

# ADDENDUM NO. 3

July 19, 2022

## ~~PREQUALIFICATION DOCUMENTS~~ REQUEST FOR QUALIFICATIONS

FOR

**BANNOCKBURN VILLAGE HOUSING STUDY**  
**PROJECT NO. 958136**



The following changes, additions, or deletions shall be made to the following documents as indicated for this Project; and all other terms and conditions shall remain the same.

1. Request for Qualifications

Replace Request for Qualifications with one included in this addendum.

2. Requests for Clarification

RFI No.	QUESTIONS / ANSWERS
3-1	<p><b>Question:</b> Does the “University of California Consultant Experience Form” need to be filled out ONLY by the prime architect or by all consultants listed on the team?</p> <p><b>Answer:</b> Prime Consultant and known proposed subconsultants.</p>
3-2	<p><b>Question:</b> Do the Attachment A Qualification Submittal Forms count toward the “40 pages maximum length” identified for the Submittal Format?</p> <p><b>Answer:</b> No; page limit has been changed to 60.</p>
3-3	<p><b>Question:</b> Does being contracted to do the Feasibility Study disqualify an office from participating in the later implementation?</p> <p><b>Answer:</b> If this project proceeds as Design Build, the selected incumbent will be eligible to complete the Basis of Design, but will not be eligible to participate on the Design Builder’s team. If this project proceeds as Lump-Sum/CMAR, the incumbent will be eligible to complete Construction Documents/Drawings, but <i>will not be eligible to participate to work under the Contractor who constructs the project(s).</i></p>
3-4	<p><b>Question:</b> Do you intend for all subconsultants to complete Attachment B?</p> <p><b>Answer:</b> See answer in 3-1.</p>
3-5	<p><b>Question:</b> Does Attachment A count toward the page count?</p> <p><b>Answer:</b> See answer in 3-2.</p>
3-6	<p><b>Question:</b> We opened our office in Southern California in the past year, and have just recently submitted our consultant information form on the UCR website. We wanted to confirm that there are no other pre-qualification documents we would need to complete before submitting.</p> <p><b>Answer:</b> Other than what is listed in this RFQ, there are no other requirements.</p>
3-7	<p><b>Question:</b> Does the page count include divider sheets?</p> <p><b>Answer:</b> No.</p>
3-8	<p><b>Question:</b> Does the page count include the required forms? Or are those an appendix at the back of the submittal?</p> <p><b>Answer:</b> See answer in 3-2.</p>
3-9	<p><b>Question:</b> Are our subconsultants also required to complete Attachment A and B as part of our submittal, or is that limited to just the Prime?</p> <p><b>Answer:</b> See answer in 3-1.</p>

