

University of California, Riverside

**Request for Qualifications
for
Design Services and Project/Construction Management
Staff Augmentation Services**

FOR

**PARKING STRUCTURE 1
("Project")**

Study Number: 958097
Project Number: 956553

October 23, 2018

| | |
|-------------------------------|-------------------------------------|
| Advertisement Period: | October 23, 2018 – November 7, 2018 |
| Document Issue Date: | October 23, 2018 |
| Last day for Questions: | November 1, 2018, 12:00 PM |
| Notice of Intent Request due: | November 1, 2018, 12:00 PM |
| RFQ Submittal Due by: | November 9, 2018, 3:00 PM |

TABLE OF CONTENTS

- I. ADVERTISEMENT FOR DESIGN PROFESSIONAL SERVICES & PROJECT/CONSTRUCTION MANAGEMENT STAFF AUGMENTATION SERVICES
- II. PROJECT INFORMATION
 - A. PROJECT BACKGROUND
 - B. PROJECT DESCRIPTION
 - C. PROJECT GOALS
 - D. PHASE 1 – SCOPE OF SERVICES
 - E. PHASE 2 – SCOPE OF SERVICES
 - F. GENERAL SCHEDULE
 - G. CONSULTANTS
 - H. CONTRACT REQUIREMENTS
- III. RFQ SUBMITTAL PROCESS
 - A. RFQ SELECTION CRITERIA
 - B. RFQ SCHEDULE
 - C. RFQ SELECTION PROCESS
 - D. RFQ SUBMITTAL FORMAT
 - E. NEGOTIATION AND AWARD OF CONTRACT

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

| | | |
|------------|---|--|
| Attachment | A | QUALIFICATIONS SUBMITTAL FORM |
| Attachment | B | PROFESSIONAL SERVICES AGREEMENT SAMPLE |
| Attachment | C | PROPOSED PROJECT SITE |
| Attachment | D | GUIDE TO PARKSMART CERTIFICATION |

I. **ADVERTISEMENT FOR DESIGN PROFESSIONAL SERVICES & PROJECT/CONSTRUCTION MANAGEMENT STAFF AUGMENTATION SERVICES**

The University of California, Riverside (“UCR” or “University”) invites the submission of Qualification documents from experienced Consultants to assist UC Riverside with the design-build delivery of a parking structure with a minimum capacity of 1,200 parking spaces.

Services desired include:

- 1) Development of the Basis of Design documents to include program definition, design and performance criteria
- 2) Management of the Design-Build procurement process
- 3) Project management and construction management staff augmentation services for the design and construction for Project.

Parking Structure 1 (“Project”)

Project Number: 956553

Anticipated Construction Cost: \$22,800,000 – \$25,200,000

This Project will be delivered via the Design-Build delivery method. Consultant’s work will be conducted under a Professional Services Agreement (PSA). The University will initiate a two-phase contract:

Phase 1: Development of Basis of Design, and Request for Proposal documents, as well as project management services for Design-Builder procurement phase;

Phase 2: This phase of services is optional and contingent upon the Consultant receiving approval from the University, to provide staff augmentation for project management and construction management services during the design and construction phases of the Project.

The selected entity must be able to start work immediately.

The complete RFQ packet will be available (in electronic format only) beginning **Tuesday, October 23, 2018, at 2:00 PM**. To receive an email copy of the RFQ Documents, email the RFQ Administrator listed below:

Betty Osuna
UCR Contracts Administration
Email: ibeth.osuna@ucr.edu

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

All interested firms are asked to provide notification of their intent to submit Qualification Documents for this project to the RFQ Administrator via email, by **12:00 PM, November 1, 2018**. This will allow the University to ensure that interested parties receive all relevant communications.

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. The execution of an Agreement with any firm selected pursuant to this advertisement may be contingent upon pending University approvals to commence the Preliminary Plans Phase (“P-phase”) of project implementation.

All information submitted for evaluation will be considered official information acquired in confidence,

and the University will maintain its confidentiality to the extent permitted by law.

