



# Campus Planning

## Capital Asset Strategies

REQUEST FOR QUALIFICATIONS

ON-CALL NON-PROJECT SPECIFIC

ENVIRONMENTAL CONSULTING

SERVICES

APRIL 2018

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

Attachment A	SELECTION CRITERIA
Attachment B	SUMMARY STATEMENT OF QUALIFICATIONS
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## I. ADVERTISEMENT FOR ENVIRONMENTAL SERVICES

University of California Riverside (UCR) requests a written response to this Request for Qualifications (RFQ) for the purpose of selecting one or more Environmental Consultants to provide environmental consulting services for various projects on the UCR campus and/or at off campus University-owned locations; including but not limited to housing; recreation; academic teaching and research facilities; medical research and clinical facilities; libraries; cultural facilities; major seismic renovation projects; amendments to the Campus' existing Long Range Development Plan (LRDP); and potential development of a new LRDP.

Initial contract duration will be for one year. At its sole discretion, the University may elect to extend the agreement in one year increments for up to a total of approximately five years.

The Environmental Consultant will be responsible for coordinating the environmental analyses, technical studies/reports, and preparation of Initial Studies, Negative Declarations, Environmental Impact Reports and other CEQA documentation for upcoming project(s) and must be willing to work collaboratively with, and manage the work of, other members of the environmental analysis team.

The scope of services will vary according to the specific requirements of each assigned task, with appropriate fees negotiated in accordance with UCR policy at the time of each authorization. However, the selection of any consultant for this agreement does not guarantee that work authorizations of any set value will be expended. At the University's discretion, it may advertise additional Request for Qualifications of the same scope as described herein for stand-alone projects based on the unique circumstances. It is not anticipated that this will be a common occurrence.

UCR will, based on qualifications presented in response to this RFQ, select one or more firms, best able to staff and carry out various projects. The number of firms selected will be based on the number of projects over the next anticipated six (6) months. Criteria for selection will include: Familiarity with the current requirements of CEQA and other statewide environmental regulatory requirements; experience with development projects within the Inland Empire and southern California region; recent experience with preparation of Environmental Impact Reports and Initial Studies for individual projects and multi-component projects for University of California projects, teaching and research facilities, medical research and outpatient clinical facilities, residential, recreation, museum/cultural and other projects.

The complete RFQ packet will be available at:  
<http://cpp.ucr.edu/environmental/requests.html> and at:  
<http://ae.ucr.edu/business/consultants.html> on **Monday, April 16, 2018**. Responses to the

RFQ are due by **2:00 p.m. on Tuesday, May 1, 2018**. A screening committee will review submittals for responsiveness to the RFQ. The selection committee will determine a shortlist of firms which will be an invited to interview with the proposed team members and the selection committee.

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.

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.

**Tricia D. Thrasher, ASLA, LEED AP**

Principal Environmental Planner

Campus Planning

Capital Asset Strategies



UCR Campus Planning

1223 University Ave

Riverside, CA 92507

## **II. PROJECT INFORMATION AND REQUIREMENTS**

### **A. PROJECT INFORMATION**

#### **Project Description:**

UCR has the potential to develop capital construction projects on or off-campus, including: housing; recreation; academic teaching and research facilities; medical research and clinical facilities; libraries; cultural facilities; major seismic renovation projects; Long Range Development Plan (LRDP) amendments; and potential development of a new LRDP.

### **B. PROJECT CONSULTING REQUIREMENTS**

Pursuant to the California Environmental Quality Act (CEQA), the University, as a state agency, reviews capital projects and other activities to ensure that the environment of the State is protected and enhanced, and University decision makers are adequately informed. Pursuant to these procedures, the University anticipates that the preparation of technical studies/reports, Initial Studies, and Environmental Impact Reports (EIRs) may be required for one or more of the potential projects.

