

# **ADDENDUM NO. 1**

**January 31, 2019**

## **REQUEST FOR QUALIFICATIONS**

**FOR**

**FALKIRK SITE & SEISMIC IMPROVEMENTS PROJECTS  
PROJECT NO. 956390**



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. Each bidder is responsible for transmitting this information to all affected subcontractors and suppliers before the Bid Deadline.

**1. REQUEST FOR QUALIFICATIONS**

**Delete** current RFQ and replace with the one issued in this Addendum. Note the changes in **bold underline italics**, deleted language will be ~~struck~~.

**2. Request for Qualifications – Questions & Answers**

<p><b>1-1</b></p>	<p><b>Question:</b> Section B (Project Description) on page 5/35 of the RFQ makes a reference to UCSSP (University of California Seismic Safety Policy), effective September 15, 2014. I located another, more recent, UCSSP document with an effective date of 05/19/2017 (please see attached). I am assuming that the most current version of UCSSP would need to be used, correct? Please confirm.</p> <p><b>Answer:</b> Yes, we will update our specifications. Reference Link: <a href="https://policy.ucop.edu/doc/3100156/">https://policy.ucop.edu/doc/3100156/</a></p> <p>This Policy replaces the Policy on Seismic Safety- 1/17/1995, the Seismic Safety Policy for Leased and Purchased Facilities- 6/29/2007, the Policy for Independent Seismic Review of Capital Projects- 6/29/2007, the Seismic Safety Policy - 9/15/2014, and the Interim Seismic Safety Policy - 1/9/2017.</p>
<p><b>1-2</b></p>	<p><b>Question:</b> Consultant qualification submittals are due by 1:00 PM on 02/08/19. Section E (Schedule of Work) on page 7/35 of the RFQ indicates seismic assessments by 02/25/19, SD/DD/CDs by 03/15/19, and bidding by 04/15/19. Would 17 calendar days (between 02/08/19 and 02/25/19) be enough to select the consultant, award the project, negotiate the contract with the selected consultant, and for the consultant to actually perform/complete the assessment of ±23 buildings (even though some buildings might be identical to other buildings)?</p> <p><b>Answer:</b> Due to the compressed schedule of the project, it is the intent of this RFQ to expedite the consultant on-boarding and evaluation process. The residential community will be vacated to accomplish the work over the months of June through August, it is a requirement of the client to ensure re-occupancy by September 1st.</p>
<p><b>1-3</b></p>	<p><b>Question:</b> What is the maximum number of pages for the submittal?</p> <p><b>Answer:</b> No more than 30-pages.</p>
<p><b>1-4</b></p>	<p><b>Question:</b> In the Experience Submittal Section 3.5 you request a contract summary, could you please clarify what you mean by that?</p> <p><b>Answer:</b> Applicable or similar projects that you have completed for the University of California.</p>
<p><b>1-5</b></p>	<p><b>Question:</b> Are we required to fill out and include the sample of the “Executive Design Professional Agreement” in our submittal?</p> <p><b>Answer:</b> No, it’s a sample so that firms are aware of our terms and conditions.</p>

<b>1-6</b>	<p><b>Question:</b> Is there a specific order as to where the attachments should go? Will placing them at the very end of our qualification documents (i.e. after Section 4) suffice?</p> <p><b>Answer:</b> It is at your discretion as to how your firm will respond to the RFQ, the evaluation is focused on the content not the order of the documents.</p>
<b>1-7</b>	<p><b>Question:</b> Would the selection as consulting firm, prevent the firm from proposing or being selected for other projects with UCR?</p> <p><b>Answer:</b> Depending on the scope of other projects it is possible, but it will have to be evaluated on a case by case basis.</p>

**END OF ADDENDUM**

**University of California, Riverside**

**Request for Qualifications**

**For**

**Falkirk Site & Seismic Improvements Project**

**Addendum 1**

**January 31, 2019**

~~January 18, 2019~~

Advertisement: **January 22, 2019 – February 6, 2019** ~~January 18, 2019 – February 4, 2019~~

Document Issue Date: **January 22, 2019** ~~January 18, 2019~~

Notice of Intent Due: **February 4, 2019** ~~January 30, 2019, 1:00 PM~~

Last day for Questions: **February 4, 2019** ~~January 30, 2019, 1:00 PM~~

RFQ Submittal Due by: **February 11, 2019** ~~February 8, 2019, 2018 1:00 PM~~

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Attachment	A	RFQ QUESTIONNAIRE & SUBMITTAL FORM
Attachment	B	SAMPLE EDPA AGREEMENT

## I. ADVERTISEMENT FOR FALKIRK SITE & SEISMIC IMPROVEMENTS PROJECT

The University of California, Riverside (UCR) Office of Planning, Design, and Construction invites the submission of Qualification documents from experienced consultants to provide seismic, Americans Disability Act (ADA) access code compliance evaluation, and design of a new addressable fire alarm system. This project will be a multi-year contract with a selected engineering professional to provide Schematic Design, Design Development, Cost Estimating, Construction Documents, Bidding, and Construction Administration to the Falkirk Apartment Complex Site & Seismic Improvements Project.