II. PROJECT INFORMATION AND REQUIREMENTS

A. PROJECT BACKGROUND

The 1,108-acre UCR campus is located three miles east of downtown Riverside and is bisected by the I-215/SR 60 freeway. The 604 acres east of the freeway include the undergraduate academic core and most of the existing campus facilities; the 504 acres west of the freeway includes the agriculture research fields and support facilities, a large parking lot, administrative facilities, and University Extension. UCR anticipates an enrollment in Fall 2018 of approximately 24,000 students.

The need for a new parking structure is driven by continued campus growth, both in terms of population and physical space. The existing parking system at UC Riverside is changing due to two factors: 1) Parking demand, including parking needs by user type, is affected by the growth in the faculty, students and staff, and by an increase in the student housing; and 2) Loss of surface parking lots being replaced by new development projects like the Mobility Hub and the Dundee Residence Hall and Glasgow Dining.

B. PROJECT DESCRIPTION

UCR proposes to develop a new multi-story Parking Structure (“Project”) with a minimum of 1,200 parking spaces to be constructed on the eastern portion of Parking Lot 13 as depicted in Exhibit A. The new parking structure building footprint will impact approximately 400 surface parking spaces. Parking Lot 13 is identified by the University’s 2005 [Long Range Development Plan](#) (“LRDP”) Amendment 2 (2011) to be a site that could accommodate a new parking structure to meet future campus parking demand. Refer to Attachment C for Project site location.

Exhibit A – Parking Lot 13



C. PROJECT GOALS

1. Deliver no less than 1,200 parking spaces (800 net new)
2. Efficient delivery offering the shortest schedule
3. Deliver project within the stated budget
4. Minimize lay down / staging area during construction
5. Minimize need for worker parking
6. Minimize construction impacts to adjacent residents and campus community.
7. Deliver the project with a minimum Parksmart rating of Silver

D. PHASE 1 - SCOPE OF SERVICES

The University intends that the project delivered via the Design-Build process will optimize the value received – in terms of capacity, capability and quality – from a fixed maximum investment of fiscal resources; and the University expects the Consultant to help develop a strategy that will incentivize the selected design-build team to optimize these values for the University. The University intends to award a PSA for Phase 1 services.

1. Basis of Design:

Consultants work plan should address the following:

- a. Develop a functional program based on the University’s parking goals and the application of high performance parking structure design that utilizes [U.S. Green Building Council \(USGBC\) Parksmart](#) standards and best practices to achieve a silver rating (See Attachment D for [Guide to Parksmart Certification](#));
- b. Generate comprehensive design and technical performance criteria responsive to the University’s program and budget for the project, taking into consideration the multiple components expected by UCR Transportation and Parking Services (TAPS);
- c. Provide project management services for a separate concurrent 2018 Campus Traffic Engineering Study and incorporate findings of this study into development of the Parking Structure Basis of Design;
- d. Develop parameters to optimize parking structure configurations and site relationships;
- e. Develop conceptual design ‘test-fit’ options responsive to the programmatic, design, and technical performance goals (development of these options is intended solely for identification of key parameters to be incorporated in the Design and Technical Performance criteria);
- f. Generate Basis of Design Documents that clearly communicate Program, Design and Technical Performance criteria utilizing graphic, quantitative and written descriptions;
- g. Develop a full and complete set of performance specification that incorporate Campus standards and requirements;
- h. Basis of Design should include construction cost estimate which demonstrates the developed program, design and technical performance criteria are attainable within the University’s budget;
- i. Develop and incorporate into the Basis of Design Documents a structured system for verification of implementation of the design and technical parameters throughout the Design-Build design documentation and construction phases.

2. Design-Build Procurement Services:

Preparation and management of all other documentation needed for design-build team procurement, including but not limited to:

- a. Design-Build Request for Qualifications (RFQ)
- b. Project Design-Build Request for Proposals (RFP)
- c. Design-Build competition and Best-Value selection and subsequent Award of contract

E. PHASE 2 – SCOPE OF SERVICES

Phase 2 services, at the University’s discretion, to include project management and construction management services for subsequent design phase and construction phase implementation.