3-10	<p><b>Question:</b> Please confirm if we should include resumes of the sub-consultant team, or if you would like our submission to focus on just the individuals on the Prime team.</p> <p><b>Answer:</b> Include for all known team members.</p>
3-11	<p><b>Question:</b> If the project ultimately goes Design-Build, will the sub-consultants from the Phase 1 study be precluded from pursuing Phase 2 services?</p> <p><b>Answer:</b> See answer in 3-3.</p>
3-12	<p><b>Question:</b> The Advertisement for Design Professional Services seems to indicate that there is an opportunity for the selected consultant team for Phase 1 of this study to go ahead with Phase 2 in an EDPA if the project delivery (aka construction process) proceeds on a Lump-sum or CM at Risk delivery basis—but not if it is to be a Design/Build delivery process. However, in the RFQ Addendum 1 under II. PROJECT INFO etc. F. Consultants the second paragraph seems to imply that the consultant team would <i>not</i> be eligible to proceed to Phase 2 if <i>any</i> of the above delivery methods are to be employed; and furthermore, would probably not be retained in any case. Could you clarify what opportunities there are to proceed to Phase 2 if one does this study?</p> <p><b>Answer:</b> See answer in 3-3.</p>
3-13	<p><b>Question:</b> Do you intend for all subconsultants to complete Attachment A?</p> <p><b>Answer:</b> See answer in 3-1.</p>
3-14	<p><b>Question:</b> Under C. Submittal Format Section 3, are items 2 through 6 being requested for each of the three (3) comparable projects? If not, please clarify intent of items 2 through 6.</p> <p><b>Answer:</b> Yes.</p>
3-15	<p><b>Question:</b> Resumes: With a full subconsultant team, we could end up using a major portion of our page allotment on resumes alone--can we include team resumes in an appendix instead?</p> <p><b>Answer:</b> Page limit has been increased to 60.</p>
3-16	<p><b>Question:</b> The RFQ notes that our submittal is limited to 40 pages. Can you clarify if that is 40 2-page spreads, or 40 single page spreads?</p> <p><b>Answer:</b> The page limit has been increased to 60, please format in whichever manner you feel will convey your response best.</p>
3-17	<p><b>Question:</b> For the relevant project experience section of the submittal response, Item 1a notes that we should limit the response to four (2) pages per project. Please clarify if that means 2, 2 page spreads, which would total 4 pages.</p> <p><b>Answer:</b> RFQ is updated to read as: “four (4) pages per project”</p>
3-18	<p><b>Question:</b> Also in the relevant project experience section, Item 3. Are the work samples described here in addition to the examples included in the (3) projects covered in Item 1 – or should we provide an additional spread that includes other examples of our work product?</p> <p><b>Answer:</b> For C, Section 3, Relevant Project Experience, Items 2-6 are additional details to the three (3) projects requested under same paragraph, item 1.</p>

3-19	<p><b>Question:</b> Does the University have an example of the level of information being requested under the “financial modeling” in the scope of work?</p> <p><b>Answer:</b> UCR will provide the successful consultant with current housing operations data for Bannockburn, including rental rates, occupancy, revenue, and annual investment with project type work. Based on the provided information and current Riverside rental housing market, the University expects consultant to provide general financial parameters for expected operations, identifying appropriate assumptions as necessary. The key issue for UCR is to understand the relative financial feasibility of the various options proposed in the study.</p>
3-20	<p><b>Question:</b> Does the University have an example of the “analytical models of various unit types and mixes” that is in the scope?</p> <p><b>Answer:</b> Bannockburn Village consists of apartments with a variety of layouts and occupancy (studios, 1-bedrooms, shared bedrooms, etc). As part of this study, UCR seeks help in determining what mix of apartment types will maximize development capacity, promote housing affordability, meet the needs of UCR’s student population, while creating and engaging and distinct sense of place. Consultants should provide dynamic tables/charts/models that demonstrate how changes to housing mix impact affordability and overall housing capacity.</p>
3-21	<p><b>Question:</b> What level of engagement is the University requesting when it lists “focus group workshops”?</p> <p><b>Answer:</b> The selected consultant will be expected to engage a small Working Group consisting of representatives from UCR Housing and Dining Services, as well as other in-house technical experts. Needed focus group engagement will be determined with the selected consultant, but is imagined to consist of topic-specific meetings with students.</p>
3-22	<p><b>Question:</b> How are the SOQs being evaluated? Is there a point system? What are the deciding factors?</p> <p><b>Answer:</b> See Addendum 3, which adds a section entitled “RFQ Selection Criteria”. These criteria are determining factors and are evaluated holistically.</p>
3-23	<p><b>Question:</b> Are you able to share any more information on the existing housing market analysis to help inform our response?</p> <p><b>Answer:</b> UCR has added 2326 beds to its campus housing stock since Fall 2019, but still has approximately 3,000 individuals on its waiting list. With increased demand for housing in Riverside generally, many students find it difficult to find and afford private market housing in the area. To help inform the Bannockburn project, the campus plans to conduct an analysis in fall quarter 2022 and will be providing that information to the successful consultant.</p>