The project will be provided under the University's Executive Design Professional Agreement (EDPA).

The selected entity must be able to start work immediately.

The complete RFQ packet will be available (in electronic format only) on **January 22, 2019** ~~January 18, 2019~~, at **1:00 PM**. To receive a copy of the RFQ Documents, **email** the RFQ Administrator listed below:

Mary Ramirez  
UCR Contracts Administration  
Email: [mary.ramirez@ucr.edu](mailto:mary.ramirez@ucr.edu)

Or download directly from <http://pdc.ucr.edu/business/consultants.html>

It would be highly appreciated, but it is not mandatory, that interested firms contact the RFQ Administrator via email with their intent to submit Qualification Documents for this project by 1:00 PM **February 4, 2019** ~~xxxx, 2018~~.

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.

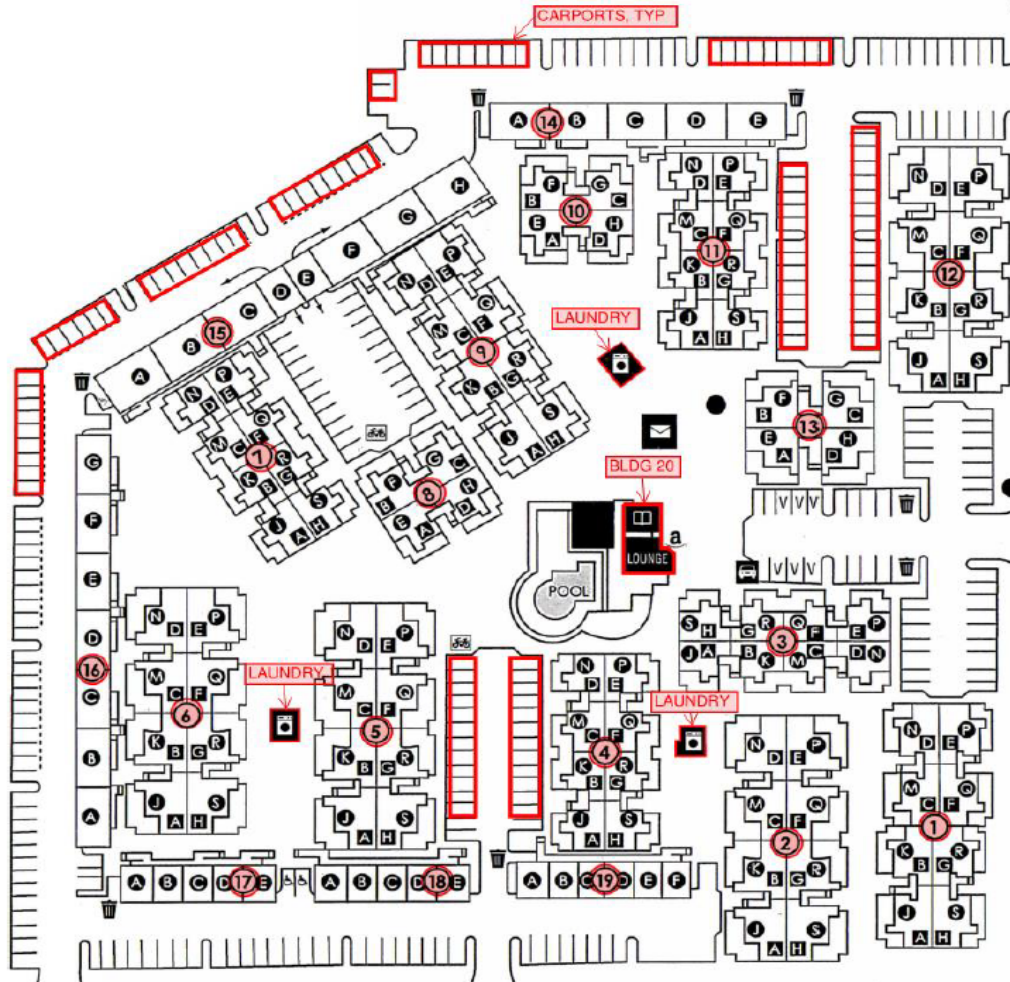
All information submitted for evaluation will be considered official information acquired in confidence, and the University will maintain its confidentiality to the extent permitted by law.

