University of California, Riverside

Request for Design Professional Qualifications

FOR

PLANT GROWTH ENVIRONMENTS FACILITY PHASE 1A

Study Number: 958046
Project Number: 950558
Contract No.: 950558-EDPA-2017-60

October 7, 2016
# TABLE OF CONTENTS

I. ADVERTISEMENT FOR MASTER ARCHITECT DESIGN SERVICES  

II. PROJECT INFORMATION AND REQUIREMENTS  
   A. OVERVIEW OF UNIVERSITY OF CALIFORNIA, RIVERSIDE  
   B. PROJECT BACKGROUND  
   C. PROJECT DESCRIPTION  
   D. PROJECT LOCATION  
   E. SCOPE OF SERVICES  
   F. JOINT VENTURES/ASSOCIATIONS  
   G. CONSULTANTS  
   H. CONTRACT REQUIREMENTS  

III. RFQ SUBMITTAL PROCESS  
   A. RFQ SELECTION CRITERIA  
   B. RFQ SCHEDULE  
   C. RFQ SELECTION PROCESS  
   D. RFQ SUBMITTAL FORMAT  
   E. NEGOTIATION AND AWARD OF CONTRACT  

IV. ATTACHMENTS (Appropriate attachments may be recopied as necessary for submittal)  

| Attachment | A | QUALIFICATIONS SUBMITTAL FORM  
| Attachment | B | QUALIFICATIONS SUBMITTAL EVALUATION  
| Attachment | C | SELECTED BUILDING SITE LOCATION  
| Attachment | D | MASTER ARCHITECT AGREEMENT SAMPLE  
| Attachment | E | Plant Growth Environments & Support Facilities Relocation Study (dated April 25, 2016)  

I. ADVERTISEMENT FOR MASTER ARCHITECT SERVICES

The University of California, Riverside (UCR) requests that Architects submit written Statements of Qualifications for providing architectural services for the following proposed project:

PLANT GROWTH ENVIRONMENTS FACILITY PHASE 1A
Project No. 950558

Anticipated Construction Cost: $20,000,000 (twenty million dollars)

The University of California, Riverside, will select a Design Professional to be the University’s Master Architect for the Plant Growth Environments Phase 1A, which will be delivered via the Design-Build delivery method. The Master Architect will provide Programming services, develop Basis-of-Design Documents, as well as provide support throughout the Design-Build procurement (Competition) process for this project. Subsequent phases of work may include (but not be limited to) transition meetings with winning Design-Build entity, peer review of milestone design & construction documents (developed by Design-Builder), review of key submittals, and construction administration support as-needed.

The selected entity must be able to start work immediately.

Upon identification of the first ranked firm, the University will commence negotiations with the selected firm for the full scope of services and will assign the University of California’s Master Architect Agreement for proposed services. The scope indicated in the UCOP template agreement (ATTACHMENT D) will be modified accordingly to reflect the project-specific scope.

It should be noted that the Master Architect selected under this Advertisement WILL NOT:

- Be the Executive Architect for the project; the Executive Architect will be the Design-Builder.
- Be eligible to participate on a team in the subsequent Design-Build selection (competition) phase, nor any of its sub-consultants under this agreement.

The complete RFQ packet will be available (in electronic format only) beginning at 10:00 AM on October 7, 2016. To receive a copy of the RFQ Documents, you may download directly at:

http://ae.ucr.edu/business/consultants.html

Entities intending to submit Qualification Documents for this project are asked to confirm their intent to do so by emailing a written statement (Notice of Intent) to the RFQ Administrator by 12:00 PM on October 17, 2016. Please email Chantell Mesha at chantell.mesha@ucr.edu
II. PROJECT INFORMATION AND REQUIREMENTS

A. OVERVIEW OF THE UNIVERSITY OF CALIFORNIA, RIVERSIDE

University of California Riverside (UCR) is situated on 1,125 acres located three miles east of downtown Riverside. It is in the heart of the “Inland Empire,” an area that includes western Riverside and San Bernardino counties and has become one of the fastest growing areas in California. UCR serves as one of the most important educational and cultural resources for the area.

The 1,125-acre is bisected by the Interstate 215/SR-60 freeway. The two resulting areas of campus are:

- **East Campus:** The 602-acre main campus is situated east of the freeway and includes the academic Core Campus, student housing and the majority of support functions.

- **West Campus:** The 523-acre area west of the freeway currently is utilized primarily for agricultural research. West Campus is bisected by Martin Luther King Drive, areas south of which are dedicated to long term land based plant sciences research.