**END OF ADDENDUM**

**University of California, Riverside**

**Request for Design Professional Qualifications**

**FOR**

**BANNOCKBURN VILLAGE HOUSING STUDY**

Project Number: 958136

**July 19, 2022**

Advertisement Date: July 1, 2022 – July 22, 2022

Document Issue Date: July 1, 2022, 10:00 AM

Notice of Intent Requested by: July 13, 2022, 3:00 PM

Last day for Questions: July 13, 2022, 3:00 PM

RFQ Submittal Due by: ~~July 25, 2022, 12:00 PM~~ **August 1, 2022, 12:00 PM**

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Attachment C: SAMPLE PSA AGREEMENT

Attachment D: SAMPLE EDPA AGREEMENT

Attachment E: SAMPLE EDPA CMAR AGREEMENT

## I. ADVERTISEMENT FOR DESIGN PROFESSIONAL SERVICES

The University of California, Riverside (UCR, UC Riverside, or University), through its Planning, Design & Construction (PD&C) department, will select a Design Professional to perform pre-design services, Phase 1, for the Bannockburn Village Housing Study. The University will initiate a multi-phase contract to complete the Bannockburn **Village** Housing Study as Phase 1, with the option to enter into Phase 2 for preparation of the Detail Project Program and/or Construction Documents. Timing and funding of a future project is unknown.

### **Bannockburn Village Housing Study**

Project TBD

- Phase 1 services will be assigned using a Professional Service Agreement (PSA). Award of the contract for Phase 1 services does not guarantee that the chosen firm will continue through Phase 2.
- Exercise of Phase 2 Services will be at the sole discretion of the University and will be assigned using an Executive Design Professional Agreement (EDPA) if it is determined that the project delivery will be Lump-Sum or CM at Risk. If Phase 2 services are to be delivered via a Design Build process, the PSA will be used to cover the balance of services to complete a Basis of Design. Subconsultants on Phase 1 services will not be eligible to participate in any subsequent services or work covered in Phase 2.

The Design Professional will provide strategic planning and development planning services to understand opportunities and constraints for the potential rehabilitation and/or redevelopment of the UC Riverside Bannockburn Village complex in order to address UCR's growing student population and on-campus housing need. The Design Professional will also provide recommendations on program options that are economically viable, support student success, and are in alignment with the 2021 Long Range Development Plan (LRDP) land use goals.

The campus seeks to explore potential rehabilitation and redevelopment options that could include a mix of student housing, educational programs, commercial uses, and parking. It is the intent by way of this planning process to determine which option or combination of options the University would find most suitable and feasible to pursue.

The selected entity must be able to start work immediately and in alignment with the specific project schedule. Generally, the Phase 1 Services are anticipated to last approximately 5 months.

The complete RFQ packet will be available (in electronic format only) on July 1, 2022, at 1:00 PM. To receive a copy of the RFQ Documents, email the RFQ Administrator listed below.

RFQ Administrator:

**Mary Ramirez**

UCR Contracts Administration

Email: [mary.ramirez@ucr.edu](mailto:mary.ramirez@ucr.edu)

Or download directly from: <https://pdc.ucr.edu/contracts/design-professionals-consultants>  
<https://www.ucrplanroom.com/>

Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity, national origin, gender, age, marital status, sexual orientation, gender identity, veteran status, disability, or any other characteristics protected by law 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: July 1, 2022



## II. PROJECT INFORMATION AND REQUIREMENTS

### A. BACKGROUND

UC Riverside is one of 10 Universities within the prestigious University of California (“UC”) system, and the only UC campus, as well as the only public research University, located in inland Southern California. For an overview of UC Riverside, please refer to the Campus homepage at: <http://www.ucr.edu/>

Widely recognized as one of the most ethnically diverse and innovative research Universities in the nation, UCR currently hosts approximately 26,000 students (as of Fall 2021).

The 1,127-acre UCR campus is located three miles east of downtown Riverside and is bisected by a freeway, consisting of the joint alignment of Interstate 215 (“I-215”) and State Route 60 (“SR-60”), also jointly denoted as “I-215/SR-60”. The 616 acres east of the freeway include most of the existing campus facilities; the 511 acres west of the freeway include agriculture research fields and support facilities, a large parking lot, administrative facilities, and University Extension. The physical setting of UC Riverside at the base of the Box Springs Mountains, is an integral part of the educational experience for all those who come to live, learn, and work on campus. This relationship is vital to its students, faculty, and staff, as the campus is a living laboratory for the exploration of issues critical to growing communities – air, water, energy, transportation, politics, the arts, history, culture and healthcare. Please refer to the UC Riverside Campus map at <https://campusmap.ucr.edu/>.