Originally Published: **January 22, 2019 – February 6, 2019** ~~01/18/2019 – 02/04/2019~~

**II. PROJECT INFORMATION AND REQUIREMENTS**

**A. BACKGROUND**

The Falkirk Apartment Complex property consists of an irregular shaped parcel of land totaling approximately 8.39 acres on Canyon Crest Drive. The Falkirk property is improved with nineteen (19) two (2) story wood framed building(s) and three (3) small laundry room building(s), one single story commons building, which functions as two (2) buildings. The subject buildings total approximately 162,270 square feet and a total of 220 residential units. The building(s) was/were constructed circa 1985. (Refer to figure 1)



**Figure 1 – Falkirk Apartments Key Plan**

The structural description of the Falkirk Apartment Complex building foundation is presumed to consist of cast-in-place reinforced concrete slab-on-grade with integral conventional concrete grade beams and intermediate reinforced concrete continuous footings; supporting load-bearing wood stud walls and concrete spread footings. The vertical system roof framing for the buildings consists of plywood sheathing supported by 2x rafters spaced at 24" on-center that span between the exterior and interior wood-stud bearing walls. Sawn wood kickers spanning between the roof rafters and interior bearing walls provide intermediate support for the rafters. Sawn lumber 4x headers and 4x beams are located above openings and discontinuities in the bearing walls. Roof framing for the carport structures consists of plywood sheathing spanning across regularly spaced pre-fabricated trusses or 2 x 8 sawn wood rafters that frame between 4 x 12 beams perpendicular to the front of the structures.

ADA access compliance will evaluate the paths of travel from parking lots to residences, common areas, and independent laundry facilities, public rights-of-way and facilities are required to be accessible to persons with disabilities pursuant to the following statutes: Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. §794) and Title II of the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §§ 12131-12164).

The existing fire alarm is localized and not addressable, UCR’s goal of the Fire Alarm Modernization portion of the project is to replace the current fire alarm control panel and upgrade fire life safety initiating devices JCI Simplex addressable technology equipment.

The 1,127-acre UCR campus is located three miles east of downtown Riverside and is bisected by the I-215/SR-60 freeway. The 616 acres east of the freeway include the undergraduate academic core and most of the existing campus facilities; the 511 acres west of the freeway consists of the agriculture research fields and support facilities, a large parking lot, administrative facilities, and University Extension. Satellite research facilities/buildings exist throughout Southern California. UCR present enrollment is approximately 22,000 students.

**B. PROJECT DESCRIPTION**

This project will be a multi-year contract with a selected engineering professional to provide Schematic Design, Design Development, Cost Estimating, Construction Documents, Bidding, and Construction Administration to the Falkirk Apartment Complex Site Improvement Project. The purpose of this project is to assess each of the structures that comprise the Falkirk Apartment Complex following the University of California Seismic Safety Policy (“UCSSP”), effective September 15, 2014. The UCSSP stipulates that each structure be assigned an Earthquake Performance Rating Level, ranging from I (very good) to VII (very poor) based on the expected performance of the structural systems and nonstructural components during an earthquake. The UCSSP also requires identification and abatement of all potential falling hazards.

Additionally, this project will identify potential ADA access noncompliant items and other physical barriers at Falkirk’s parking lots, laundry rooms, and recreational facilities to be accessible to persons with disabilities pursuant to the following statutes: Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. §794) and Title II of the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §§ 12131-12164).