F. GENERAL SCHEDULE

Scope duration is anticipated to be approximately as follows:

- 1. **Basis of Design Phase: 8 – 10 weeks**
- 2. **RFQ-RFP Development: 8 – 12 weeks**
- 3. **Design-build competition: 3 months**
- 4. **Design Development: 3 months**
- 5. **Construction Documents/construction: 12-16 months**

Preferred Project Delivery is by Fall 2020

G. CONSULTANTS

Consultant firms submitting for this RFQ shall recommend sub-consultants that would form the proposed team. Sub-consultant disciplines shall include: Civil, Structural, Mechanical, Electrical, Plumbing, and Landscape. The University will review the qualifications of the proposed sub-consultants in consultation with the selected Consultant and University will approve or reject as University determines appropriate for the project. Sub-consultants serving on Consultant’s team will not be eligible to participate in the ensuing competitive Design-Build process.

H. CONTRACT REQUIREMENTS

- 1. All services to be provided by the consultant shall be in accordance with the issued University Contract Documents, Professional Services Agreement (PSA) and/or Executive Design Professional Services Agreement (EDPA) - whichever is applicable at the time services are rendered.
 - a. Note any exceptions to the attached agreements (i.e. PSA or EDPA) that would prevent your firm from executing the Agreement in your response. We cannot accept any request to include language to limit liability with regards to insurance and/or modify the indemnification clauses.
- 2. University requires evidence of insurance coverage: general liability, automobile liability, and worker’s compensation. If consultant does not currently have coverage in accordance with University requirements, listed below, documentation shall be submitted indicating that such coverage will be in place prior to execution of the Consultant Agreement.

| <u>Commercial Form General Liability Insurance* - Limits of Liability</u> | <u>Minimum Requirement</u> |
|---|----------------------------|
| Each Occurrence - Combined Single Limit for Bodily Injury and Property Damage | \$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 |

Workers' Compensation and Employer's Liability**

Workers' Compensation:

Minimum Requirement
(as required by Federal and State of California law)

Employer's Liability:

| | |
|---------------|-------------|
| Each Employee | \$1,000,000 |
| Each Accident | \$1,000,000 |
| Each Policy | \$1,000,000 |

Professional Liability Insurance* – Limits of Liability

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.

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 evaluating project teams based upon their project management experience with comparable projects and with the Design-Build delivery method for parking structure projects. Applicants should clearly highlight such projects and describe similarities to the proposed project. Directly related experience is preferred, as compared to broad experience or general qualifications. Submittals should focus on relevant experience of the proposed staff and having worked together previously as a team. The following will be major considerations in selection of the consultant:

- a. Demonstrated experience with the Design-Build delivery process.
- b. Demonstrated firm and staff experience in the development of programming, design, and performance criteria for parking structures via a design-build delivery.
- c. Demonstrated firm and staff experience in site planning in a higher education campus environment.

- d. Demonstrated understanding of seismic resiliency, as it relates to parking structures.
- e. Demonstrated experience with the successful management and administration of a Design-Build procurement process; and demonstrated experience with similar projects would be preferred.
- f. Familiarity with University of California (UC) contracts, UC project approval process and other UC requirements, including Design-Build at the UC.
- g. Familiarity with providing project information to inform the California Environmental Quality Act (CEQA) process as applicable to the development of large-scale capital improvement projects.
- h. Demonstrated experience managing and administering project budgets, schedules, scope through the various contracts necessary to complete the project.
- i. When in a similar role, demonstrated ability in past projects of how value was created for Owner.
- j. Qualifications of the Principals and Project Team Members, including roles and responsibility of each, as well as the proposed primary contact.

Proximity to the Riverside campus – it is preferred that the Consultant providing services 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 determine and select the most qualified firm for the listed project.

