

# **ADDENDUM NO. 1**

**April 12, 2019**

## **REQUEST FOR DESIGN PROFESSIONAL QUALIFICATIONS**

**FOR**

**STUDENT HEALTH & COUNSELING CENTER  
PROJECT NO. 950578  
CONTRACT NO. 950578-PSA-2019-113**





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 DESIGN PROFESSIONAL QUALIFICATIONS**

Replace the Request for Design Professional Qualifications with the one issued in this Addendum.

2. **ATTACHMENT A, QUALIFICATIONS SUBMITTAL FORM**

Add the UC Consultant Experience Form to the Qualifications Submittal Form.

3. **RFQ QUESTIONS & ANSWERS**

RFI No.	QUESTIONS / ANSWERS
1-1	<p><b>Question:</b> Per Section G1a, can you clarify what the end of that sentence is?</p> <p><b>Answer:</b> See Revised RFQ</p>
1-2	<p><b>Question:</b> Per Section 3, do we need to include work product samples for each product we list?</p> <p><b>Answer:</b> Yes. An example of each project must be submitted.</p>
1-3	<p><b>Question:</b> Section 2: Project Team and Qualifications. Items 2, 3, and 4 are very similar. Could you clarify the difference between these sections? It seems that item 3 is covered by items 2 and 4.</p> <p><b>Answer:</b> Although they are similar in nature each is asking about specific information that the University is seeking. Please respond to each question individually, although the answers may have some overlapping subject matter. Item 3 is additional emphasis on contemporary best practices.</p>
1-4	<p><b>Question:</b> 1) Section 3: Describe relevant project experience. Could you explain the difference between items 1c and 2? 2) For items 4 and 5, some of our most recent and relevant project examples are not under construction yet (and in some cases, we will not be involved with the construction at all), as we were only providing programming and basis of design services. Can you confirm if it's ok to not have information for these sections? 3) The Qualification Evaluation Form mentions that our references will be contacted, however we don't see any place that the RFQ is asking us to list references. Can you clarify if we should be providing contact information for references? If so, do they need to be from the projects examples we show?</p> <p><b>Answer:</b> 1) Section 3; Item 1c refers to the past comparable projects; item 2 refers to the proposed scope for the current project (SHCC). 2) Yes. Projects that have not begun construction or are not yet completed are acceptable project examples. 3) Information on owner is requested under RFQ Submittal Format; D Section 3 1a. Include name and contact information.</p>
1-5	<p><b>Question:</b> The Qualification Evaluation Form mentions the University Consultant Experience Form (item 4). This is not provided in the RFQ. Please clarify if we need to submit this form.</p> <p><b>Answer:</b> Included in this Addendum.</p>

<p><b>1-6</b></p>	<p><b>Question:</b> Does the 80 page limit include covers, a cover letter, and the required forms?</p> <p><b>Answer:</b> No. Cover letter, covers, section dividers, and required forms are in addition to the 80 page limit.</p>
<p><b>1-7</b></p>	<p><b>Question:</b> As Telecom/Data and Audio-Visual are recommended sub-consultants for the proposed team, can you confirm if Security (Access Control, Video Surveillance and Intrusion Detection) and overhead paging will be required as part of the consultant's design responsibilities</p> <p><b>Answer:</b> Yes.</p>
<p><b>1-8</b></p>	<p><b>Question:</b> Because this will be classified as an OSHPD Level 3 facility, can you also confirm nurse call design will be required as a consultant service, as this system is typically not a service provided by Medical Equipment Planners?</p> <p><b>Answer:</b> Yes.</p>
<p><b>1-9</b></p>	<p><b>Question:</b> Regarding RFQ submittal, will it be possible to submit the proposal via email with the transferrable media drive to follow.</p> <p><b>Answer:</b> No.</p>
<p><b>1-10</b></p>	<p><b>Question:</b> Will UCR require preparation of technical specifications as part of the Basis of Design Documents?</p> <p><b>Answer:</b> Yes. Technical specifications and or performance specifications will need to be prepared and provided as part of the Basis of Design Documents.</p>