UCR is actively hiring new faculty members in the next three years in response to its aspiration to achieve the profile of an American Association of Universities (AAU) institution. Areas for expansion of research reflect priorities as identified in the *UCR 2020: The Path to Preeminence* strategic plan, involving investigators from Bourns College of Engineering, College of Natural and Agricultural Sciences, School of Medicine, and College of Humanities, Arts and Social Sciences.

B. PROJECT BACKGROUND

Plant Sciences research, a priority for the College of Natural and Agricultural Sciences (CNAS) at UCR, is supported by over 200,000 Gross Square Feet (GSF) of plant growth environments and related support facilities (inclusive of growth chambers, greenhouses, lathhouses, screenhouses -- hereinafter referred to as PGE).

The majority of the greenhouses at UCR were constructed over fifty years ago and are in poor or near non-functional condition. To remain competitive in crop and agricultural systems biology, and to become internationally preeminent in agricultural research, UCR needs contemporary facilities that meet requirements for the type of research and the level of control expected at a university research facility.

To this end, the UCR Office of Capital Planning partnered with CNAS departments that require research PGE to prepare the *Plant Growth Environments & Support Facilities Relocation Study, dated April 25, 2016* (hereinafter referred to as Study – ATTACHMENT E link). The Study establishes current and future needs, articulates a comprehensive replacement strategy, a preferred siting and phasing strategy and an optimal greenhouse module. The study demonstrates that the projected program for PGE needed to support up to 110 principal investigators, can be sited on East Campus along East Campus Drive, between the existing Chemical Sciences and Computing & Communications buildings.
C. PROJECT DESCRIPTION
The proposed scope of Phase IA is planned to be a minimum 40,000 gross square feet (GSF) facility that features 20,000 GSF of greenhouse and 20,000 GSF of support spaces, stacked. The new facility is proposed to be constructed on the University of Riverside campus in Riverside along the south edge of Parking Lot 9, in between East Campus Drive and the Computing & Communications Building (see Attachment C). The bi-level organization is proposed to better integrate the facility into the topography of the proposed site and to conserve available land area.

The new facility aims to replace existing greenhouse and headhouse space immediately to the north of Parking Lot 11 (Greenhouse Group 1) and Parking Lot 9 (Greenhouse Group 2), and provide space for additional requirements (to be identified and programmed by the Master Architect in consultation with UCR stakeholders). Existing activities and capabilities in Greenhouse Groups 1 and 2 are to be relocated to the new facility, to the extent feasible. UCR plans to build and occupy the new facility by December 2018.

The proposed Project Budget is targeted at $25M, with a Total Construction Cost of $20M - with a minimum target building area of 40,000 GSF.

D. PROJECT LOCATION
The selected building site is indicated in Attachment C - Selected Facility Site Location. UCR seeks to optimize the site configuration to allow for future expansion of the facility. The proposed use is consistent with the UCR 2005 Long Range Development Plan (LRDP), as supplemented by the 2005 LRDP Amendment 2 in 2011.

E. SCOPE OF SERVICES
The University intends that the project resulting from the Design-Build process will optimize the value received – in terms of capacity, capability and quality – from a fixed maximum investment of fiscal resources.

The University intends to award a Master Architect Agreement to the selected entity. At this time, the University envisions that the Basis-of-Design Phase will consist of work scope in three specific areas: 1) Program Definition, 2) Design Criteria, and 3) Technical Performance Criteria, all to be developed concurrently within the defined timeframe. Master Architect’s work plan should address this approach. The Master Architect’s scope of services will entail the following:

1. Develop a functional program based on the University’s research goals and the application of contemporary technology, standards and best practices;
2. Generate comprehensive Design and Technical Performance Criteria, responsive to the University’s program and budget for the project;
3. Develop parameters to optimize building configuration and site relationships;
4. Develop conceptual design ‘test-fit’ options responsive to the programmatic, design intent, and technical goals (development of these options is intended solely for identification of key parameters to be incorporated in the Design & Technical Performance Criteria);
5. Generate Basis-of-Design Documents that clearly communicate Program, Design Intent and Technical Performance criteria utilizing graphic, quantitative and written descriptions;

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

7. Provide support throughout the Design-Build procurement (competition) process, including responding to questions during the process, and review and evaluation of the Design-Build submittals;

8. Provide peer review services throughout the Design-Build process, within a scope to be determined by the University.

9. Produce all meeting minutes and associated handouts in an electronic format. These materials will be provided in a format consistent with campus standards, and will be promptly distributed to campus participants by the UCR project management team within one week of the meeting.