1. The complete request for qualifications (RFQ) packet will be available at <http://ae.ucr.edu/business/consultants.html> on **Tuesday, October 23, 2018, at 2:00 PM.**
2. Questions may be addressed by email to Betty Osuna at ibeth.osuna@ucr.edu. The last day questions will be received will be **November 1, 2018, 12:00 PM.**
3. **RFQ Qualification Submittals must be received on or before 3:00 PM, on November 9, 2018.** Submit four printed copies and one (1) electronic copy on transferable media (flash/thumb drive preferred) to:

Attn: Contracts Administration, Betty Osuna
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. E-mail submissions, fax or any other form of delivery will not be accepted other than what is instructed in this item **B, RFQ Schedule.**

A map of the Campus is available at: <https://campusmap.ucr.edu/map-color.pdf>.

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

C. RFQ SELECTION PROCESS

The selection process will proceed as follows:

1. 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. Please use the project number and name in the subject line of your email.

2. Entities must submit all required documents by the given deadlines, as required in the Request for Qualifications Advertisement.
3. 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).
4. The Screening Committee will prepare a ranking of the firms, having applied the criteria shown in Attachment A and in the RFQ Submittal Format Section D. 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.

Note: The University reserves the right not to conduct interviews or to interview more than 3 firms if the University determines it is in the University's best interest to do so.

5. Should the University decide to proceed with interviews, 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 November 2018) 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 Consultant selection or selection of sub-consultants.

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

D. RFQ SUBMITTAL FORMAT

Submittal Format (Electronic format on a flash drive in PDF format, **maximum of 25 pages of content excluding UCR required forms, cover letter, tabs/divider pages**).

Section 1: Cover Letter (maximum 2 pages).

The Cover Letter should introduce the team and provide a brief history of the firm, including:

- 1) Number of years in business as the current entity or its legally-recognized predecessor.
- 2) Number of employees (aggregate of all office locations).
- 3) The individuals proposed to fill the following roles, at a minimum:
 - a) Designated principal-in-charge, authorized to make contractual commitments on behalf of the firm;
 - b) Designated project lead, responsible for delivery of services to the University in connection with the subject project;
 - c) Designated technical lead for the project.
- 4) The firm's office location that will be the firm's primary base for delivery of services to the University in connection with the subject project.

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) Describe the Team's, or Team members', experience in working together on projects comparable to the subject project.
- 4) Resumes for each proposed team member, indicating individual's experience relevant to the requirements of the subject project and relevant contact information such as their email address.

Section 3: Describe relevant project experience.

- 1) Describe a minimum of three (3) relevant projects comparable to subject
 - 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, initial project budget and schedule, and completed project cost and schedule;
 - b) Photographs or diagrams e.g. plans, conveying features relevant to the requirements of subject project, as described herein;
 - c) The firm's scope of work, including services and deliverables.
- 2) Key personnel assigned to the project;
- 3) Construction Contract sum.

Section 4: Project Understanding.

- 1) Understanding of the, scope of services and deliverables, based on information provided herein; and Respondent's responsiveness to the RFQ Selection Criteria.
- 2) Describe how Team would work with the University to achieve the project goals. Describe proposed approach and work plan, consistent with schedule and other information provided herein.

E. NEGOTIATION AND AWARD OF CONTRACT

1. The University will negotiate a contract 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 Consultant shall execute an Agreement. The University shall tender the final form of Agreement to the Consultant within 45 calendar days of the conclusion of negotiations, unless the University notifies the Consultant otherwise.
7. If the selected Consultant 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.

END

ATTACHMENT A

QUALIFICATION SUBMITTAL FORM

FOR THE: **Design Services and Project/Construction Management Staff Augmentation Services**
Study Number 958097, Project Number: 956553
UNIVERSITY OF CALIFORNIA, RIVERSIDE

(10/23/2018)

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?

Press Enterprise

UCR Website

Other: _____

2. INSURER

Prospective firm shall obtain and submit the Insurance Declaration in the form shown below, or submit a sample certificate of insurance form from its insurer, or submit a letter that declares the same as the Insurance Declaration, signed by an authorized representative of its insurer on the representative's or insurer's letterhead. (If more than one insurer or insurance representative, submit a completed form or sample certificate of insurance form or letter for each).

