The 616 acres east of the freeway include the undergraduate academic core and most of the existing campus facilities; the 511 acres west of the freeway includes the agriculture research fields and support facilities, a large parking lot, administrative facilities, and University Extension. UCR present enrollment is approximately 21,000 students.

B. PROJECT DESCRIPTION

In support of the University of California, Riverside (UCR) Strategic Plan, UCR 2020: The Path to Preeminence, the proposed Multidisciplinary Research Building 2 (MRB2) is envisioned to be a 120,000 to 140,000 GSF multi-story facility comprised of research laboratories, research support space, faculty offices, office support, and building support spaces. The MRB2 building program will be based upon the program of the recently approved Multidisciplinary Research Building 1 (MRB1) which is presently under construction, and will host multiple scientific disciplines, providing wet and dry research laboratories, core laboratory support facilities, a vivarium, and space for faculty and academic support. The building will be located on the East Campus, adjacent to existing life science research facilities.

UCR Architects and Engineers (A&E) is currently mobilizing to deliver the project using the Design-Build form of procurement, and desires to retain a project / construction management consultant as an augmentation of UCR A&E staff assigned to lead the project.

C. EXPERIENCE REQUIREMENTS

- Project management of complex, wet-sciences laboratory facilities of 100,000 gross square feet (GSF) or greater (minimum of 3 projects)
- Management of complex research facility projects having construction cost greater than $50,000,000 (minimum of 3 projects)
- Experience managing preparation of project program documents, developing and articulating project design and performance criteria, and establishing clear goals & documentation for a Design-Build project delivery
- Project management of complex projects employing Design-Build competitive bid process and delivery
- Experience with Best Value selection process, as administered by the UC system
- Experience with multiphase, fast track construction delivery
- Familiarity with University of California (UC) Design-Build contracts, UC project approval process and other UC requirements
- Demonstrated knowledge of the California Public Contract Code
- Familiarity with California Environmental Quality Act (CEQA) as applicable to the development of large-scale capital improvements projects.
- Experience managing and administrating project budgets, schedules, scope through the various contracts necessary to complete the project
The successful consultant must commit to providing a lead construction management professional to lead the consultant’s team and to be the consultant’s prime representative to the UC Riverside office of Architects & throughout the duration of consultant’s services. Only firms with established Southern California offices will be considered.

The consultant organization and its staff proposed to provide the requested services will demonstrate the breadth and depth of experience required, as well as the appropriate team to support UCR on a variety of levels -- high-level strategy as well as contracting & procurement expertise within the UC-system is of great value.

Other highly desirable experience is a key understanding of sophisticated project delivery mechanisms, specifically including Design-Build, experienced and proactive project planning for that delivery method, and strong expertise in Lean Construction Management and the principles of Integrated Project Delivery. Firm will assist with project archiving and file management following University protocol.

The ideal consultant will have a depth of resources with appropriate levels of experience, and will work to augment, bolster, and provide support for UCR’s professional internal Project Management staff, to form a seamless and integrated project delivery team.

D. **SCOPE OF SERVICES**

The following staff roles / functions are required to be available as part of the Consultant’s team:

1. Principal / Project Executive
2. Senior Project / Construction Manager (prime contact)
3. Project Controls, Financial and Contractual Compliance Management
4. Project Scheduler
5. Contract Analyst
6. Project Admin

Note: Not all roles will be needed across all project phases.

E. **GENERAL SCHEDULE**

Scope duration is anticipated to be approximately as follows:

- **Basis of Design / Design-Build RFP Development:** December 2016- March 2017
- **Design-Build Competition:** April 2017 – July 2017
- **Design Development:** August 2017 – November 2017
- **Construction Documents/Construction:** December 2017 - May 2020

F. **CONTRACT REQUIREMENTS**

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

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.
Commercial Form General Liability Insurance* - Limits of Liability

| Each Occurrence - Combined Single Limit for Bodily Injury and Property Damage | $1,000,000 |
| Products - Completed Operations Aggregate | $2,000,000 |
| Personal and Advertising Injury | $1,000,000 |
| General Aggregate | $2,000,000 |

Business Automobile Liability Insurance* - Limits of Liability

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

Workers’ Compensation and Employer’s Liability**

| Workers’ Compensation: | (as required by Federal and State of California law) |
| Employer’s Liability: | |
| Each Employee | $1,000,000 |
| Each Accident | $1,000,000 |
| Each Policy | $1,000,000 |

Professional Liability Insurance* – Limits of Liability

| 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. SCHEDULE FOR SCREENING AND SELECTION OF CONSULTANTS

In accordance with established University procedures, UC Riverside will review all submittals in response to the RFQ and will select the most qualified firm for the listed project. Firms that meet the screening criteria may be invited for an in-person interview.