10. Receive all project direction from the UCR Project Management Team (PMT). The PMT will consist of representatives from the offices of Capital Planning and Architects & Engineers will act as a liaison for UCR campus representatives / work groups, and the consultant team. Other participants may include faculty, staff, and students.

F. JOINT VENTURES/ASSOCIATIONS
If the Master Architect proposes to consist of an association or joint venture, then the response to this RFQ must address the qualifications of each of the respective firms forming the association/joint venture. The response of the proposed joint venture or association to this RFQ must be a fully integrated and coherent document, clearly describing the services and staffing model proposed under the joint venture or association.

G. CONSULTANTS
Architectural firms submitting for this RFQ shall recommend sub-consultants that would form the proposed Master Architect team. Sub-consultant disciplines shall include: Greenhouse Fabricator/Expert, Laboratory Planner, Structural, Mechanical, Electrical, Plumbing, Civil, Telecom/Data, Audio-Visual, Landscape and Cost Estimators.

The University will review the proposed sub-consultant team. Final selection of sub-consultants will be determined by the University in consultation with the selected Master Architect. Sub-consultants serving on the Master Architect’s team will not be eligible to participate in the ensuing competitive Design-Build process.

While the University plans to engage a cost consultant under a separate contract to provide peer review cost analysis and reconciliation throughout the Basis-of-Design phase, the Basis-of-Design team remains responsible for development of program, design intent and technical performance criteria which are attainable within the University’s budget.

H. CONTRACT REQUIREMENTS
1. All services to be provided by the selected Master Architect shall be in accordance with the issued University Contract Documents. University Standard Form of Master Architect
Agreement.

a. Respondents to this RFQ shall cite explicitly, in an attachment to the Cover Letter, any provisions of either the attached Master Architect Agreement (Attachment D link) that would be an obstacle to your firm’s executing either Agreement.

b. The University cannot entertain requests to substantively alter the provisions of the Agreement with respect to insurance requirements, liability or indemnification.

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>Insurance Type</th>
<th>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Commercial Form General Liability Insurance</strong></td>
<td></td>
</tr>
<tr>
<td>Each Occurrence - Combined Single Limit for Bodily Injury and Property Damage</td>
<td>$1,000,000</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>
<tr>
<td>General Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td><strong>Business Automobile Liability Insurance</strong></td>
<td></td>
</tr>
<tr>
<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></td>
</tr>
<tr>
<td>Workers’ Compensation:</td>
<td>(as required by Federal and State of California law)</td>
</tr>
<tr>
<td>Employer’s Liability:</td>
<td></td>
</tr>
<tr>
<td>Each Employee</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Each Accident</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Each Policy</td>
<td>$1,000,000</td>
</tr>
<tr>
<td><strong>Professional Liability Insurance</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 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 not to 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 seeking project teams with experience in comparable projects and with the Design-Build delivery method. Applicants should clearly highlight such projects and their similarities to the proposed project. Specific responses will be reviewed more carefully than those stressing breadth of experience or general qualifications. Submittals should focus on relevant experience of the proposed staff. Major considerations in selection of the firm will be the following:

1. Demonstrated firm and staff experience in the programming and design of state-of-the-art university, institutional, or corporate research plant growth environment facilities and plant sciences related laboratory design, including use of best practices and industry standards to develop facilities for both current and yet-to-be-identified faculty.


3. Proven capabilities for providing creative design solutions. Firms are asked to submit appropriate graphic material supporting design creativity and excellence, particularly as applied to Basis-of-Design Documents.

4. Experience creating and managing a work plan within defined time constraints.

5. Proven technical, cost and schedule management capabilities, including experience with Target Value Design. Experience with the State Fire Marshal and Division of the State Architect, particularly on University projects within the State of California.

6. Experience with institutional clients and building committees.

7. Qualifications of the Principals and Project Team Members, including the proposed definition of the primary responsibility of each role.

Proximity to the Riverside campus – it is preferred that the Executive Architect’s services
to the project be provided primarily by an office within 100 miles of the UC Riverside campus.

B. RFQ SCHEDULE
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.

1. The complete request for qualifications (RFQ) packet will be available at [http://ae.ucr.edu/business/consultants.html](http://ae.ucr.edu/business/consultants.html) on October 7, 2016, at 10:00 AM.

