

# **ADDENDUM NO. A**

**April 13, 2020**

## **PREQUALIFICATION DOCUMENTS**

**FOR**

### **UNDERGRADUATE TEACHING AND LEARNING FACILITY**

**PROJECT NO. 950587**

**CONTRACT NO. 950587-PSA-2020-96**



**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** the Request for Qualifications with the one issued in this Addendum.

- a.** Change the RFQ submittal date to May 1, 2020.

**END OF ADDENDUM**

# University of California, Riverside

## Request for Master Architect/Design Professional Qualifications

FOR

## UNDERGRADUATE TEACHING AND LEARNING FACILITY

Project Number: 950587  
Contract No.: 950587-PSA-2020-96

April 6, 2020

Advertisement Date:	April 6, 2020 – April 17, 2020
Document Issue Date:	April 6, 2020, 3:00 PM
Notice of Intent by:	April 15, 2020, 5:00 PM
Last day for Questions:	April 15, 2020, 3:00 PM
RFQ Submittal Due by:	<del>May 8, 2020</del> <u>May 1, 2020</u> , 2:00 PM

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

## I. ADVERTISEMENT FOR SERVICES

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

### **Undergraduate Teaching & Learning Facility (UTLF)**

Project No: 950587

Anticipated Construction Cost: Approximately \$75,000,000

The University of California, Riverside, will select a Design Professional to be the University's Master Architect for the Undergraduate Teaching & Learning Facility (UTLF), which will be delivered via the Design-Build delivery method. Master Architect will assist in preparing a Detailed Project Program (DPP) and Basis of Design (BOD). The University will initiate a multi-phase contract to complete the DPP as Phase 1 with the option to enter into Phase 2 for preparation of the BOD.

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) which may be issued based on successive authorizations depending on phasing and 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 and its subconsultants, *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 **Monday, April 6, 2020 at 3:00 PM**. To receive a copy of the RFQ Documents, email the RFQ Administrator listed below:

Betty Osuna  
UCR Contracts Administration  
Email: [betty.osuna@ucr.edu](mailto:betty.osuna@ucr.edu)

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

It would be highly appreciated, but is not mandatory, if interested firms would provide notification of their interest to submit Qualification Documents for this project to the RFQ Administrator via email, by **5:00 PM, Wednesday, April 15, 2020**. This will allow the University to ensure that interested parties receive all relevant communications.

## II. PROJECT INFORMATION AND REQUIREMENTS

### A. **CAMPUS OVERVIEW**

UCR is situated on nearly 1,200 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.

Undergraduate and graduate degree programs are offered by the College of Humanities, Arts, and Social Sciences; the College of Natural and Agricultural Sciences; the Bourns College of Engineering; the School of Business Administration; the Graduate School of Education; and the Division of Biomedical Sciences. In 2008 two additional academic programs were approved, the School of Medicine, and the Graduate Program in Public Policy. Enrollment growth at the Riverside Campus has been significant and continued growth is expected. As of October 2019 UC Riverside enrollment is 25,548 students which is comprised of 22,055 undergraduate and 3,493 graduate students.

## **B. PROJECT DESCRIPTION**

The Undergraduate Teaching and Learning Facility project will construct an approximately 85,000 gross-square-foot building to provide UC Riverside with critically needed classroom, class laboratory, and studio space to allow campus to serve current and future undergraduate students. UCR has seen a 120% growth in enrollment over the past 20 years, and 76% over the past decade, and the undergraduate class is approximately 96% resident students. Construction of a new facility would significantly improve the campus inventory of classroom, class laboratory, and studio space, addressing the estimated shortfall of 4,450 instructional seats.

## **C. PROJECT LOCATION**

Multiple potential sites for the UTLF are currently under consideration.

## **D. SCOPE OF SERVICES**

The University's goal is to optimize the value received – in terms of capacity, capability and quality – from a fixed maximum investment of fiscal resources, as a result of the Design-Build process.

The University intends to award a Professional Services Agreement (PSA) for phased services. Phase 1 will include the development of the Detailed Project Program (DPP) to include written documentation that illustrates and justifies the space requirements. Phase 2, to be authorized separately, will include the development of the Basis of Design, to consist of Design Criteria and Technical Criteria. Master Architect' Design Professional's scope of services should address this approach.

Phase 1: Develop a functional program in support of the University's instructional mission and current space needs, applying forward-thinking technology, standards, and best practices as related to current pedagogical trends and responsive to the University's anticipated budget for the project. Phase 1 scope should include the following:

1. **Mobilization / Data Collection:** Review schedule and deliverables with the project management team. Compile existing programmatic and campus information that is necessary to complete the identified scope of services using surveys, interviews, and other applicable techniques.