2.1 Is the firm able to obtain insurance in the following limits for the required coverages?

YES NO

| <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**

| | <u>Minimum Requirement</u> (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 |

| <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)

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:

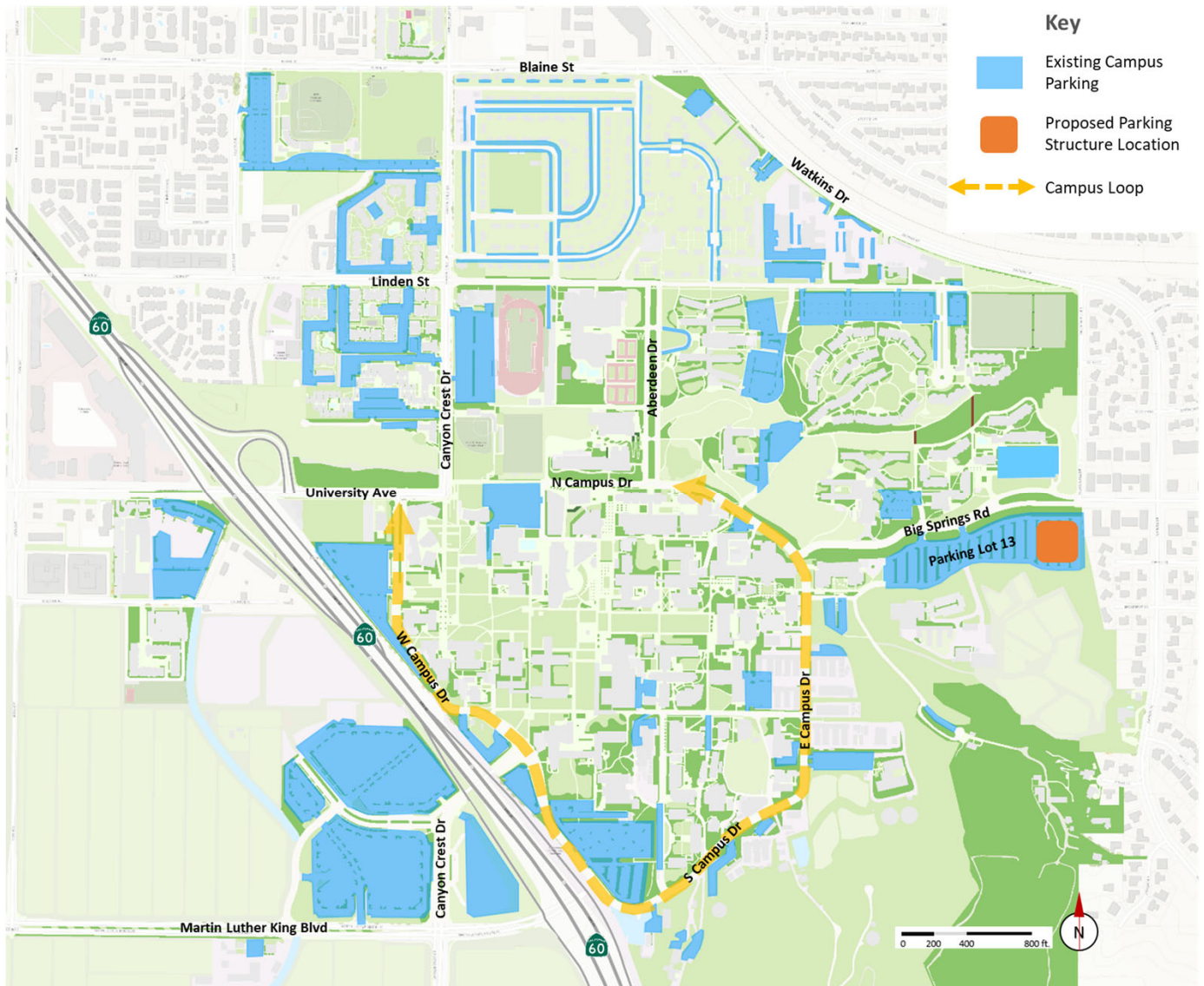
_____, in the State of _____,
(Name of City if within a City, otherwise Name of County) (State)

on _____ .
(Date)

(Signature)

END OF QUALIFICATION SUBMITTAL

Proposed Project Site





GUIDE TO PARKSMART CERTIFICATION

For use with Parksmart Certification Version 1.0 with Addenda

Guide Version 2.2
October 2018

Green Business Certification Inc (GBCI)
Washington, DC

Congratulations on your decision to pursue Parksmart certification!

