

# **University of California, Riverside**

**Request for Professional Qualifications**

**FOR**

**ON-CALL STRUCTURAL ENGINEERING  
CONSULTING SERVICES**

January 11, 2019

Advertisement Date:	January 11, 2019 – January 25, 2019
Document Issue Date:	January 11, 2019
Last day for Questions:	January 22, 2019, 5:00 PM
RFQ Submittal Due by:	January 31, 2019, 2:00 PM

## TABLE OF CONTENTS

- I. **ADVERTISEMENT**
- II. **OVERVIEW OF UCR**
- III. **PROJECT INFORMATION AND REQUIREMENTS**
  - A. SCOPE OF SERVICES
  - B. SCHEDULE
  - C. SELECTION & SUBMITTAL CRITERIA
  - D. CONTRACT REQUIREMENTS
  - E. SCHEDULE FOR SCREENING AND SELECTION OF CONSULTANTS, INTERVIEWS
  - F. NEGOTIATION AND AWARD OF CONTRACT

### **ATTACHMENTS** (Appropriate attachments may be recopied as necessary for submittal)

Attachment	A	QUALIFICATION SUBMITTAL FORM
Attachment	B	QUALIFICATION SUBMITTAL EVALUATION
Attachment	C	PROFESSIONAL SERVICES AGREEMENT SAMPLE

## I. **ADVERTISEMENT FOR ON-CALL/AS-NEEDED STRUCTURAL ENGINEERING CONSULTING SERVICES**

The University of California, Riverside (UCR) invites qualified consultants with relevant experience to submit written statements of qualifications to provide structural engineering consulting services for various campus projects ranging from structural review, analysis and verification of existing buildings for structural compliance for equipment relocation and installations, small to complex alterations, remodels, renovations and new construction.

- Services will be provided under the University’s Professional Services Agreement (PSA) for a specified time period.
- The University desires to retain the services of one or two consulting firm and will utilize the consultant services on an “on-call and/or “as-needed” basis.
- The initial term of the Agreement shall be two years, and may be extended for up to two additional one-year terms based upon the same terms and conditions, and by mutual agreement.

The complete RFQ packet will be available (in electronic format only) beginning **Friday, January 11, 2019, at 12:00 PM**. To receive an email copy of the RFQ Documents, email the RFQ Administrator listed below:

Reggi Thomas  
UCR Contracts Administration  
Email: [reggi.thomas@ucr.edu](mailto:reggi.thomas@ucr.edu)

You may also visit our website and download directly at:  
<http://pdc.ucr.edu/business/consultants.html>

Entities intending to submit Qualification Documents for this project are asked to confirm their intent to do so, by emailing a written statement (Notice of Intent statement) to the RFQ Administrator by **5:00 PM on January 22, 2019**.

Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity and national origin have equal access to contracts and other business opportunities with the University. Each candidate firm will be required to show evidence of its equal employment opportunity policy prior to entering into an agreement with the University.

The University reserves the right to reject any or all responses to this RFQ and to waive non-material irregularities in any response received.

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.

## II. OVERVIEW OF UCR

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.

## III. PROJECT INFORMATION AND REQUIREMENTS

### A. SCOPE OF SERVICES

The selected firm will provide structural engineering services for various UC Riverside projects. The work may include, but is not limited to, the following tasks:

- In support of UCR’s Campus Building Official and UCR’s Permit Program, provide structural peer review of structural design and calculations for both new construction, renovations, as well as providing analysis of structural worthiness, compliance and applicability of existing buildings with recommendations for equipment installations in existing campus buildings and structures; in most instances, quick turn-around of the review, analysis, and related required recommendations and documentation will be imperative and required for proper and efficient processing of the campus request or installation of equipment.
- Providing third party peer review of the lateral system providing a measure of additional assurance regarding performance and safety of new construction, and repair or renovation of existing facilities all in accordance with the California Building Code, UCOP Seismic Safety Policy and best general engineering methods and standards. In most instances, services will require the provision of reviewing more than one design submittal per project and attendance of meetings with the Structural EOR to address comments provided in the peer review.
- Condition Assessment and Evaluation Reports (estimate of remaining service life, code compliance and seismic analysis) investigation, analysis and recommendation(s) for repair/alteration/replacement of existing structural systems and elements and/or support components, frequently to certify that existing structures are able to accept and support heavy research equipment with very small footprints, being installed in existing buildings. In most instances, quick turn-around of the review, analysis and related required documentation will be imperative. and required for proper and efficient processing of the campus request or installation of equipment.
- Review of geotechnical evaluations and investigation studies, project specifications, structural calculations, structural models, drawings, and sketches.