Finally, in accordance with NFPA 72 National Fire Alarm and Signaling Code®, design the replacement of an existing localized fire alarm and upgrade the site to a JCI Simplex addressable fire alarm panel that will monitor the entire apartment complex and tie into existing campus fiber connections and full notification and detection per UCR standards and UCR Fire Marshall Requirements. This project will be phased and should be planned to occur over multiple years, the scope of work for the fire alarm includes:

- 1) Fire Alarm site plan should include the following:
  - a. Underground building connections;
  - b. Underground conduit routing for future electrical upgrades;
  - c. Underground fiber routing to existing or new connections.
- 2) Fire Alarm floor plan(s) including the following:
  - a. Initiating and notification device locations;
  - b. Fire alarm circuiting and EOL resistor locations.
- 3) Fire Alarm calculations including the following:
  - a. Voltage drop calculations;



- b. Battery backup calculations.
- 4) Deliverables as follows:
  - a. Progress- at the request of client-.pdf electronic files only;
  - b. For submission/re-submission to Plan Check- Three (3) sets of prints stamped and signed and electronic files.
- 5) Construction administration support services including but not limited to:
  - a) Respond to RFIs to Architect;
  - b) Review and return to the Architect, shop drawings and submittals;
  - c) Final site visits with to perform punch lists.
- 6) Fire Alarm System Configuration:
  - a) The new system configuration and software are JCI Simplex, equipment. All software and programming capabilities must be provided to UCR to allow for future modifications of the system by firms other than those performing this modernization.
  - b) Existing and new fire alarm panels must operate in unison until the final installation eliminates the existing obsolete fire alarm panels.
- 7) Addressability:
  - a) The current fire alarm system is zoned, but not addressable. Each device connected to the modernized system shall be a uniquely addressable point.
- 8) Annunciation:
  - a) Annunciation of fire alarm system alarm, supervisory, or trouble conditions shall be displayed on an internally lighted alphanumeric display at the main FACP. The minimum size of the characters shall be as approved by the UCR Fire Marshall. At a minimum, the annunciator shall display the following information: - Device type - Exact location - Alarm condition (fire alarm, supervisory, trouble) Annunciators shall have a minimum of two lines of the display. Each line shall have a minimum of 40 characters.

### **C. SCOPE OF WORK**

The selected engineering firm will examine the Falkirk Apartment Complex and report on the adequacy of the resistance of the structure to seismic forces based on:

1. Conformance to Seismic Provisions of the 2016 California Building Code for existing buildings.
2. The anticipated performance, based on the Seismic Performance Levels I through VII as defined in Table A.1 in Appendix A of the UCOP Seismic Safety Policy; and
3. Identification of potential falling hazards that pose a significant life of safety hazard to occupants.
4. Identification of ADA access within common areas, parking lots to residential units, and common buildings, in accordance with ADA Standards for Accessible Design.
5. Provide ADA, Fire Life Safety, and Seismic Schematic Design, Design Development, Cost Estimating, Construction Documents, Bidding, and Construction Administration to the Falkirk Apartment Complex.

A final report shall include a written technical discussion of the basis for the buildings' rating and recommendations for resolving any noted deficiencies, priorities for abatement of seismic hazards and estimates of costs for correcting seismic deficiencies and associated life safety work in accordance with the Policy. Inclusive of ADA corrective measures required by ADA Standards for Accessible Design, and replacement of an existing localized fire alarm and upgrade the site to a fully addressable fire alarm panel that will monitor the entire apartment complex and tie into existing campus fiber connections and full notification and detection per UCR standards and UCR Fire Marshall Requirements.

The selected firm will also work collaboratively with the UCR project manager, to develop a joint work plan and schedule to meet the tight project milestones and timelines including analyses of the structural,

architectural, cost, and operational issues involved with a renovation of structural and ADA access components. Complete facilities assessments for both seismic and ADA access of building systems and common areas within the Falkirk Apartment Complex to analyze further structural, architectural, cost, and operational issues involved with a renovation of specific building systems and other building components finalized in a report consisting of feasibility issues, cost-benefit, and schedule.

**D. QUALIFICATIONS OF DESIRED CONSULTANTS**

The University seeks consultant teams comprised of key individuals in disciplines listed in this section, who have current knowledge and experience in building renovations.

1. **Structural Engineering:** Conceptual analysis designs to improve building performance under seismic loads. Advising public agencies on comparative approaches to building renovations. Optionally, experience with managing consultants of different design and construction disciplines to deliver services to an owner/client. Key individuals in this discipline shall be licensed structural engineers in California. It is preferable that selected firms have an office located within a 90-mile radius.
2. **Architecture:** Conceptual analysis of comparative approaches to building renovations. Coordinating and leading design and construction consultants to efficiently complete studies and reports. Author of reports that combine written and visual explanations to convey technical information; comparative analysis and recommendations or conclusions consistently and clearly. Key individuals in this discipline shall be licensed architects in California.
3. **Cost Analyst:** Conceptual cost analysis of options for building renovation, preparing and advising owners on cost-benefit analysis of the feasibility of renovating an existing building.
4. **Civil Engineering:** Conceptual analysis of the approach to addressing the ADA deficiencies within the Falkirk Apartment Complex. Key individuals in this discipline shall be licensed engineers in California.
5. **Construction Management:** Conceptual analysis of schedule and construction attributes of alternate approaches to the renovation of existing buildings.
6. **Fire Protection and Life Safety:** Conceptual analysis of schedule and construction attributes of State, federal and local regulations and standards pertaining to fire and life safety, including the International Building Code, International Fire Code, California Health & Safety Code, Titles.8, 19 and 24 of the California Code of Regulations; and NFPA Standards.