You're on your way to increasing the value and performance of your project. This guide will lead you through the process.

There are four steps to Parksmart certification:

1. **Register** your project by completing the online form, submitting payment, and setting up a planning call.
2. **Apply** for Parksmart certification by submitting your certification documentation.
3. **Review**. Your Parksmart documentation is reviewed by Green Business Certification Inc. (GBCI).
4. **Certify**. Receive the certification decision. If you've earned Parksmart certification, congratulations!

If you need assistance at any time, please [contact us](#).

REGISTER

When you register, there are a few key considerations:

Existing and new parking structures are eligible for certification and projects must:

- Be a multi-level structure that stores vehicles. This structure may be a stand-alone building or integrated into a mixed-use building (e.g., office building or shopping mall).
- Include only one parking structure. *If your property contains multiple parking structures, [contact us](#) and request information on the Parksmart campus approach.*
- Use a reasonable Parksmart boundary:
 - The boundary must include all space within the structure dedicated to parking, including occupied space integral to garage operations. Occupied space not integral to garage operations cannot be included within the boundary.
 - Public spaces (e.g. plazas, gardens) managed by garage ownership or management and ancillary surface parking may be included in the project boundary at the discretion of the applicant.
 - The boundary must be consistent throughout Parksmart documentation.

Projects completed and commissioned more than two years prior to registration are considered existing structures and must seek Parksmart Pioneer certification. Projects that are not yet commissioned or were completed and commissioned within two years of registration are considered new construction and may seek Parksmart Bronze, Silver, or Gold certification.

Register your project in [Arc](#), GBCI's new technology and data platform that helps projects track and continuously improve their performance. Provide the registration information, accept the Parksmart services agreement, and submit payment.

You can then assemble your project team and begin to document your project's sustainability features!

Project Team Roles

Individuals on your project team will be called on to perform certain roles throughout the Parksmart certification process. Here's a rundown of who's who, so you can select your team wisely:

Owner: The owner of the project is the person or entity who has the authority to hold and control the real and personal property, and accepts (or authorizes the acceptance of) the certification agreement. While there may be multiple owners for a particular project (if so, please submit a [Confirmation of Primary Owner's Authority Form](#)), we ask that you identify a single individual to administer the certification process. *The owner has ultimate control over the Parksmart project, meaning that GBCI will respond to the owner regarding the administration of the project over any other member of the project team.*

Agent: The agent is the person (or entity) who is granted authority by the owner to register the project and accept the certification agreement. If you are using this option, remember to upload a signed [Confirmation of Agent's Authority Form](#).

Project Administrator: This team member acts as a project manager, overseeing the Parksmart project as well as which project team members are responsible for certain tasks or measures. The project administrator plays a key quality role by checking that the Parksmart documentation is complete and accurate before submitting it to GBCI for review, and accepting the review results once certification is achieved.

Note: the individual who initially registers the project will automatically be granted the role of the project administrator, but the owner may transfer this role to another team member at any time.

With your project team, develop a game plan. Figure out which measures you want to pursue and assign them to project team members. The [Parksmart Planning Worksheet](#) is a good tool to use here. Once you've completed your initial plan, schedule your Parksmart planning call to review your intended approach with a GBCI reviewer and ask any questions you may have about the certification process. After this initial call, your team is ready to collect information, perform calculations and analysis, prioritize any improvements, and prepare documentation demonstrating achievement of your selected measures.

APPLY

Project documentation is uploaded to the [Arc](#) platform. Arc allows you to store documents and track your progress towards certification.

