

University of California, Riverside

Request for Design Professional Qualifications

FOR

STUDENT SUCCESS CENTER (SSC)

Project Number: 958056

July 26, 2017

Advertisement Date:	July 26, 2017 – August 9, 2017
Document Issue Date:	July 26, 2017
Notice of Intent Requested by:	August 4, 2017
Last day for Questions:	August 4, 2017, 5:00 PM
RFQ Submittal Due by:	August 11, 2017, 2:00 PM

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http://www.ucop.edu/construction-services/facilities-manual/contract-templates-design/master-architect-agreement-for-design-build-elivery.html |

I. ADVERTISEMENT FOR SERVICES

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

Student Success Center Project (SSC)

Project 958056

Anticipated Construction Cost: \$40,000,000 - \$45,000,000

The University of California, Riverside, will select a Design Professional to be the University's Master Architect for SSC, which will be delivered via the Design-Build delivery method. During Phase 1, the Design Professional 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 Professional Services Agreement (PSA). Upon anticipated UC Regents action, the University intends to execute the Master Architect Agreement for the remaining services. (The scope indicated in the UCoP template agreement will be modified accordingly to reflect the project-specific scope.)

The Design Professional selected under this Advertisement will not be the Executive Architect for the project; the Executive Architect will be the Design-Builder. The Design Professional selected under this Advertisement will not be eligible to participate on a team in the subsequent Design-Build selection (competition) phase.

The complete RFQ packet will be available (in electronic format only) beginning **Wednesday, July 26, 2017, at 10:00 AM**. To receive a copy of the RFQ Documents, email the RFQ Administrator listed below:

Betty Osuna
UCR Contracts Administration
Email: ibeth.osuna@ucr.edu

Or you may visit: <http://ae.ucr.edu/business/consultants.html>

All interested firms are asked to provide notification of their intent to submit Qualification Documents for this project to the RFQ Administrator via email, by **5:00 PM, Friday, August 4, 2017**. This will allow the University to ensure that interested parties receive all relevant communications.

II. PROJECT INFORMATION AND REQUIREMENTS

A. PROJECT BACKGROUND

The University of California, Riverside (UCR) proposes to develop the Student Success Center (Project), a new facility of approximately 39,000 assignable square feet (ASF) / 57,000 gross square feet (GSF). The Project will support the UCR academic mission by providing general assignment classrooms, co-located academic advising space, and student life support spaces in the campus academic core.

This Project will help address an anticipated shortage in classroom space by constructing approximately 900 general assignment classroom stations: a large lecture hall and two smaller lecture halls, and medium-to-large classrooms designed for flexible teaching configurations. These seats represent replacement of current capacity that will be lost at the end of an off-site lease in late 2021 as well as support for ongoing enrollment growth. The classrooms will be designed with physical flexibility and technological adaptability in mind to support advances in higher education pedagogy.

The Project will also provide office space for co-located student advising services, multipurpose spaces for studying and student organization events and meetings, and auxiliary dining and retail space.

The Project is proposed to be sited on one of two sites within the campus's academic core on the western edge of what is known as East Campus. This area was selected largely based on its accessibility to undergraduate students; proximity to other classrooms, the student union, and other student support functions; and suitability of program based on near-term and long-term campus development plans. The construction of the SSC at one of these two locations will help activate the immediate area and complete an existing corridor of student-centered facilities. As programming continues, analysis of fit between program and site will be refined and a final site selected.

B. PROJECT DESCRIPTION

General Assignment Classrooms (approximately 24,000 ASF)

The Project proposes to help alleviate anticipated classroom space constraints and quality concerns by providing new general assignment classrooms (target of 900 classroom stations) designed in collaboration with students and instructors. The majority of these classroom stations would be provided in a new large lecture hall (about 400 seats) and two smaller lecture halls (about 150 seats each). In addition, construction of multiple "flat" classrooms would help address heavy classroom demand in the "medium-to-large" classroom size categories. All classrooms should be flexibly designed and technologically equipped to accommodate evolving pedagogy, maximizing their utility through the life of the space.

Co-Located Advising Space (approximately 3,000 ASF)

The Project also proposes to provide space for co-location of advising staff from various disciplines. Private academic advisor offices (target approximately 20 offices) would be sized to allow for confidential meetings between student and advisor. Conference rooms for

larger meetings (for example, student plus family) and support spaces such as reception and a breakroom would be provided.

Multipurpose Student Life Space (approximately 9,000 ASF)

Multipurpose spaces will be provided for student organizations to meet, hold events, and hold performance rehearsals. Public lounge and lobby areas will be located at the building entry and adjacent to the lecture halls: these will provide adequate circulation area for the influx and egress of students during passing periods, and seating areas will be provided to facilitate informal class breakout sessions, social interactions, and independent study. A large student lounge, potentially for commuter or graduate students, will provide opportunities for independent study, and academic and social interactions. The Project will also house a student resource center to assist a specific student population (for example, transfer students) in identifying and utilizing available campus resources to support their academic and personal growth. This will likely be a small suite including a coordinator office, open office for reception/support, and a small study lounge.