Currently, UCR’s housing portfolio contains 6,511 beds, or approximately 33% of the current enrollment, and accommodates undergraduate students, graduate students, and students with families. The 2021 Long Range Development Plan (LRDP) establishes a goal of housing approximately 40% of enrolled students (14,000 beds) to live in University-managed or controlled housing within proximity to the Academic Center. Please refer to the LRDP at <https://lrpd.ucr.edu>.

The majority of campus’ current student housing is located north of the Academic Center, with major expansion occurring in the form of the University’s Public Private Partnership project, North District. The North District added 1,500 new beds in 2021, and is currently planning the next phase of expansion by adding an additional 1,500 beds, and with up to an additional 3,000 more to come in subsequent phases. More information on UCR’s housing programs can be found at <https://housing.ucr.edu>.

While the North District represents a significant expansion of student housing, additional University controlled/owned student housing is still needed, and is planned to occur through strategic infill and selective replacement of existing housing facilities. It is also the case that some of the existing campus student housing is in need of deferred maintenance and seismic upgrades.

### B. PROJECT DESCRIPTION

The Bannockburn Village, was constructed in 1968 as a private mixed-use complex on approximately 7 acres and purchased by the University in 1975. With approximately 181,680 GSF Bannockburn Village includes 243 residential apartments in various configurations, along with some University managed services and leased commercial / retail space. These structures have significant accumulated deferred

maintenance, seismic improvement, and code-related improvement needs. However, as is often the case with older housing at higher education institutions, Bannockburn Village also provides some of the most affordable on-campus housing options for UCR students, many of whom have limited financial resources. Thus, despite the development's deteriorating physical condition, it meets a critical need by providing comparatively low-cost leases for UCR students who might otherwise look to off-campus housing for affordable options.

The University desires to evaluate the feasibility of a rehabilitating this complex, or redeveloping of the site to provide modern mixed-use student housing at a higher density in order to address UCR's growing student population and on-campus housing need. Any rehabilitated or new student housing must carefully consider both affordability for the UC Riverside student population and financial feasibility for the University to construct and manage.

The University seeks specific evaluation services and strategic planning and development planning services to understand opportunities and constraints for rehabilitation, and replacement / redevelopment options of the UC Riverside Bannockburn Village complex, along with recommendations on programmatic functions that support the students and are in alignment with the 2021 LRDP land use goals.

The campus seeks to explore potential rehabilitation options and development options that could include a mix of student housing, educational programs, commercial uses, and parking.

It is the intent by way of this planning process to determine what options the University would find most suitable and feasible to pursue, particularly with respect to the financial implications for UCR and its students.

Goals for a new Bannockburn housing rehabilitation or redevelopment would include consideration of how to:

- Achieve housing affordability for students in a modern and safe on-campus residential environment
- Extend the useful life of the existing development while maintaining low-cost housing options for students
- If pursuing a redevelopment option, create a long-lasting, safe and welcoming mixed-use environment for students through higher densities and synergistic land uses that engage the street, while being conscious of affordability.
- Achieve facility and operational savings through innovative, and efficient, and sustainable design and construction