Professional services utilization will be on an “On-call” and/or “As-needed” basis. These requested services must be provided on a very quick turnaround basis. As a project need arises, the consultant will be contacted by UCR with a proposed scope of services to be performed for each project.

- For permitting support, the consultant will bill according to previously agreed upon hourly rate schedule.
- For third party peer review, condition assessments, or other services, the consultant will submit a not-to-exceed fee proposal based on their hourly rate and on each respective request from UCR.
- The consultant will take direction from the Campus Building Official, and staff as designated by the Campus Building Official, concerning the project’s parameters. UCR will provide consultant with instruction, or may rely on consultant’s professional judgment and experience to define project requirements.
- A written Work Authorization will be issued to the consultant for each project or phase stating conditions and a not-to-exceed amount. The consultant should not begin work on the project until a Work Authorization is issued.
- No final payment to consultant for the project will be issued until the services authorized by UCR have been performed, completed and accepted by UCR.
- Follow-on contracts (professional services, consulting and construction) for projects where a Work Authorization has been issued will be prohibited.

**B. SCHEDULE**

The successful consultant should anticipate that services needed for permit review of non-capital repairs and improvements, turn-around time may be as little as one to two weeks. In some cases, required turnaround time may be less than one week. Other permit, peer review, and other services will proceed upon an agreed schedule.

### **C. SELECTION & SUBMITTAL CRITERIA**

Submittals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the project team as well as the team's ability to meet the requirements of this RFQ. Emphasis will be on technical competence and completeness of content.

#### **RFQ SUBMITTAL FORMAT**

The written SOQ should be prepared in the sequential order as outlined below.

(electronic format only, # pages maximum length)

##### **Section 1: Cover Letter**

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;
- 4) The firm's office location that will be the firm's primary base for delivery of services to the University.

##### **Section 2: Project Team and Qualifications**

- 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) Resumes for each proposed team member, indicating individual's experience relevant to the requirements of the RFQ advertisement, including information such as resumes, degrees, certificates and licenses

##### **Section 3: Describe relevant project experience.**

- 1) Clearly describe the team's general approach, methodology and goals for providing the engineering services outlined in the Scope of Services section.
- 2) Include a list of five (5) recent contracts/projects. Include a point of contact, contact information (phone and email), and a brief description of services relevant to the Request for Qualifications. Only projects completed by team members will be considered
  - a. **NOTE THAT PROJECT REFERENCES WILL BE CONTACTED FOR VERIFICATION OF THE INFORMATION REPORTED. IN CASE OF CONFLICT BETWEEN THE INFORMATION REPORTED BY THE PROSPECTIVE FIRM AND THE INFORMATION PROVIDED BY THE REFERENCE, THE INFORMATION PROVIDED BY REFERENCE SHALL TAKE PRECEDENCE AND AMBIGUITIES SHALL BE RESOLVED AGAINST THE PROSPECTIVE FIRM.**
  - b. **An entity wishing to use a predecessor business to satisfy experience requirements must demonstrate with written information submitted with this RFQ/RFP Qualification Submittal that it is substantially the same organization (in terms of who is managing the firm) as the predecessor business.**
  - c. **By signing the Declaration of this Qualification Submittal, you agree that each individual Team member named your Team Organization Chart is subject to the University's approval, and may be replaced at University's request at any time. Any individual approved by the University cannot be replaced later without University's prior written consent.**

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.

**D. CONTRACT REQUIREMENTS**

- All consulting services to be provided by the consultant shall be in accordance with the issued University Contract Documents: Professional Services Agreement (PSA).
  - a. Note any exceptions to the attached Agreement (PSA) 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.
- 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.
- Selected firm shall provide evidence of an Equal Employment Opportunity policy, and its compliance with applicable federal law pertaining to Equal Employment Opportunity.