Auxiliary Operations (approximately 3,000 ASF)

Opportunities should also be studied for ancillary uses to be operated by Campus Auxiliary Services. Desired improvements would include dining space – likely leveraging interior and exterior public areas for seating – and retail space, such as a copy/business center for use by students and instructors.

C. PROJECT LOCATION

Two potential sites have been identified as suitable for the proposed project. 1) Immediately north of Athletics and Dance and 2) Immediately west of Student Services (*refer to Attachment B*). The Design Consultant shall as a part of their services prepare a Site Feasibility Study for each site to assist the University in making a decision as to the final site selection.

D. 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 PSA for initial services, which at the University's discretion will be transitioned to a Master Architect Agreement pending UC Regents approval. At this time, the University envisages that the Basis of Design or Bridging Phase will consist of Services in four specific areas: 1) Site Feasibility and selection, 2) Program Definition, 3) Design Criteria, and 4) Technical 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:

- Develop a comprehensive Site Feasibility Study for each of the two site identified. Analysis shall include overall development costs for each project site as well as a full site analysis as it relates to the Campus context and Services.

- Develop a functional program based on the University’s instructional goals and the application of “state-of-the-art” technology, standards and best practices as related to contemporary pedagogy.
- Generate comprehensive design and technical performance criteria, responsive to the University’s program and budget for the project, taking into consideration the multiple components and Entities including General Assignment Classrooms & Academic Advising (Office of the Registrar), Multipurpose Student Life Spaces (Student Services), and Dining & Retail (Auxiliary Services).
- Develop parameters to optimize building configurations and site relationships;
- Develop conceptual design ‘test-fit’ options responsive to the programmatic, design, and technical goals (development of these options is intended solely for identification of key parameters to be incorporated in the Design & Technical Performance criteria);
- Generate Basis of Design or Bridging Documents that clearly communicate Program, Design and Technical Performance criteria utilizing graphic, quantitative and written descriptions;
- Develop a full and complete set of performance specification that incorporate Campus standards and requirements.
- 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;
- 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.
- Provide peer review services throughout the Design-Build process, within a scope to be determined by the University.

The proposed Project Budget is targeted at \$60.25M, with a Total Construction cost of \$40M - \$45M, with a target building area of approximately 60,000 GSF.

E. SCHEDULE

Basis of Design Phase work would proceed concurrently on the following schedule:

- Site investigation and Feasibility Study Development: 12 – 20 weeks
- Program Definition, and Criteria Development: 12 – 16 weeks

Anticipated schedule for subsequent phases:

- Design Phases (D-B competition): July 2018 – December 2018
- Design Development; January 2019 – June 2019
- Construction Documents: July 2019 – December 2019
- Construction: Summer 2019 – Winter 2021

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 or 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: Planner/Space Programmer, Structural, Mechanical, Electrical, Plumbing, Acoustic, Civil, Telecom/Data, Audio-Visual, and Landscape. 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.

The University has engaged a cost consultant under a separate contract, to provide cost analysis and reconciliation throughout the Basis of Design / Bridging phase. The selected Design Professional team remains responsible for development of program, design 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 Professional Services Agreement (PSA).
 - a. Respondents to this RFQ shall cite explicitly, in an attachment to the Cover Letter, any provisions of either the attached Professional Services Agreement (“PSA”), or in the attached Executive Design Professional Agreement (EDPA) 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 respective Agreements 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.

<u>Commercial Form General Liability Insurance* - Limits of Liability</u>	<u>Minimum Requirement</u>
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

<u>Business Automobile Liability Insurance* - Limits of Liability</u>	<u>Minimum Requirement</u>
Each Accident - Combined Single Limit for Bodily Injury and Property Damage	\$1,000,000

	Minimum Requirement
<u>Workers' Compensation and Employer's Liability**</u>	
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
 <u>Professional Liability Insurance* – Limits of Liability</u>	
Each Occurrence	<u>Minimum Requirement</u> \$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.

3. Selected firm shall provide evidence of an Equal Employment Opportunity policy, and its compliance with applicable federal law pertaining to Equal Employment Opportunity.

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 and having worked together previously as a team. Major considerations in selection of the firm will be the following:

- Demonstrated firm and staff experience in the programming and design of university, instructional facilities.
- Demonstrated firm and staff experience in site planning in a university campus urban design environment.
- Demonstrated experience in state-of-the-art instructional facilities design, including use of best practices, industry standards, and innovation.
- Experience with the Design-Build process, and with development of Design & Technical criteria Basis of Design / Bridging Documents.
- 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 / Bridging Documents.
- Experience creating and managing a work plan within defined time constraints.
- 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.
- Demonstrated experience with university or institutional clients as related to programming, communication, and approval processes including but not limited to building committees, project management teams, Design Review, UC Regent approval, etc.
- Qualifications of the Principals and Project Team Members, including roles and responsibility of each, as well as the proposed primary contact.

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://pdc.ucr.edu/business/consultants.html> on **Wednesday, July 26, 2017, at 10:00 AM**.
2. Questions may be addressed by email to Betty Osuna at ibeth.osuna@ucr.edu . The last day questions will be received will be **Friday, August 4, 2017, 5:00 PM**.