The complete RFQ packet will be available (in electronic format only) on **October 13, 2016, at 1:00 PM**. To receive a copy of the RFQ Documents, **email** the RFQ Administrator listed below.

**RFQ Administrator:**

**Carmen Long**  
UCR Contracts Administration  
Email: carmen.long@ucr.edu

Or download directly from: [http://ae.ucr.edu/business/consultants.html](http://ae.ucr.edu/business/consultants.html)

It is requested that interested firms notify the University of their intent to respond to this Request for Qualifications by emailing the RFQ Administrator on or before **October 24, 2016, 12:00 PM**.

**RFQ Qualification Submittals must be received on or before 2:00 PM, on Wednesday, November 2, 2016.** Submittals must be submitted in electronic format on a CD or flash drive, in PDF format at the address below. Submittals turned in via email or fax will not be considered. No paper copies requested. Please address submittals to:

    Attn: Contracts Administration, Carmen Long  
    Architects & Engineers  
    UNIVERSITY OF CALIFORNIA, RIVERSIDE  
    1223 University Avenue, Suite 240  
    Riverside, CA 92521

*Include the Project Number and Name on the outside of your envelope*


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

*All material submitted becomes the property of UCR and will not be returned to submitting firm.*

B. SELECTION PROCESS

The selection process will proceed as follows:

1. The University Screening Committee will evaluate each RFQ Submittal and will rank the prospective firms based on the criteria provided in the RFQ Questionnaire & Submittal Form (Attachment A).

2. The highest ranked firms will be recommended to the Selection Committee. The Selection Committee will review the finalists and make a recommended selection to the Associate Vice Chancellor / Campus Architect for review and approval.

3. After review of the submittals the University may, or may not, schedule interviews.
4. If the University receives submissions from fewer than three qualified firms, the University may select from the available qualified firms.

C. NEGOTIATION AND AWARD OF CONTRACT

1. The University will negotiate a contract with the best ranked qualified firm for services at compensation that the University determines as fair and reasonable.

2. Negotiations shall begin within 5 days after the successful firm has been notified of its selection, unless the written notice provides that additional time is necessary to begin negotiations.

3. The University and firm shall work together to ensure the successful delivery of the requested services in a timely fashion.

4. In the event an impasse is reached in negotiations, the University may terminate negotiations and enter into negotiations with the next qualified firm, in the same manner as prescribed below.
   a. Should the University be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price the University determines to be fair and reasonable, negotiations with that firm shall be formally terminated in writing by the University.
   b. The University shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the University shall terminate negotiations in writing. The University shall then undertake negotiations with the third most qualified firm.
   c. Should the University be unable to negotiate a satisfactory contract with any of the selected firms, the University shall select additional firms in order of their competence and qualification and continue negotiations in accordance with these Instructions until an agreement is reached.
   d. Upon the completion of negotiations, the University and the firm shall proceed to execute a contract. The University shall provide the firm the contract within 45 days after the conclusion of negotiations, unless the University notifies the firm that additional time is necessary to complete the contract.
   e. If the selected firm fails to execute the contract within 14 days of receipt, the University may formally terminate the negotiations with that firm in writing and undertake negotiations with the second most qualified firm and so on as previously described above.
ATTACHMENT A: RFQ QUESTIONNAIRE & SUBMITTAL FORM

PLEASE FIND THE QUESTIONNAIRE AND FORMS ON THE SUBSEQUENT PAGES. WHERE NECESSARY, COPY THE FORMS IN THIS PACKAGE. USE ONLY THESE FORMS.