**Available record drawings for Bannockburn Village can be found at:**

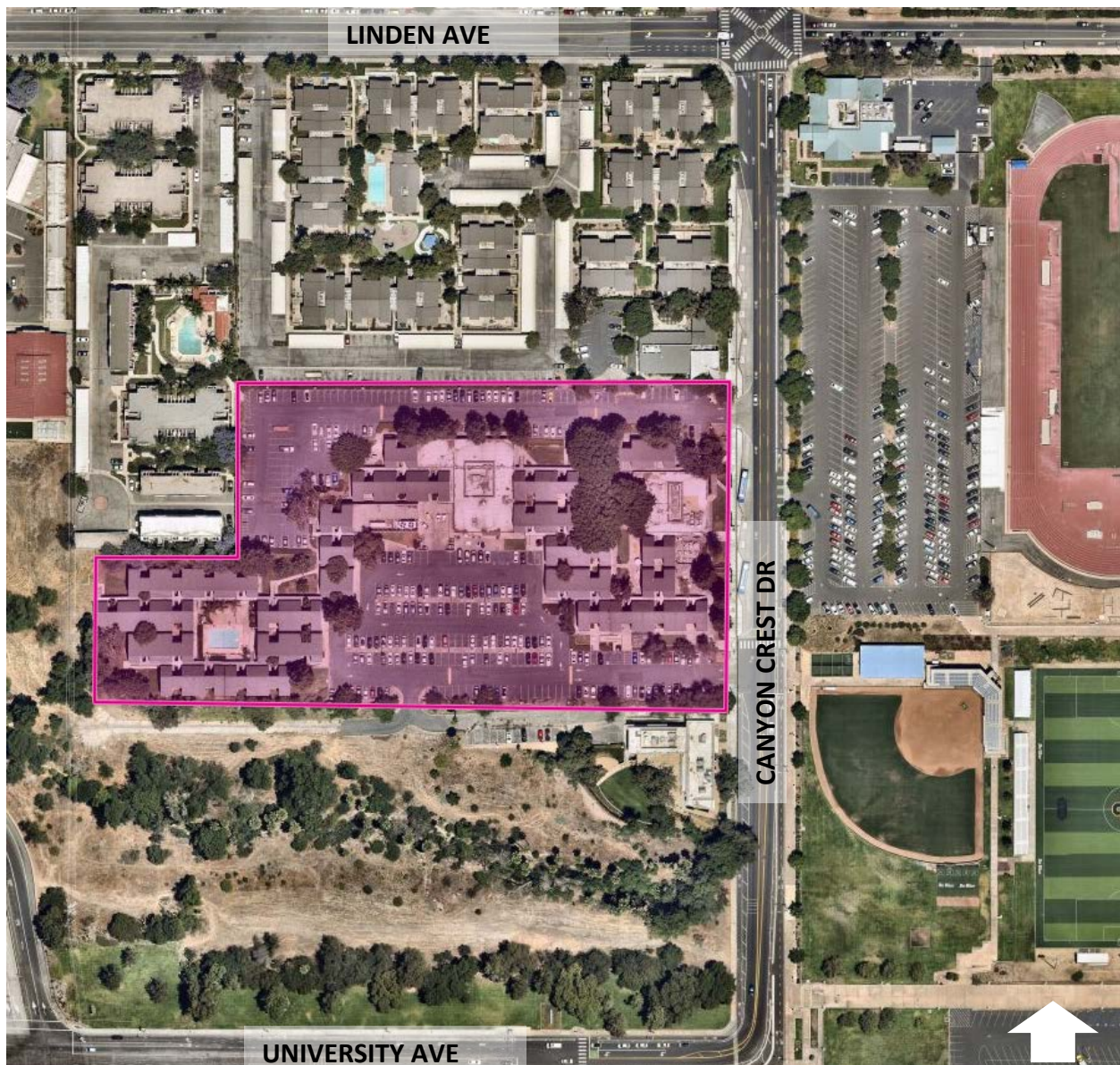
[958892\\_Bannockburn Commons Bldg\\_1980](#)

[956313 Bannockburn Renovation](#)

**C. PROJECT LOCATION**

Bannockburn Village site is located on the East Campus, just north of the University Ave / Canyon Crest Drive intersection. The site is bounded by University uses on the north, south and east, and by a private apartment complex on the west. The site contains surface parking, and a mix of residential units above ground-floor commercial.

The site fronts Canyon Crest drive on the west, and therefore has significant visibility to both the campus and the broader Riverside community. The LRDP proposed transforming this corridor into a vibrant and welcoming campus “Main Street”, with high-density, horizontal and vertical mixed-use gateway environments that bring year-round vitality to the area. and is also an infill development opportunity on campus.