3. **RFQ Qualification Submittals must be received on or before 2:00 PM, on Friday, August 11, 2017.** Submit one printed copy of final submittal and one copy electronically on transferrable media (flash drive) to:

Attention: Carmen Long
UCR Contracts Administration
UNIVERSITY OF CALIFORNIA, RIVERSIDE
1223 University Avenue, Suite 240
Riverside, CA 92521
Email: carmen.long@ucr.edu

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

A map of the Campus is available at:
http://parking.ucr.edu/docs/parking_lot_map_web_version.pdf.

LATE SUBMISSIONS AND EMAIL 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.

C. RFQ 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 according to the criteria provided in the RFQ Questionnaire & 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 Executive Director of Construction & Project Management for review.
3. Having consulted as necessary with the members of the Screening Committee, the Executive Director of Construction & Project Management will approve a list of no fewer than three (3) firms (the "short list") that will be advanced in the selection process. The Executive Director of Construction & Project Management will disclose to all participating firms the identity of short-listed firms.
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 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 (electronic format only, 80 pages maximum length)

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 MRB1 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 MRB1 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 SSC.
- 4) Resumes for each proposed team member, indicating individual's experience relevant to the requirements of the project and relevant contact information such as their email address.

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

- 1) Describe a minimum of (3) projects comparable to SSC 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, owner, location, and dates of engagement;
 - b) No more than two (2) photographs and 2 diagrams e.g. plans, conveying features relevant to the requirements of SSC, 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 Bridging 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 list of 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.

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.

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?

YES (PASS)

NO (FAIL)

<u>Commercial Form General Liability Insurance* - Limits of Liability</u>	<u>Minimum Requirement</u>
Each Occurrence - Combined Single Limit for Bodily Injury and Property Damage	\$1,000,000
Products - Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
 <u>Business Automobile Liability Insurance* - Limits of Liability</u>	 <u>Minimum Requirement</u>
Each Accident - Combined Single Limit for Bodily Injury and Property Damage	\$1,000,000
 <u>Workers' Compensation and Employer's Liability**</u>	 <u>Minimum Requirement</u>
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
 <u>Professional Liability Insurance* – Limits of Liability</u>	 <u>Minimum Requirement</u>
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.

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 _____
(Name of Prospective Firm)

and that this Declaration was executed in _____, in the State of _____,
(Name of City if within a City, otherwise Name of County) (State)

on _____
(Date)

(Signature)

(Name & Title)

(Insurer Name)

(Street Address)

(City, State & Zip Code)

(Telephone Number)

(Facsimile Number)

(Mobile Number)

(Email)

4. DECLARATION

I, _____, hereby declare that I am the
(Printed Name)
_____ of _____
(Title) (Name of Company)

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:

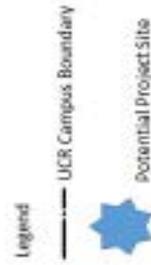
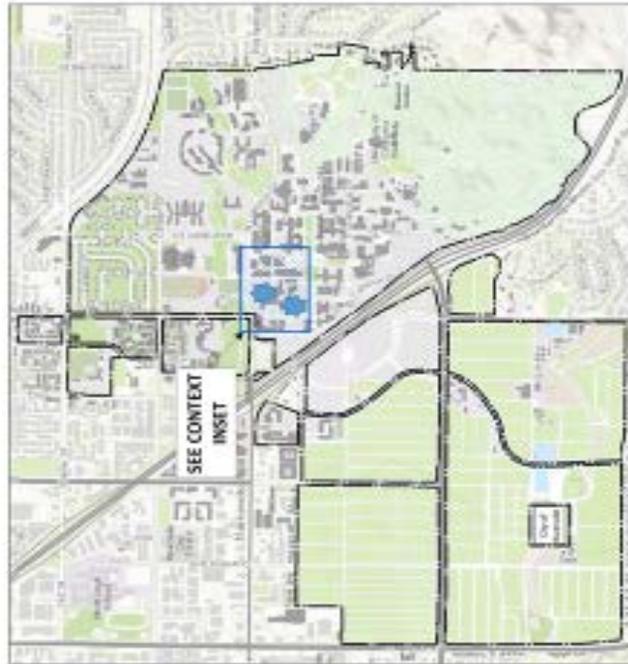
_____, in the State of _____,
(Name of City if within a City, otherwise Name of County) (State)

on _____.
(Date)

(Signature)

END OF QUALIFICATION SUBMITTAL

Attachment B Student Success Center Site Plan and Adjacencies



Student Success Center Space Program

Space Type	Assignable Square Feet (estimated)
General Assignment Classrooms	23,900
Academic Advising	3,000
Multipurpose Student Life Spaces	9,100
Auxiliary Operations (Dining/Retail)	3,000
TOTAL:	39,000

- State-supported program (Classrooms and Advising): \$1,200/ASF
- Non-State-supported program (Student Life and Auxiliary Operations): \$550/ASF