**END OF ADDENDUM**

# University of California, Riverside

## Request for Design Professional Qualifications

FOR

## STUDENT HEALTH & COUNSELING CENTER

Programing and Basis of Design Documents  
Design-Build Delivery

Project Number: 950578

Contract Number: 950578-PSA-2019-113

~~March 28, 2019~~ **April 12, 2019**

Advertisement Date:	March 28, 2019 – April 12, 2019
Document Issue Date:	March 28, 2019
Last day for Questions:	April 8, 2019, 5:00 PM
RFQ Submittal Due by:	April 17, 2015, 2:00 PM

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- |            |   |  |
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**Attachment E CONSULTANT EXPERIENCE FORM**

<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 architectural design professional services for the following proposed project:

### **Student Health & Counseling Center Project**

Project 950578

Anticipated Construction Cost: \$26,000,000 - \$27,000,000

The University of California, Riverside, will select an Architect firm to be the University's Design Professional for Student Health & Counseling Center, which will be delivered via the Design-Build delivery method. Design Professional will provide Programming services, site feasibility studies, develop Basis of Design Documents (*consisting of Design & Technical Performance Criteria, not a building design*), as well as provide support throughout the Design-Build procurement (Competition) process for this project. Subsequent phases of work may include (but not be limited to) transition meetings with winning Design-Build entity, peer review of milestone design & construction documents (developed by Design-Builder), review of key submittals, and construction administration support as-needed.

The selected entity must be able to start work immediately.

Upon identification of the first ranked firm, the University will commence negotiations with the selected firm for the full scope of services and will assign the University of California's Professional Services Agreement (PSA) 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 of Record for the project; the Executive Architect of Record will be the Design-Builder. The Design Professional selected under this Advertisement will not be eligible to participate on a team in the subsequent Design-Build selection (competition) phase.

The complete RFQ packet will be available (in electronic format only) beginning **Thursday, March 28, 2019, at 12:00 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, **April 8, 2019**. This will allow the University to ensure that interested parties receive all relevant communications.

END OF ADVERTISEMENT

## 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 2018 UC Riverside enrollment is 23,922 students which is comprised of 20,581 undergraduates and 3,341 graduate students.

### B. PROJECT DESCRIPTION

In 2012 UCR began the process of developing a Detailed Project Program for a new Student Health & Counseling Center (SHCC) and completed that process in 2013. The process included an analysis of the existing Veitch building where SHCC is currently housed and the analysis results indicated that the existing facility had outlived its useful life and was not suitable for renovating.

The program developed at that time took into account the potential growth of the campus and resulted in the development of a program of approximately 40,000 assignable square feet (55,000 gsf) that included Student Health, Dental Clinic, Counseling, The WELL, Administrative Suite and several joint use or shared spaces. Funding was not identified at that time and therefore the project did not proceed beyond the programming phase.

It is expected that the revised program will retain some but not elements of the previous DPP as this will likely be limited by the proposed budget and program elements that are no longer desired or seen as critical to the function of the facility.

It should also be noted that a revised program was also developed when consideration was given to incorporating a version of the SHCC program into the previously proposed Public Private Partnership (P3) Outpatient Pavilion (OPV) that was proposed at University Avenue and Interstate 215/CA60. This program was a significantly reduced form of the 2013 DPP, as the intent was to fully utilize and share functions and spaces that would be constructed for the UCR School of Medicine, the major programmatic component of the proposed OPV. Due to various financial and scope challenges the project did not proceed.

The purpose of this current project is to review the 2012 DPP, update based on anticipated program needs to support continued growth in student enrollment, and work with the project constituents to prioritize and refine the program to meet the proposed construction budget of \$28,000,000.



**C. PROJECT LOCATION**

The proposed building site is at the western edge of Parking Lot 21 adjacent to the new Dundee-Glasgow residence hall that is currently under construction, however alternative sites may be considered during early programming as part of due diligence. This may require some additional site investigation and site feasibility studies.