#### **D. SCOPE OF SERVICES**

Phase 1 Planning Services will include, but are not limited to:

##### Rehabilitation and Redevelopment Study

- Review other housing projects at regional universities of similar size and with similar objectives, including private off-campus apartment complexes that specifically target the local student population
- Perform site analysis, including consideration of access, traffic, drainage, parking, building placement, utilities (capacity and points of connection), and other considerations affecting a rehabilitation and/or redevelopment, as well as associated environmental issues and energy use.

##### *Rehabilitation Analysis*

- Evaluate the feasibility of rehabilitating the existing facility- in total or in part- in order to sustain a lower cost housing option for students, and compare this with the projected costs to students for a redeveloped housing facility.
- Outline options for rehabilitation that includes mitigation of deferred maintenance, seismic, building code requirements, environmental and energy use issues.
- Provide financing model, including operating parameters, as well as conceptual construction budget and implementation schedule.

##### *Redevelopment Analysis*

- Evaluate the feasibility of redeveloping the site- in total, or in part- and identify financially feasible opportunities in this marketplace for non-residential items such as campus support spaces, commercial businesses, retail, and parking. Perform as needed surveys and/or focus groups to include students, employees, and community constituencies.
- Define and analyze potential redevelopment to determine the development capacity of the Bannockburn site. Provide analytical models used to determine optimal bed capacity, unit types, and other programmatic uses, of the Bannockburn site.
- Establish design parameters in terms of quantity of buildings, building height, setbacks, and open space character, demonstrating how the concepts address the goals of the 2021 LRDP Canyon Crest Gateway district.
- Develop (3) concept scenarios to outline options for redevelopment, including unit types and site utilization and that promotes sustainability and creates a unique neighborhood identity with a distinct sense of place.
- Develop a conceptual phasing plan to guide the implementation of the preferred redevelopment scenario.
- Provide financing model, including operating parameters, as well as conceptual construction budget and implementation schedule.
- Consider all of the above items in the context of UCR's commitment to sustainable design principles and UC Policy. It is preferred that the ultimate redevelopment exceed the University of California's minimum requirement, USGBC LEED V Silver/Title 24 +20%

### *Final Deliverable*

- Prepare a report describing both the rehabilitation and redevelopment concepts and guidelines with text, tables, images, and illustrations in sufficient detail to provide clear guidance to future consultant involved in the rehabilitation or redevelopment of the entire Bannockburn site, or a portion thereof.

Note: UCR Housing Services will provide a housing market analysis that will provide information regarding the demand for differing types of on campus bed spaces and the financial feasibility and optimal market rents.

### **E. PHASE 1 SERVICES SCHEDULE**

Work would proceed according to the following approximate schedule:

- Consultant Selection: 8-10 weeks
- Bannockburn Redevelopment Study: 18-22 weeks

### **F. CONSULTANTS**

The University is selecting an experienced team with expertise in urban design, physical planning, architecture and landscape architecture, and with experience in both higher education housing and in market-rate multifamily residential development/redevelopment. Architectural firms submitting for this RFQ shall recommend sub-consultants that would form the consultant team. Sub-consultant disciplines shall include Landscape, Civil, Structural, Mechanical, Electrical, Plumbing, Cost Estimating. The University will review the proposed sub-consultant team.

Although timing and funding of the Bannockburn rehabilitation and/or redevelopment project is unknown, should the University proceed with implementation of the Study recommendations, it may utilize a Design-Build project delivery, CMAR or Lump Sum delivery, and the deliverables then would correlate to the delivery method determined upon completion of Phase 1. Please be aware that the selected firm will not be eligible to compete in a subsequent selection process that seeks to implement the study.