Throughout this process GBCI staff are available to support you. You may email parksmart@gbci.org or request a call with a GBCI reviewer.

Projects have 5 years from registration to achieve certification. We encourage you to complete the certification process as quickly as possible (we want to promote your achievements!), but understand that embracing strategies outlined within the Parksmart Certification Standard may take time. We're happy to discuss your certification timeline with you during your first project call.

The standard path to certification is to submit all of your measures for review at one time. If you would like to submit measures according to an alternative schedule, please [contact us](#) to discuss.

Here are some tips from past successful Parksmart submissions to make sure yours goes smoothly:

- Open each file to verify that you are submitting the correct documents
- Cross-check measures to make sure that you are reporting common data points, such as square footage, number of parking spaces, and total construction costs consistently
- Highlight relevant measure information
- Clearly and intuitively label file uploads
- Only submit required documentation (if only a few pages of a large report are needed to provide the required measure information, highlight the relevant sections only; no need to submit more!)
- Include concise narratives describing project-specific circumstances

The [certification fee](#) is due when you submit your first measure(s) for review.

When you are ready for a GBCI review of your documentation, just email us at parksmart@gbci.org.

REVIEW

After you've submitted your documentation and the certification fee has cleared, GBCI will evaluate the documentation for completeness and compliance with the Parksmart rating system.

Within 10-12 business days of your submission, GBCI will respond with a review, indicating which measures are achieved and which, if any, are pending and require further information.

If you have questions regarding a review determination or comments, we encourage you to schedule a call with a GBCI reviewer.

If you don't achieve your submitted measures during the first (preliminary) round of review, that's ok. The Parksmart certification fee includes a preliminary and final round of review for each measure. You can provide the additional documentation requested and submit for the final review.

Special circumstances may require additional reviews or actions that incur additional fees:

Supplemental Reviews

If additional reviews are necessary beyond the two rounds (per measure), supplemental reviews may be requested, at an additional fee.

Expedited Review

In a time crunch? [Contact us](#) at least 5 business days (please allow longer if you are paying by check) prior to submitting for review to request an expedited review to reduce the review timeline from 10-12 business days to 5-6 business days. There is an additional charge for this service, and our ability to fulfill your request depends on our current review capacity. If your request can be accommodated, we will confirm and provide a custom review schedule for your project.

Submitting a Measure Interpretation Ruling

Creative projects sometimes have innovative ways of achieving a measure's objectives. Measure Interpretation Rulings (MIRs) provide GBCI-approved clarifications or alternative compliance pathways to achieving Parksmart measures. MIRs are not precedent setting; they only apply to the project under which the request was submitted. [Contact us](#) if you want to pursue an approach to achieving a Parksmart measure outside of the standard options and documentation requirements.

Precertification Review

This is an optional review pathway, available for a fee, to help determine which measures are anticipated to be achieved by your project when you submit for certification. Projects achieve precertification after a completed Parksmart Precertification Worksheet and Precertification Scorecard are reviewed and approved by GBCI. Parksmart precertification expires after three years. If you are interested in pursuing precertification, email parksmart@gbci.org for more information.

Contesting a Review Ruling

If resolution of a technical issue related to a review has not been achieved via our [customer support channels](#) and discussion with GBCI reviewers, [GBCI's Review Challenge Policy](#) allows for a formal challenge of GBCI rulings.

CERTIFY

Once your project has reached a certification achievement threshold, your team can accept the review findings and celebrate your Parksmart certification!

Acceptance of your certification closes out your project review; you will no longer be able to submit measures for review or contest review decisions. Please double check that you have achieved all targeted measures before accepting certification.