In the process of providing environmental analyses and drafting the environmental document(s), the University will require a broad range of environmental consulting services to assist architectural and programming efforts. The scope of environmental analysis is anticipated to involve addressing issues including, but not limited to, aesthetics, agriculture and forestry resources, air quality, biological resources, cultural resources, geology/soils, greenhouse gas emissions, hazards and hazardous materials, hydrology/water quality, land use/planning, mineral resources, noise, population/housing, public services, recreation, transportation/traffic, tribal cultural resources, and utilities/service systems. The Environmental Consultant(s) will be responsible for coordinating the preparation of the environmental analyses, and must be willing to work collaboratively with and manage the work of other members of the environmental analysis team.

The selected consulting firm(s) must be prepared to effectively address the following:

1. Provide full-service California Environmental Quality Act (CEQA) analysis and documentation support to the University for compliance as defined the State of California CEQA Statute and Guidelines and the National Environmental Protection Act (NEPA).
2. The drafting of complex Environmental Impact Reports (EIR), Initial Studies, other environmental documentation, and tiered documents from the campus' existing LRDP.
3. Provide supporting specialized technical studies/reports, as needed.
4. Timely communication, cooperation, and responsiveness to University staff.

**Schedule** - The PSA may have duration of five years. Authorizations executed under the PSA will have varying durations, according to the needs of each study or project.

**Agreement and Contract Requirements** - The selected Environmental Consultant(s) will conduct the work under a University of California Professional Services Agreement (PSA). A sample PSA is included as Attachment D.

**Compensation** - Compensation will be negotiated and executed by work authorization for each separate study or scope of work within the terms and duration of the PSA. Compensation may be by lump sum for each scope of work, or on an hourly basis according to the annually revised rate schedule incorporated into the PSA.

### C. CONTRACT REQUIREMENTS

All consulting services to be provided by the selected Environmental Consultant(s) shall be in accordance with the standard University Contract Documents, which have been approved by the General Counsel to the Regents.

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.

The University requires evidence of insurance coverage: General Liability, Automobile Liability, and Worker's Compensation. If the Consultant(s) does not currently have coverage in accordance with University policies, then the evidence must be submitted indicating that such coverage will be effective prior to entering into a contractual agreement with the University.

#### Minimum Insurance Requirements for Professional Services

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

1. Required by the University at the time of contracting:

Forms and Endorsements

- Form: Per occurrence form ISO Form CG or its equivalent, Coverage to be applicable to Owned, Non-owned & Hired Autos.
- Endorsements: Additional Insured ISO Form CG 2010 (11/85), CG2010 (10/01) and CG2037 (10/01) or its equivalent
- Waiver of Subrogation
- Primary & Non-Contributory Clause
- Severability of Interest Clause

Professional Liability (Errors & Omissions)

- If coverage is on a claims made reporting form, an extended reporting period of 3-5 years from end of contract services is required

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

**D. SCHEDULE FOR SCREENING AND SELECTION OF CONSULTANTS**

In accordance with established University procedures, UCR will review all submittals in response to the RFQ and will select the most qualified firm(s). The anticipated selection process schedule is as follows:

1. The complete request for qualifications (RFQ) packet will be available at <http://cpp.ucr.edu/environmental/requests.html> and <http://ae.ucr.edu/business/consultants.html> on **Monday, April 16, 2018**
2. RFQ submittals due at UCR Campus Planning at **2:00 p.m. on Tuesday, May 1**. Hand delivery is encouraged to ensure prompt receipt of submittals; do not use U.S. Mail or electronic messages
3. Interviews are anticipated to be held in **late May or early June, 2018**.

**III. RESPONDING TO THIS REQUEST FOR QUALIFICATIONS**

Please comply with the following requirements in preparing responses to this RFQ; *responsiveness to these instructions will be considered an indication of the responsiveness of the prospective consultant:*

**A. FORMAT**

Submittal materials shall be one (1) printed copy in 8 1/2" x 11" format, portrait orientation and one (1) electronic copy on a USB device.

A table of contents shall be included.