**E. SCHEDULE OF WORK**

ADA, Fire Life Safety, and Seismic Assessments by February 25, 2019  
 Schematic Design, Design Development, Cost Estimating, Construction Documents by March 15, 2019  
 Bidding by: April 15, 2019

**F. REGULATORY REQUIREMENTS**

The design and construction of University building projects are required to conform to all applicable Federal, State and Local regulations including, but not limited to, the California Code of Regulations and the Americans with Disabilities Act.

**H. CONTRACT REQUIREMENTS**

All consulting services to be provided by the consultant shall be in accordance with the issued University

Contract Documents — University Standard Form of Executive Design Professional Agreement (EDPA).

- a. Note any exceptions to the attached Executive Design Professional Agreement (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.

1. University requires evidence of insurance coverage: general liability, automobile liability, and worker’s compensation. If the 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:	(as required by Federal and State of California law)
Employer’s Liability:	
Each Employee	\$1,000,000
Each Accident	\$1,000,000
Each Policy	\$1,000,000

<u>Professional Liability Insurance* – Limits of Liability</u>	<u>Minimum Requirement</u>
Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000

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

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

2. 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. SCHEDULE FOR SCREENING AND SELECTION OF CONSULTANTS

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 ~~Tuesday, January 22, 2019~~ **Friday, January 18, 2019, at 1:00 PM.**
2. **RFQ Qualification Submittals must be received on or before Friday, Monday, February 11, 2019 ~~February 8, 2019, 1PM.~~** Provide (1) original, (1) copy, and one (1) electronic copy of the submittal to:

University of California, Riverside  
Architects & Engineers; Contracts Administration  
1223 University Avenue, Suite 240  
Riverside, CA 92507

*Attention: Mary Ramirez*

3. Questions may be addressed by email to Mary Ramirez at [mary.ramirez@ucr.edu](mailto:mary.ramirez@ucr.edu). The last day questions will be received will be ~~February 4, 2019~~ **January 30, 2019, 1:00 PM.** Email and fax submissions will not be accepted.

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

#### B. 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 on the criteria provided in the RFQ Questionnaire & Submittal Form (Attachment A).
2. The highest ranked firms will be recommended to the Selection Committee. The Selection Committee will review the finalists and make a recommended selection to the Associate Vice Chancellor / Campus Architect for review and approval.
3. After review of the submittals, the University may, or may not, schedule interviews.
4. If the University receives submissions from fewer than three qualified firms, the University may proceed with the available qualified firms.

#### C. NEGOTIATION AND AWARD OF CONTRACT

1. The University will negotiate a contract with the best ranked qualified firm for services at compensation that the University determines as fair and reasonable.

2. Negotiations shall begin no later than 14 days after the successful firm has been notified of its selection.
3. The University and firm shall work together to ensure the successful delivery of the requested services in a timely fashion.
4. In the event an impasse is reached in negotiations, the University may terminate negotiations and enter into negotiations with the next qualified firm, in the same manner as prescribed below.
  - a. Should the University be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price, the University determines to be fair and reasonable, negotiations with that firm shall be formally terminated in writing by the University.
  - b. The University shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the University shall terminate negotiations in writing. The University shall then undertake negotiations with the third most qualified firm.
  - c. Should the University be unable to negotiate a satisfactory contract with any of the selected firms, the University shall select additional firms in order of their competence and qualification and continue negotiations in accordance with these Instructions until an agreement is reached.
  - d. Upon the completion of negotiations, the University and the firm shall proceed to execute a contract. The University shall provide the firm the contract within 45 days after the conclusion of negotiations unless the University notifies the firm that additional time is necessary to complete the contract.
  - e. If the selected firm fails to execute the contract within 14 days of receipt, the University may formally terminate the negotiations with that firm in writing and undertake negotiations with the second most qualified firm and so on as previously described above.