SUBMIT ONE ELECTRONIC FILE ON TRANSFERABLE MEDIA NO LATER THAN THE RFQ DEADLINE.
Attachment A

RFQ QUESTIONNAIRE & SUBMITTAL FORM

For

Request for Qualifications for
Project / Construction Management
Staff Augmentation Services

FOR THE
Multidisciplinary Research Building 2
PROJECT NO. 950529
CONTRACT NO. 950529-PSA-2017-64
UNIVERSITY OF CALIFORNIA, RIVERSIDE
(10/13/2016)

SUBMITTED BY:

(Company Name. If a Joint Venture, state name of JV Entity)

<table>
<thead>
<tr>
<th>Type of Organization:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Sole Proprietor/Individual</td>
<td>☐ Partnership</td>
</tr>
<tr>
<td>☐ Joint Venture</td>
<td>☐ Corporation</td>
</tr>
</tbody>
</table>

(State of Incorporation)

(Contact Name & Title)

(Street Address)

(City, State, Zip Code)

(Telephone Number)  (Facsimile Number)

(E-mail)

Each prospective firm must answer all of the following questions and provide all requested information.

All information submitted for prequalification evaluation in response to Section 2, if applicable, and marked as “confidential” will be considered official information acquired in confidence, and the University of California will maintain its confidentiality unless (1) the University determines that it is required to release the information to a third party pursuant to the requirements of the California Public Records Act or (2) the University is required by court order to release the information to a third party pursuant to the requirements of the California Public Records Act. In the event that the University receives a request pursuant to the California Public Records Act and the University determines that it is required to disclose information marked “confidential” by the provisions of the California Public Records Act, the University will notify the prospective firm of the pending disclosure at least 72 hours prior to such disclosure so that the prospective firm may seek a restraining order in advance of such disclosure. The University shall err on the side of transparency and will generally treat information provided by the prospective firm that is not marked “confidential” as subject to disclosure pursuant to the California Public Records Act. Likewise, any decision by the University that any document is subject to disclosure pursuant to the California Public Records Act shall not prevent the University from making a subsequent determination that any document is not subject to disclosure pursuant to the California Public Records Act.

All other 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.
1. **SURVEY (Information Only) How did you hear about this RFQ?**

- [ ] UCR Website
- [ ] Other: __________________________

2. **INSURER (Pass/Fail Section) Failure to provide the required information or check boxes marked as “Pass” will result in the rejection of submitting entity from this Qualification.**

Prospective firm shall obtain and submit the Insurance Declaration in the form shown below, or submit a sample certificate of insurance form from its insurer, or submit a letter that declares the same as the Insurance Declaration, signed by an authorized representative of its insurer on the representative’s or insurer’s letterhead. (If more than one insurer or insurance representative, submit a completed form or sample certificate of insurance form or letter for each).

### 2.1 Is the firm able to obtain insurance in the following limits for the required coverages?

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Limits of Liability</th>
<th>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Commercial Form General Liability Insurance</strong></td>
<td>Each Occurrence - Combined Single Limit for Bodily Injury and Property Damage</td>
<td>$1,000,000</td>
</tr>
<tr>
<td><strong>Business Automobile Liability Insurance</strong></td>
<td>Each Accident - Combined Single Limit for Bodily Injury and Property Damage</td>
<td>$1,000,000</td>
</tr>
<tr>
<td><strong>Workers' Compensation and Employer's Liability</strong></td>
<td>(as required by Federal and State of California law)</td>
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<tr>
<td>Employer's Liability:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each Employee</td>
<td>$1,000,000</td>
<td></td>
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<tr>
<td>Each Accident</td>
<td>$1,000,000</td>
<td></td>
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<tr>
<td>Each Policy</td>
<td>$1,000,000</td>
<td></td>
</tr>
<tr>
<td><strong>Professional Liability Insurance</strong></td>
<td>Each Occurrence</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>General Aggregate</td>
<td>$2,000,000</td>
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*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.
2.2 Insurance Declaration:

PROVIDE THIS DECLARATION TO YOUR INSURANCE CARRIER FOR COMPLETION AND HAVE YOUR CARRIER RETURN THE COMPLETED DECLARATION TO YOU. THE PROSPECTIVE FIRM MUST SUBMIT THIS DECLARATION TO UNIVERSITY. DO NOT HAVE YOUR CARRIER SUBMIT THIS DECLARATION DIRECTLY TO THE UNIVERSITY.