For printed copy, dividers with tabs shall be provided to separate and identify each Submittal Requirement described below. The tabs shall be numbered to correspond to the submittal requirements listed below. For electronic copy, provide bookmarks or indexed links to each section as numbered to correspond to each requirement.

On the submittal cover include the title "Qualifications for Environmental Consulting Services", the date (May 2018), and identify the firm submitting the response (with contact information provided either on the cover, or letter of interest, or both).

## **B. SUBMITTAL REQUIREMENTS**

RFQ submittals shall contain the following items. *Responsiveness to these instructions will be considered an indication of the responsiveness of the prospective consultant:*

1. **Letter of Interest:** Provide a very concise letter (1 page preferred) that expresses the candidate firm's interest in the project and summarizes the firm's capabilities for providing the requested Environmental Consulting services.
2. **Firm Organization and Project Team Organization:** Provide an overall organizational chart for the firm. Also provide an organizational chart indicating the relationship between the firm's staff members which might have responsibilities related to the environmental reports. Indicate on the chart the names of key personnel and their titles.
3. **Firm's Qualifications:** Complete and submit the Summary Statement of Qualifications (Attachment B). Provide other materials to demonstrate experience related to the requested services and types of projects listed in the project description. Provide project information for a minimum of five (5) relevant projects for which environmental analysis has been completed within the last five (5) years. Explain experience, if any, with projects in the Inland Empire or southern California region, complex multi-component projects, residential facilities, teaching and research projects, medical facility projects; large renovation projects; projects at UCR, other UC campuses or other educational institutions; and experience with NEPA.

The submittal may also include other relevant information for the University to consider, such as the firm's brochure or a discussion of recent, relevant work.

4. **Sub Consultants' Qualifications:** The University anticipates that the work associated with any particular proposed project may require the Environmental Consultant to obtain the services of specialty sub consultants or to provide professional expertise from its own staff for the specific areas of analyses, including but not limited to: Air Quality, Biology, Cultural, Greenhouse Gas Emissions, Noise, Traffic, or others, as appropriate.

**Sub consultant(s)** – Identify potential sub consultants by discipline and provide contact information, including a contact person. Provide information the firm's qualifications and your firm's past work experience with the potential sub



consultants, including how the firms meet the selection criteria. The University reserves the right to approve or reject all sub consultants based upon consideration of their expertise and professional experience.

5. **Key Staff:** Identify by names and titles key staff members who might be assigned to the proposed project or who may otherwise play a major role in the proposed project. Briefly describe each individual's proposed roles. Include for each key staff member identified relevant experience with similar projects and indicate the role or duties performed.

**Note:** *The following item is optional for inclusion in the RFQ response. The selected firm must submit this item prior to execution of the Consultant Agreement.*

6. **University of California Consultant Experience Form:** Complete, sign and submit a University of California Consultant Experience Form - Professional Consultant (Attachment C).

All inquiries regarding submittal requirements shall be directed to:

Tricia D. Thrasher, ASLA, LEED AP  
UCR Campus Planning  
1223 University Avenue, Suite 240  
Riverside, CA 92521

[tricia.thrasher@ucr.edu](mailto:tricia.thrasher@ucr.edu)  
951-827-1484

## C. **SELECTION SCHEDULE**

In accordance with established UCR procedures, a screening committee will review all submittals in response to the RFQ and refer responsive submittals to the selection committee. The selection committee will review the proposals relative to the selections criteria (Attachment A) and determine a short list of firms to be invited to interview at a time to be determined. The anticipated selection process schedule is as follows:

- **Monday, April 16, 2018:** The complete request for qualifications (RFQ) packet will be available at <http://cpp.ucr.edu/environmental/requests.html> and <http://ae.ucr.edu/business/consultants.html>.
- **2:00 p.m. on Tuesday, May 1, 2018:** RFQ submittals due at UCR Campus Planning. Email submissions will not be accepted. Late submissions will not be accepted.
- A screening committee will review these responses and recommend a limited number of firms to the selection committee for further

consideration, in accordance with University of California procedures.  
Interviews are anticipated to be held in **late May or early June, 2018.**

**D. SELECTION OF ENVIRONMENTAL CONSULTANT**

The Selection Committee will make a recommendation for the Environmental Consultant(s) selected for "on call" work for upcoming projects(s) to the appropriate University administrator(s) for approval. Upon approval, UCR will subsequently request written scope and fee proposals for individual projects.