2. RFQ Qualification Submittals must be received on or before 3:00 PM, on Friday, October 28, 2016. Please provide 1 original hard-copy and one copy on a flash drive to the Contract Administrator at the following address:

   Attention: Chantell Mesha  
   UCR Contracts Administration  
   UNIVERSITY OF CALIFORNIA, RIVERSIDE  
   1223 University Avenue, Suite 240  
   Riverside, CA 92521  
   Email: chantell.mesha@ucr.edu

LATE SUBMISSIONS WILL NOT BE ACCEPTED.
The University of California is an Equal Opportunity Employer. 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.

3. Basis-of-Design Phase work would proceed on the following schedule:

   • Program Definition, and Criteria Development: 20 -- 24 weeks

4. Anticipated schedule for subsequent phases:

   • Design Build Competition: 12 weeks  
   • Design Development: 12-16 weeks (includes Contract Award)  
   • CEQA and Design Approvals: to be determined  
   • Construction Documents / Construction: 16 months  
   • Occupancy: December 2018

C. RFQ SELECTION PROCESS
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. All proposals will be examined for merit and ranked by a selection committee according to quality and responsiveness. The successful proposals will be placed on a shortlist, and called for interviews. Only key individuals representing the particular firm and/or team should attend the interview, and must include the team project manager. The selection process will proceed as follows:

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

2. The Screening Committee will prepare a ranking of the firms, having applied the criteria shown in Attachment B., The Screening Committee shall recommend no fewer than three (3) of the firms, order of rank to the Vice Chancellor Business Administration Services for review.

3. Having consulted as necessary with the members of the Screening Committee, the AVC-Campus Architect will approve a list of no fewer than three (3) firms (the “short list”) that will be advanced in the selection process.

4. The University will notify the short-listed 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 the week of November 14, 2016) and description of further requirements related to the interview. Firms should be prepared to discuss their project approach and work plan.

The University may request that firms include selected sub consultants in this interview. At its sole discretion, the University may request a second interview with one or more firms prior to Design Professional selection.

5. If the University receives submissions from fewer than three qualified firms, the University may select from the available qualified firms.

D. **RFQ SUBMITTAL FORMAT**

SUBMITTAL FORMAT (30 pages maximum length). UCR required forms are not included in the page count.

**Section 1: Cover Letter (10 points possible)**
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 PGE 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 PGE project.

**Section 2: Project Team and Qualifications (30 points possible)**

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 PGE.

4. Resumes for each proposed team member, indicating individual’s experience relevant to the requirements of the PGE project and relevant contact information such as their email address.

Section 3: Describe relevant project experience (30 points possible)

1. Describe a minimum office (5) projects comparable to PGE in which the firm has had a leading design role (as either Architect of Record or Master Architect);
   a. For each of the projects cited under item 1) above, provide no more than four (4) pages containing the following information: brief project description, including owner, location and dates of engagement;
   b. No more than two (2) photographs or diagrams e.g. plans, conveying features relevant to the requirements of PGE, as described herein;
   c. The firm’s scope of work;

2. Work scope, including services and deliverables.

3. Work product examples demonstrating design responses and graphic abilities, particularly as relevant to the preparation of Basis-of-Design Documents);

4. Key personnel assigned to the project;

5. Construction Contract sum.

6. Start and completion construction dates.

Section 4: Project Understanding (30 points possible)

1. Understanding of Master Architect role, scope of services and deliverables, based on information provided herein.

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.

The University of California is an Equal Opportunity Employer. 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.

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 Master Architect shall execute an Agreement. The University shall tender the final form of Agreement to the Master Architect with 45 calendar days of the conclusion of negotiations, unless the University notifies the Master Architect otherwise.

7. If the selected Master architect 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.

END
ATTACHMENT A

QUALIFICATION SUBMITTAL FORM
For
Design Professional Qualifications
FOR THE
Plant Growth Environments Facility Phase 1A
PROJECT No. 950558
CONTRACT No. 950558-EDPA-2017-60
UNIVERSITY OF CALIFORNIA, RIVERSIDE
(10/07/2016)

SUBMITTED BY:

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

Type of Organization:  ☐ Sole Proprietor/Individual  ☐ Partnership
☐ Joint Venture  ☐ Corporation
(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.