Commercial Form General Liability Insurance\* - Limits of Liability                      Minimum Requirement

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

Business Automobile Liability Insurance\* - Limits of Liability                      Minimum Requirement

Each Accident - Combined Single Limit for Bodily Injury and Property Damage	\$1,000,000
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Workers’ Compensation and Employer’s Liability\*\*                      Minimum Requirement  
(as required by Federal and State of California law)

Workers’ Compensation:	
Employer’s Liability:	
Each Employee	\$1,000,000
Each Accident	\$1,000,000
Each Policy	\$1,000,000

Professional Liability Insurance\* – Limits of Liability                      Minimum Requirement

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000

\*This insurance must be (i) issued by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's) or (ii) guaranteed, under terms consented to by the University (such consent 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.

**E. SCHEDULE FOR SCREENING AND SELECTION OF CONSULTANTS, INTERVIEWS**

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.

**RFQ Qualification Submittals must be received on or before 2:00 PM, on January 31, 2019.**

Submit one (1) electronic copy on transferable media (flash/thumb drive preferred) to:

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

\*Include the Project Number and Name on the outside of your envelope. Email submissions will not be accepted as we cannot guarantee receipt of large files in to our network.

A map of the Campus is available at:

[http://parking.ucr.edu/docs/parking\\_lot\\_map\\_web\\_version.pdf](http://parking.ucr.edu/docs/parking_lot_map_web_version.pdf).

The selection process will proceed as follows:

- Entities are encouraged to submit a Notice of Intent as indicated in the Request for Qualifications Advertisement. The Notice of Intent should be in the form of an email to the RFQ Administrator announcing an entity's intent to submit Qualification Documents for this project.
- Entities must submit all required documents by the given deadlines, as required in the Request for Qualifications Advertisement.
- The University Screening Committee will evaluate each RFQ Submittal and will rank the prospective firms on their demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.
- 4. The Screening Committee shall develop a list ranking the top three firms, and shall submit the list to the Assistant Vice Chancellor / Campus Architect.
- 5. The Assistant Vice Chancellor / Campus Architect shall review and approve the list. The Assistant Vice Chancellor / Campus Architect shall notify all parties of the top three (3) ranking firms.  
*Note: The University reserves the right to interview more than 3 firms if the University determines it is in the University's best interest to do so.*
- 6. If the University elects to proceed with interviews, the University will notify the top ranking firms that they have been selected for a Presentation/Interview with the selection committee. Notice shall be in writing, will include the time and date for the presentation/interview and a description of further requirements related to the interview. Each firm shall have principal members in attendance.



7. Submitting firms will be notified of the decision by the Selection Committee within 3 days of the Selection Committee's decision.
8. If the University receives submissions from fewer than three qualified firms, the University may select from among the available qualified firms.

F. NEGOTIATION AND AWARD OF CONTRACT

- The University will negotiate a contract with the best ranked qualified firm for services at compensation that the University determines as fair and reasonable.
- Negotiations shall begin within 14 days after the successful firm has been notified of its selection, unless the written notice provides that additional time is necessary to begin negotiations.
- The University and firm shall work together to ensure the successful delivery of the requested services in a timely fashion.
- 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.

END

ATTACHMENT A

**QUALIFICATION SUBMITTAL FORM**  
For  
**On Call Structural Engineering Consulting Services – Various Campus Projects**

UNIVERSITY OF CALIFORNIA, RIVERSIDE  
(01/11/2019)

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.**

**SURVEY (Information Only)**

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

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

<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

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

<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)

**3. UNIVERSITY OF CALIFORNIA CONSULTANT EXPERIENCE FORM**

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

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

Firm's Role e.g. Architect, Geotechnical Consultant, etc.	Active UC projects - campus/project (list all for your firm)	Claims* or litigation (Yes** or No)	All UC projects within last 5 years - campus/project (list all for each firm)	Claims* or Litigation? (Yes** or No)	All other projects with any claims* - active & past 5 years (list all for each firm)

The information provided on this experience form was prepared by the office of the prime consultant listed above, who verifies under penalty of perjury that all information set forth on this form, to the best of my knowledge, is complete and accurate as of the date of submission of the Statement of Qualifications.

<p><b>Attach additional pages if necessary for any category</b></p>	Signature _____
<p>* Claims includes all Claims includes all pending, unresolved claims of professional negligence or breach of contract for professional services against your firm or any owner or principal of your firm.</p>	Name _____ Title _____ Date _____

**\*\* If yes, explain**

**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**