The undersigned declares under penalty of perjury that the below named insurer is currently willing to provide the insurance listed above in Section 3.A. of this RFQ/RFP Qualification submittal

(Name of Prospective Firm)

and that this Declaration was executed in

(State)

on

(Date)

_________________________  ____________________________
(Name & Title)             (Insurer Name)

_________________________            ____________________________
(Street Address)                      (City, State & Zip Code)

_________________________  ____________________________
(Telephone Number)                     (Facsimile Number)

_________________________  ____________________________
(Mobile Number)                          (Email)
3. EXPERIENCE SUBMITTAL (130 points possible)

A. Prospective firm shall submit the following information in the specified order:

Section 1, Cover Letter (10 points possible).

The Cover Letter should introduce the team and serve as the Executive Summary to convey firm’s qualifications and distinguished accomplishments. Including a brief history of the firm, including:

1) Number of years in business.
2) Number of employees.
3) Person(s) who will be the principal-in-charge and responsible for oversight for duration of the work.
4) Office that will be assigned.

Section 2, Project Team and Qualifications (40 points possible).

1) Team Organization Chart.
2) Explain the role of each individual and explain how the individual’s past experience applies to his/her role and services for this Project as described in the RFQ.
3) Describe the Team’s, or Team members’, experience in working together on past projects similar to this Project.
4) Resumes for each team member. Resumes should show experience applicable to this Project and relevant licenses.

Section 3: Describe relevant project experience (40 points possible).

1) Provide client information, including contact information for reference checks.
2) Project description.
3) Work scope, including services and deliverables.
4) Key personnel.
5) Contract sum.
6) Start and completion dates.

Section 4, Project Understanding (40 points possible).

1) Understanding of scope: services and deliverables.
2) Proposed approach.
### 4. UNIVERSITY OF CALIFORNIA CONSULTANT EXPERIENCE FORM

Complete this form if your firm has worked on a UC Campus in the last 5 years, or check this box to confirm that this is not applicable.

- **Have not worked at a UC Campus in the last 5 years.**

<table>
<thead>
<tr>
<th>Firm’s Role e.g. Architect, Geotechnical Consultant, etc.</th>
<th>Active UC projects - campus/project (list all for your firm)</th>
<th>Claims or Litigation (Yes* or No)</th>
<th>All UC projects within last 5 years - campus/project (list all for each firm)</th>
<th>Claims or Litigation? (Yes** or No)</th>
<th>All other projects with any claims* - active &amp; past 5 years (list all for each firm)</th>
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The information provided on this experience form was prepared by the office of the prime consultant listed above, who verifies under penalty of perjury that all information set forth on this form, to the best of my knowledge, is complete and accurate as of the date of submission of the Statement of Qualifications.

* Claims includes all Claims includes all pending, unresolved claims of professional negligence or breach of contract for professional services against your firm or any owner or principal of your firm.

** Attach additional pages if necessary for any category

---

** Signature __________________________

** Name __________________________  

** Title __________________________  

** Date __________________________  

** if yes, explain __________________________
5. Declaration (Pass/Fail)

a. NOTE THAT PROJECT REFERENCES WILL BE CONTACTED FOR VERIFICATION OF THE INFORMATION REPORTED. IN CASE OF CONFLICT BETWEEN THE INFORMATION REPORTED BY THE PROSPECTIVE FIRM AND THE INFORMATION PROVIDED BY THE REFERENCE, THE INFORMATION PROVIDED BY REFERENCE SHALL TAKE PRECEDENCE AND AMBIGUITIES SHALL BE RESOLVED AGAINST THE PROSPECTIVE FIRM.

b. An entity wishing to use a predecessor business to satisfy experience requirements must demonstrate with written information submitted with this RFQ/RFP Qualification Submittal that it is substantially the same organization (in terms of who is managing the firm) as the predecessor business.

c. By signing the Declaration of this Qualification Submittal, you agree that each individual Team member named your Team Organization Chart is subject to the University’s approval, and may be replaced at University’s request at any time. Any individual approved by the University cannot be replaced later without University’s prior written consent.

I, ____________________________, hereby declare that I am the ____________________________, of ____________________________, submitting this Qualification Submittal; that I am duly authorized to sign this Qualification Submittal on behalf of the above named company; and that all information set forth in this Qualification Submittal and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of its submission date.

I declare, under penalty of perjury, that the foregoing is true and correct and that this Declaration was executed in:

________________________________________, in the State of ____________________________, on ____________________________.

________________________________________

________________________________________

________________________________________

END OF QUALIFICATION SUBMITTAL