**D. SCOPE OF SERVICES**

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

The University intends to award a PSA for initial services at this time, the University envisages that the Basis of Design Phase will consist of work scope in three specific areas: 1) Program Definition, 2) Design Criteria, and 3) Technical Criteria, all to be developed concurrently within the defined timeframe. The scope of services will entail the following:

- Develop a functional program based on the University's goals and the application of contemporary OSHPD 3 healthcare clinic, standards and best practices using the 2012 DPP as a starting point for conceptual program elements;
- Generate comprehensive design and technical performance criteria, responsive to the University's program and budget for the project.
- Develop parameters to optimize building configurations and site relationships;
- Develop conceptual design 'test-fit' options responsive to the programmatic, design, and technical goals (development of these options is intended solely for identification of key parameters to be incorporated in the Design & Technical Performance criteria);
- Generate Basis of Design (BoD) Documents that clearly communicate Program, Design and Technical Performance criteria utilizing graphic, quantitative and written descriptions;
- Develop and incorporate into the Basis of Design Documents a structured system for verification of design & technical parameters throughout the Design-Build design documentation and construction phases;
- Provide support throughout the Design-Build procurement (competition) process, including responding to questions during the process, and review and evaluation of the Design-Build submittals;  
Provide peer review services throughout the Design-Build process, within a scope to be determined by the University.

The proposed Project Budget is targeted at \$33,000,000, with a Total Construction cost of \$28,000,000, with a target building area upwards of 45,000 GSF.

**E. SCHEDULE**

Work would proceed on the following schedule:

- Consultant selection: 3 – 4 weeks
- Program Definition, and Criteria Development: 12 – 16 weeks

Anticipated schedule for subsequent phases:

- Design Phases (D-B competition and Design Development): May 2020 – August 2020
- Construction Documents: September 2020 – February 2021

- Construction: Summer December 2020 – April 2022

**F. CONSULTANTS**

Architectural firms submitting for this RFQ shall recommend sub-consultants that would form the proposed team. Sub-consultant disciplines shall include: Healthcare/Medical Planner, Structural, Mechanical, Electrical, Plumbing, Civil, Telecom/Data, Audio-Visual, and Landscape. The University will review the proposed sub-consultant team. Final selection of sub-consultants will be determined by the University in consultation with the selected Design Professional. Sub-consultants serving on the Design Professional’s team will not be eligible to participate in the ensuing competitive Design-Build process.

The University will engage a peer review cost consultant under a separate contract, to provide cost analysis and reconciliation throughout the programming and BoD phase. The Design Professional team<sub>2</sub> remains responsible for development of program, design, estimate of probable construction costs, and technical performance criteria which are attainable within the University’s budget.

**G. 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. Respondents to this RFQ shall cite explicitly, in an attachment to the Cover Letter, any provisions of either the attached Professional Services Agreement (“PSA”)
  - b. The University cannot entertain requests to substantively alter the provisions of the respective Agreements with respect to insurance requirements, liability or indemnification.
2. University requires evidence of insurance coverage: general liability, automobile liability, and worker’s compensation. If consultant does not currently have coverage in accordance with University requirements, listed below, documentation shall be submitted indicating that such coverage will be in place prior to execution of the Consultant Agreement.

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

	Minimum Requirement
<u>Workers' Compensation and Employer's Liability**</u>	
Workers' Compensation:	(as required by Federal and State of California law)
Employer's Liability:	
Each Employee	\$1,000,000
Each Accident	\$1,000,000
Each Policy	\$1,000,000
<u>Professional Liability Insurance* – Limits of Liability</u>	
Each Occurrence	<u>Minimum Requirement</u> \$1,000,000
General Aggregate	\$2,000,000

\*This insurance must be (i) issued by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's) or (ii) guaranteed, under terms consented to by the University (such consent to not be unreasonably withheld), by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's). Further, the deductible, or retained limit, for each coverage shall not be more than \$100,000.

\*\*This insurance must be issued by companies (i) that have a Best rating of B+ or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's); or (ii) that are acceptable to the University.