### **G. 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) or Executive Design Professional Agreement (EDPA).
  - a. Note any exceptions to the attached Professional Services Agreement (“PSA”) or Executive Design Professional Agreement (EDPA) that would prevent your firm from executing the Agreement in your response. We cannot accept any request to include language to limit liability with regards to insurance and/or modify the indemnification clauses.
2. University requires evidence of insurance coverage: general liability, automobile liability, and worker’s compensation. If consultant does not currently have coverage in accordance with University requirements, listed below, documentation shall be submitted indicating that such coverage will be in place prior to execution of the Consultant Agreement.

<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	\$2,000,000
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

<u>Workers' Compensation and Employer's Liability**</u>	<u>OB 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	\$2,000,000
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. Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity, national origin, gender, age, marital status, sexual orientation, gender identity, veteran status, disability, or any other characteristics protected by law 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.

### III. 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 are more valued 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:**

- Demonstrated firm and staff experience in the programming, design of multi-family housing, with particular emphasis on University housing.**
- Demonstrated firm and staff experience in the rehabilitation and/or redevelopment of multi-family housing, with particular emphasis on University housing.**
- Demonstrated firm and staff experience in master planning, site planning and university campus urban design.**
- Experience with the Design-Build process, and with development of Design & Technical criteria Basis of Design documents.**
- Proven capabilities for crafting innovative design criteria and strategies for optimizing the Design-Build competitive selection process such that Design-Builder proposals exceed the base program requirements. Firms should submit appropriate graphic material supporting creativity and excellence, as applied to Basis of Design 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 institutional clients and building committees.**
- 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 Design Professional for the project be provided primarily by an office within 100 miles of the UC Riverside campus.**

#### B. **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.

1. The complete request for qualifications (RFQ) packet will be available at <http://pdc.ucr.edu/business/consultants.html> <https://www.ucrplanroom.com/> on **Friday, July 1, 2022 at 1:00 PM.**
2. **RFQ Qualification Submittals must be received on or before 12:00 PM, on Monday, ~~July 25, 2022~~ August 1, 2022, 12:00 PM.** Provide (1) original, (1) copy, and one (1) electronic copy (flash drive) of the submittal to:

University of California, Riverside  
Architects & Engineers; Contracts Administration  
1223 University Avenue, Suite 240  
Riverside, CA 92507  
Attention: Mary Ramirez

**Please note: Email submissions will not be accepted.**

3. Questions may be addressed by email to Mary Ramirez at [mary.ramirez@ucr.edu](mailto:mary.ramirez@ucr.edu). The last day questions will be received will be **July 13, 2022, 3:00 PM**.

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

**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 on the criteria provided in the RFQ Questionnaire & Submittal Form (Attachment A **and B**).
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.

**D. SUBMITTAL FORMAT (40 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 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 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 this project.
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 (3) projects comparable to the project in which the firm has had a leading design role (example as the Architect of Record or Engineer of Record);
  - a. For each of the projects cited under item 1) above, provide no more than four (~~4~~ 2) 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 this project, 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 Construction 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 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.

**E. 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 no later than 14 days after the successful firm has been notified of its selection.
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

QUALIFICATION SUBMITTAL FORM

for

Request for Design Professional Qualifications

BANNOCKBURN VILLAGE HOUSING STUDY

Project Number: 958136

July 1, 2022

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 ELECTRONIC FILE ON TRANSFERABLE MEDIA NO LATER THAN THE RFQ DEADLINE.**

**1. SURVEY (Information Only)**

**How did you hear about this RFQ?**

Press Enterprise

UCR Website

Other: \_\_\_\_\_

**2. INSURER**

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  NO

Commercial Form General Liability Insurance\* - Limits of Liability

	<u>Minimum Requirement</u>
Each Occurrence - Combined Single Limit for Bodily Injury and Property Damage	\$2,000,000
Products - Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000

Business Automobile Liability Insurance\* - Limits of Liability

	<u>Minimum Requirement</u>
Each Accident - Combined Single Limit for Bodily Injury and Property Damage	\$1,000,000

Workers' Compensation and Employer's Liability\*\*

Workers' Compensation:

Minimum Requirement  
(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

	<u>Minimum Requirement</u>
Each Occurrence	\$2,000,000
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