WHERE NECESSARY, COPY THE FORMS IN THIS PACKAGE. USE ONLY THESE FORMS. Oral, telephonic, electronic mail (e-mail), facsimile, or telegraphic Prequalification Questionnaires are invalid and will not be accepted.
SUBMIT ONE HARDCOPY AND ONE ELECTRONIC FILE ON TRANSFERABLE MEDIA NO LATER THAN THE RFQ DEADLINE.

SURVEY (Information Only)

1. How did you hear about this RFQ?
   - Press Enterprise
   - 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>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Commercial Form General Liability Insurance</strong></td>
<td>$1,000,000</td>
</tr>
<tr>
<td>- Each Occurrence - Combined Single Limit for Bodily Injury and Property Damage</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>- Products - Completed Operations Aggregate</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>- Personal and Advertising Injury</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>- General Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td><strong>Business Automobile Liability Insurance</strong></td>
<td>$1,000,000</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>- Employer’s Liability:</td>
<td></td>
</tr>
<tr>
<td>- Each Employee</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>- Each Accident</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>- Each Policy</td>
<td>$1,000,000</td>
</tr>
<tr>
<td><strong>Professional Liability Insurance</strong></td>
<td>$1,000,000</td>
</tr>
<tr>
<td>- Each Occurrence</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>- General Aggregate</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>

*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 2.1. of this RFQ Qualification submittal and that this Declaration was executed in __________________________, in the State of __________________________, on __________________________.

________________________________________
(Name of Prospective Firm)

________________________________________
(Name of City if within a City, otherwise Name of County)

________________________________________
(State)

________________________________________
(Date)

________________________________________
(Signature)

________________________________________
(Name & Title)

________________________________________
(Insurer Name)

________________________________________
(Street Address)

________________________________________
(City, State & Zip Code)

________________________________________
(Telephone Number)  ______________________________________
(Facsimile Number)

________________________________________
(Mobile Number)  ______________________________________
(Email)
3. 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Attach additional pages if necessary for any category

* 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.

** if yes, explain

[Signature]

Name

Title

Date

[Contract No.: 950558-EDPA-2017-60]
4. DECLARATION

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
## QUALIFICATION SUBMITTAL EVALUATION

For

**Plant Growth Environments Facility Phase 1A**

**PROJECT NO. 950558**

**CONTRACT NO. 950558-EDPA-2017-60**

**UNIVERSITY OF CALIFORNIA, RIVERSIDE**

**(FORM TO BE COMPLETED BY UNIVERSITY)**

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
</tr>
</thead>
</table>

- **1. SURVEY (Information Only)**

- **2. INSURANCE**
  Complied with University’s insurance requirements.

- **3. University of California Consultant Experience Form**
  Completed, signed and dated.

- **4. DECLARATION**
  Completed, signed and dated.

- **5. SUBMITTAL (100 points possible.)**

  **Section 1, Cover Letter.** (10 Points possible)
  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 PGE 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 PGE project.

  **Section 2, Project Team and Qualifications.** (30 Points possible)
  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 PGE.

  Resumes for each proposed team member, indicating individual’s experience relevant to the requirements of the PGE project and relevant contact information such as their email address.
**Section 3: Describe relevant project experience (30 points possible).**

1. Describe a minimum of five (5) projects comparable to PGE in which the firm has had a leading design role (as either Architect of Record or Master Architect);
   a. For each of the projects cited under item 1) above, provide no more than four (4) pages containing the following information: brief project description, including owner, location and dates of engagement;
   b. No more than two (2) photographs or diagrams e.g. plans, conveying features relevant to the requirements of PGE, as described herein;
   c. The firm’s scope of work;
2. Work scope, including services and deliverables.
3. Work product examples demonstrating design responses and graphic abilities, particularly as relevant to the preparation of Basis-of-Design Documents;
4. Key personnel assigned to the project;
5. Construction Contract sum.
6. Start and completion construction dates.

**Section 4, Project Understanding (30 points possible).**

1) Understanding of scope: services and deliverables.
2) Proposed approach.
3) Rate sheet, listing hourly rates for each role identified in Section D, Scope of Services.

<table>
<thead>
<tr>
<th>RANK</th>
</tr>
</thead>
</table>

**Evaluation Completed By:**

________________________________________
(Signature & Date)

________________________________________
(Printed Name)

________________________________________
(Title)

**Reviewed By:**

________________________________________
(Signature & Date)

________________________________________
(Printed Name)

________________________________________
(Title)
Attachment C

SELECTED BUILDING SITE LOCATION
ATTACHMENT D

ATTACHMENT E

http://ae.ucr.edu/business/relocation_study.pdf