## ATTACHMENT A: RFQ QUESTIONNAIRE & SUBMITTAL FORM

PLEASE FIND THE QUESTIONNAIRE AND FORMS ON THE SUBSEQUENT PAGES. WHERE NECESSARY, COPY THE FORMS IN THIS PACKAGE. USE ONLY THESE FORMS. Oral, telephonic, facsimile or telegraphic Submittals are invalid and will not be accepted.

**SUBMIT VIA EMAIL NO LATER THAN THE RFQ DEADLINE.**

ATTACHMENT A: RFQ QUESTIONNAIRE & SUBMITTAL FORM
for
Falkirk Site & Seismic Improvements Project

UNIVERSITY OF CALIFORNIA, RIVERSIDE
(01/22/2019 01/19/2019)

SUBMITTED BY:

(Company Name. If a Joint Venture, state name of JV Entity)
Type of Organization: [ ] Sole Proprietor/Individual [ ] Partnership
[ ] 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.

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.

**1. SURVEY (Information Only) How did you hear about this RFQ?**

- UCR Website
- Other: \_\_\_\_\_

**2. INSURER (Pass/Fail Section) Failure to provide the required information or check boxes marked as “Pass” will result in the rejection of submitting entity from this Qualification.**

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 (PASS)  NO (FAIL)

<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

<u>Workers’ Compensation and Employer’s Liability**</u>	Minimum Requirement
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

\*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 of this RFQ/RFP Qualification submittal \_\_\_\_\_

(Name of Prospective Firm)

and that this Declaration was executed in

\_\_\_\_\_, in the State of \_\_\_\_\_,

(Name of City if within a City, otherwise Name of County)

(State)

on \_\_\_\_\_.

(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name & Title)

\_\_\_\_\_  
(Insurer Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State & Zip Code)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Facsimile Number)

\_\_\_\_\_  
(Mobile Number)

\_\_\_\_\_  
(Email)

### 3. EXPERIENCE SUBMITTAL (100 points possible.)

A. The prospective firm shall submit the following information in the specified order:

Section 1: Cover Letter.

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

- 1) A number of years in business;
- 2) A number of employees;
- 3) Person(s) who will be the principal-in-charge and responsible for oversight for the duration of the work;
- 4) Office that will be assigned.

Section 2: Project Team and Qualifications

- 1) Team Organization Chart;
- 2) Explain the role of each and explain how the individual's experience applies to his/her role and services for this Project as described in the RFQ Advertisement;
- 3) Resume for each team member. Resumes should show experience applicable to this Project. Provide licenses, certifications, and registrations.

Section 3: Describe relevant project experience

- 1) Provide client information, including contact information for reference checks.
- 2) Project description.
- 3) Work scope, including services and deliverables.
- 4) Key Personnel.
- 5) Contract Sum.
- 6) Start and completion dates.
- 7) A sample of at minimum one (1) previously submitted an evaluation report that is comparable to this scope of work. An evaluation report for a UC under the 2016 CBC and current Seismic Safety Policy is preferred.
- 8) Sample of similar at minimum one (1) sized ADA facilities renovations and recommendations.
- 9) Sample of similar at minimum one (1) sized Fire Life Safety modernizations project.

Section 4: Project Understanding

- 1) Understanding of scope: services and deliverables.
- 2) A proposed approach including a basic work plan with a duration of tasks.
  - a. **NOTE THAT PROJECT REFERENCES WILL BE CONTACTED FOR VERIFICATION OF THE INFORMATION REPORTED. IN CASE OF CONFLICT BETWEEN THE INFORMATION REPORTED BY THE PROSPECTIVE FIRM AND THE INFORMATION PROVIDED BY THE REFERENCE, THE INFORMATION PROVIDED BY REFERENCE SHALL TAKE PRECEDENCE AND AMBIGUITIES SHALL BE RESOLVED AGAINST THE PROSPECTIVE FIRM.**
  - b. **An entity wishing to use a predecessor business to satisfy experience requirements must demonstrate with written information submitted with this RFQ/RFP Qualification Submittal that it is substantially the same organization (in terms of who is managing the firm) as the predecessor business.**
  - c. **By signing the Declaration of this Qualification Submittal, you agree that each individual Team member named your Team Organization Chart is subject to the University's approval, and may be replaced at University's request at any time. Any individual approved by the University cannot be replaced later without University's prior written consent.**



**5. 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)

**Appendix A**

**Table A.1 of the UCOP Seismic Safety Policy ( <https://policy.ucop.edu/doc/3100156/> )**

**END OF QUALIFICATION SUBMITTAL**