Certification Levels

The level of Parksmart certification achieved is determined by the number of points that your project earns and whether it is a new or existing structure.

| Existing Structures | |
|---------------------|-----------------------|
| Certification Level | Points |
| Parksmart Pioneer | 90+ points earned |
| New Construction | |
| Certification Level | Points |
| Parksmart Bronze | 110-134 points earned |
| Parksmart Silver | 135-159 points earned |
| Parksmart Gold | 160+ points earned |

Projects achieving Parksmart Pioneer certification must earn a minimum of 15 points in each of the three main certification categories (Management, Programs and Technology and Structure Design)

Projects achieving Parksmart Bronze, Silver or Gold certification must earn a minimum of 20 points in each of the three main certification categories (Management, Programs, and Technology and Structure Design)

PROMOTE YOUR PROJECT

Parksmart certification benefits your business's bottom line and underscores your sustainability efforts. Once you've earned certification, the [Parksmart Public Relations Guide](#) can help you share your achievement with the world. By email, you'll also get information about receiving your formal certificates of recognition and purchasing your [Parksmart plaque](#).

HOW GBCI HANDLES YOUR DATA

Your work with Parksmart is something to be celebrated – and communicated to the world at large. Achieving Parksmart certification gives you the opportunity to share your project strategies, photos and insights, and play a pivotal role in educating other project teams.

We use your project data for the greater good: to educate and provide resources for Parksmart project teams and others around the world, showcase your strategies, and share the size and power of the green building movement.

Parksmart registered and certified projects are, by default, considered “public” projects, and included in [Parksmart's public project directory](#). A listing in this directory allows the general public and members of the media to look up your project listing and its related details.

All “public” projects also benefit from publicity opportunities: we may use your project data to create case studies highlighting your project's features, reference your project on our website or to the media, or create other derivative works.

You are free to opt-out of the Parksmart project directory and publicity opportunities as a “private project” at the time of registration. All private projects that earn certification will be prompted once more to transition to public status. You will need to re-confirm your “private” status at that time, if you wish to retain it.

IMPORTANT CONSIDERATIONS

Certification is valid for 3 years following the date of your acceptance of GBCI's review. After 3 years your project may renew its certification by completing the Parksmart recertification process (currently under development).

REVOCACTION OF PARKSMART CERTIFICATION

In rare situations, a Parksmart certification may be revoked. The [Certification Challenge Policy](#) ensures that all Parksmart project applications and subsequent reviews by GBCI team members are completed with integrity, accuracy, and truthfulness. A certification challenge may be initiated by GBCI or any third party within 18 months of a project's certification. The certification challenge may include additional review of project documentation, the review of supplemental information, and/or a site visit. In line with the policy, you'll need to retain all project documentation related to your certification, and the achievement of measures, for 2 years after receiving certification, to ensure that this information is available in case of a challenge.

FEES

Registration fee: There is a flat registration fee calculated on a per-project (parking structure) basis that you'll pay up front at the time of registration. Rates are based on the fee schedule published at the time of registration. Registration fees must be paid within 30 calendar days, otherwise the registration may be cancelled.

Certification fee: The certification fee is charged on a per-project (parking structure) basis. Certification fees are due within 30 calendar days from when you submit your first measure(s) for review. Remember, GBCI will not begin your review until payment in full has been received and cleared our system. Certification fees are based on the fees published at the time the project is submitted for review and cover two rounds of review for each measure.

Other fees: Other fees for optional services, including expedited and supplemental reviews may apply.

Payment terms: Invoices must be paid within 30 calendar days. A one-time extension of an additional 30 calendar days is available – please [contact us](#). If invoices are not paid within the required timeframe, they will be cancelled, and in subsequent requests for services, the invoice amount may change according to the prevailing fee schedule. Fees are non-transferrable.

[View the fee chart »](#)

RESOURCES & TOOLS

We offer a number of resources and tools to support you during the Parksmart certification process. Most are available at parksmart.gbci.org:

Background

[Parksmart One-Pager](#)

[Elements of Parksmart Certification](#)

Certification resources

[Owner's Checklist](#)

[Parksmart Certification Standard](#)

[Parksmart Planning Worksheet](#)

[Parksmart scorecard](#)

[Parksmart Certification Tracker](#)

[Synergies Between Parksmart and LEED](#)

[Parksmart Advisors](#)

Additional resources

[Arc](#)

[Legal Agreements](#)

For more information

Email us at parksmart@gbci.org