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

### III. RFQ SUBMITTAL PROCESS

#### A. RFQ SELECTION CRITERIA

The Screening Committee will be seeking project teams with experience in comparable projects and with the Design-Build delivery method. Applicants should clearly highlight such projects and their similarities to the proposed project. Specific responses will be reviewed more carefully than those stressing breadth of experience or general qualifications. Submittals should focus on relevant experience of the proposed staff. Major considerations in selection of the firm will be the following:

- Demonstrated firm and staff experience in the programming and design of university, institutional, or corporate Healthcare/Medical Clinics and similar facilities and potential for outpatient surgical services.
- Demonstrated firm and staff experience in site planning and university campus urban design.
- Demonstrated experience in planning, design, and delivery of contemporary Healthcare/Medical Clinics, including use of best practices.

- Experience with the Design-Build process, and with development of Design & Technical criteria Basis of Design documents.
- Proven capabilities 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. 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 OSPHD 3 facilities, the State Fire Marshal and Division of the State Architect, particularly on University projects within the State of California.
- 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. 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 **Thursday, March 28, 2019, at 12:00 PM.**
2. Questions may be addressed by email to Betty Osuna at [betty.osuna@ucr.edu](mailto:betty.osuna@ucr.edu). The last day questions will be received will be **April 8, 2019, 5:00 PM.**
3. **RFQ Qualification Submittals must be received on or before 2:00 PM, on Wednesday, April 17, 2019.** Submit final submittal on transferrable media (flash drive preferred) to:

Attention: Betty Osuna  
UCR Contracts Administration  
UNIVERSITY OF CALIFORNIA, RIVERSIDE  
1223 University Avenue, Suite 240  
Riverside, CA 92507  
Email: [betty.osuna@ucr.edu](mailto:betty.osuna@ucr.edu)

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

A map of the Campus is available at:

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

**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 1, 2019) and description of further requirements related to the interview. Firms should be prepared to discuss their project approach and work plan.

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

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

**D. RFQ SUBMITTAL FORMAT**

SUBMITTAL FORMAT (electronic format only, 80 pages maximum length)

Section 1: Cover Letter (10 points possible).

The Cover Letter should introduce the 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 Healthcare/Medical 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 three (3) projects comparable to SHCC 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 SHCC, as described herein;
  - ~~c) **The firm's scope of work;**~~
- 2) Work scope, including services and deliverables.
- 3) Work product examples demonstrating design responses and graphic abilities, particularly as relevant to the preparation of Basis of Design Documents);
- 4) Key personnel assigned to the project;
- 5) Construction Contract sum.
- 6) Start and completion construction dates.

Section 4: Project Understanding (30 points possible).

- 1) Understanding of Design Professional'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.

The University of California is an Equal Opportunity Employer. Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity and national origin have equal access to contracts and other business opportunities with the University.

**E. NEGOTIATION AND AWARD OF CONTRACT**

1. The University will negotiate a contract for scope of services and compensation with the firm found highest-ranked among qualified firms for services and compensation.

2. Negotiations shall begin no later than 14 days after the identified firm has been notified of the University's finding.
3. In the event that the University is unable to successfully reach agreement with the first-identified firm, the University may terminate negotiations with that firm and enter into negotiations with the next qualified firm, in the same manner as prescribed above.
4. In the event that the University is unable to successfully reach agreement with the second-identified firm, the University may terminate negotiations with that firm and enter into negotiations with the next qualified firm, in the same manner as prescribed above.
5. In the event that the University is unable to successfully reach agreement with the successively ranked firm, the University may opt to negotiate with successively-ranked firms until arriving at mutually-satisfactory terms with a qualified firm.
6. Upon successful completion of negotiations, the University and the selected Master Architect shall execute an Agreement. The University shall tender the final form of Agreement to the Master Architect with 45 calendar days of the conclusion of negotiations, unless the University notifies the Master Architect otherwise.
7. If the selected Master architect fails to execute the Agreement tendered by the University within 14 calendar days of receipt, the University reserves the right to withdraw the Agreement, and to undertake negotiations with successively-ranked firms among the qualified firms.
8. The University and firm shall work together to ensure the successful delivery of the requested services in a timely fashion.





ATTACHMENT E