**E. DELIVERING RFQ RESPONSES TO UCR CAMPUS PLANNING**

To be considered, RFQ submittal documents as outlined above in section III. A. must be received no later than **2:00 p.m. on Tuesday, May 1, 2018.**

*All material submitted becomes the property of UCR and will not be returned to submitting firm.*

## ATTACHMENT A

### SELECTION CRITERIA

*Note: Not all items below will be weighted the same by the Selection Committee.*

1. **Experience:** Demonstrated experience with preparing CEQA analyses and Environmental Impact Reports and Initial Studies for large projects, university projects, housing facilities, teaching and research facilities, and medical facilities projects. Demonstration of thorough and current knowledge of NEPA regulatory requirements and documentation is desirable.
2. **Experience of Staff and/or Sub Consultants:** Provide evidence of ability to provide in-house or sub-consultant expertise in the technical analyses required under CEQA, including, but not limited to Air Quality, Biology, Cultural, Greenhouse Gas Emissions, Noise, and Traffic.
3. **Schedule and Budget Responsiveness:** Provide previous experience that demonstrates success in completing CEQA analyses consistent with the schedule, budget, and technical requirements proposed and accepted by the Client. Provide references that can confirm an ability to complete previous projects to meet critical deadlines and remain within budget estimates.
4. **Long Range Development Plans:** Experience in the preparation of CEQA documentation in support of Long-Range Development Plans (LRDPs) for the University of California.
5. **Coordination and Meetings:** Capable of in-person attendance at a variety of meetings to provide professional expertise, information, and support to University Representatives for project kick-off, charrettes, Public Scoping, Public Hearings, and community relations meetings, as necessary.
6. **Community Relations:** Provide experience in successful responses to comments to comment letters from educated and CEQA-savvy community members.
7. **Findings:** Provide experience in preparation of CEQA Findings in support of the CEQA documentation and determination recommendations.
8. **CEQA Litigation:** Provide experience in CEQA litigation, support provided to the Client during the process, the Court decision, and any subsequent action required under CEQA.

## ATTACHMENT B

### SUMMARY STATEMENT OF QUALIFICATIONS

1. Firm Name: \_\_\_\_\_
2. Business Address: \_\_\_\_\_  
\_\_\_\_\_
3. Year Firm Established: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_
4. Type of Organization (Check one):
  - a. Sole Proprietorship ☐
  - b. Partnership ☐
  - c. Corporation ☐
  - d. Joint Venture ☐
5. Principals (P) and other Staff who would work on this project:

NAME	ROLE	DEGREE or CERTIFICATE	INSTITUTION
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- a.
- b.
- c.
- d.
- e.
- f.
- g.

6. Current number and past five-year average number of staff employed in applicant's office where key staff for proposed project(s) are located.

	Current	5-year Avg.
Principal		
Project/Technical Discipline Managers		
Environmental Planners/Analysts		
Technical Discipline Specialists		
GIS Specialists		
Graphic Technician/Artists		
Administrative		
Other		

7. List five (5) major projects within the past five (5) years that demonstrate experience with similar projects

PROJECT	CLIENT	YEAR

8. References:

- a.
- b.
- c.

## **ATTACHMENT C**

### **UC 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.

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.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

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

## ATTACHMENT D

### STANDARD PROFESSIONAL SERVICES AGREEMENT

[https://www.ucop.edu/construction-services/files/facman/contracts/psa\\_agreement.docx](https://www.ucop.edu/construction-services/files/facman/contracts/psa_agreement.docx)