2. **Space Program and Room Requirements:** Analyze campus instructional space utilization to inform program development. Develop room size standards and planning modules, and furnish a space inventory by room with total assignable square footage suitable for inclusion in Basis of Design. Identify building gross square footage.
3. **Room Data Sheets/Conceptual Room layouts:** Generate room data sheets and conceptual room layouts for each repetitive and minor unique room type. Specific room and building system requirements will be presented that address user needs (e.g. convenience, privacy, safety, security, and communications) and physical environmental factors (e.g. comfort, lighting, materials, finishes, building systems, and furnishings.)
4. **Cost Estimate:** Provide an estimate of probable costs based on conceptual program.
5. **Site feasibility:** at the direction of the University, the selected design team will prepare a feasibility study for identified potential sites. The feasibility study shall include an analysis of all relevant factors for determining the likelihood of successful completion of the project. The study shall include but not be limited to: site access, access to utilities and available capacities, site attributes, including topography, views, exposure, susceptibility to erosion, susceptibility to flooding, climate, and overall suitability for construction of the proposed project and phasing.
6. **Final DPP Report:** Generate DPP Report that clearly communicates the Program utilizing graphic, quantitative and written descriptions

Phase 2 Basis of Design (BoD) scope should include the following:

7. **Design and technical performance criteria:** Develop performance standards for each building system component, including basic structural elements, HVAC, lighting and electrical, telephone/data communications, fixed and/or moveable equipment, and finishes as appropriate. Sustainable design principles will be considered while developing building system criteria. Performance standards must be in accordance with UCR specifications. Design and technical performance criteria must responsive to the University's program and budget for the project.
8. Develop parameters to optimize building configurations and site relationships.
9. 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).
10. Generate Basis of Design (BoD) Documents that clearly communicate Program, Design and Technical Performance criteria utilizing graphic, quantitative and written descriptions.
11. Develop and incorporate into the BoD Documents a structured system for verification of

design & technical parameters throughout the Design-Build design documentation and construction phases

12. 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.
13. Provide peer review services throughout the Design-Build process, within a scope to be determined by the University.

The proposed Project Budget is \$100,000,000, with a Total Construction cost estimated at approximately \$75,000,000 with a target building area of approximately 85,000 GSF.

**E. SCHEDULE**

Work is anticipated to proceed according to the following schedule:

- Consultant selection: 4 weeks
- Program Definition and Criteria Development: 12 weeks

**F. CONTRACT REQUIREMENTS**

1. All services to be provided by the selected Design Professional shall be in accordance with the issued University Contract Documents. University Standard Form of Professional Services Agreement (PSA).
  - a. 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	\$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. Major considerations in selection of the firm will be the following:

- Demonstrated firm and staff experience in the planning, programming, and design of contemporary new construction higher education facilities
- Demonstrated firm and staff experience in site planning and analysis, and university campus design
- Demonstrated experience designing and delivering instructional laboratories and related support spaces, as well as dance and music studio spaces, including use of best practices, industry standards, and innovation

- Demonstrated experience with the Design-Build process and with development of Building Programming 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 Programming Documents
- Proven capability for providing creative and innovative design criteria and strategies for optimizing the Design-Build competitive selection process that results in Design-Builder proposals that exceed the base program requirements.
- Demonstrated experience with higher education or institutional clients relating to communication and approval processes including but not limited to building committees, project management teams, Design Review, University of California administrative policies and approvals, etc.
- 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 for University projects within the State of California.
- 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. 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 **Monday, April 6, 2020 at 3:00 PM.**
2. Questions may be addressed by email to Betty Osuna at [betty.osuna@ucr.edu](mailto:betty.osuna@ucr.edu). The last day to receive questions will be **Wednesday, April 15, 2020 at 5:00 PM.**

Attention: Betty Osuna  
UCR Contracts Administration  
UNIVERSITY OF CALIFORNIA, RIVERSIDE  
Email: [betty.osuna@ucr.edu](mailto:betty.osuna@ucr.edu)

3. **RFQ Qualification Submittals must be received on or before 2:00 PM, on Friday, May 1, 2020.**

*UC Riverside will provide each interested applicants detailed instructions for uploading their proposal. Interested applicants MUST submit their proposals by uploading them per the instructions. No mailed or faxed proposals will be accepted.*

**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.

**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 Associate Vice Chancellor / Campus Architect 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. The AVC-Campus Architect 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 (currently anticipated for the week of May 25, 2020) 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 – Please do not include a price proposal or hourly rate sheet**

SUBMITTAL FORMAT One (1) electronic copy ( 80 pages maximum length-excluding University required forms, and section dividers) Electronic submission shall be pdf indexed by section and labeled accordingly.

Section 1: Cover Letter (10 points possible).

The Cover Letter should introduce the Design Professional 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.
- d) Designated Programmer/Planner
- 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 on comparable projects. the project
- 4) Provide a matrix that identifies the team members experience in working together on projects.
- 5) 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 four (4) projects comparable to the UTLF - state of the art instructional facilities - 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 UTLF, as described herein;
- 2) Work scope, including services and deliverables.
- 3) Work product examples demonstrating design responses and graphic abilities, particularly as relevant to the preparation of Building Programming 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's 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.

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**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.