

University of California, Riverside

Request for Qualifications & Proposals For Rubidoux Screen House Conversion

Executive Architect Design Services

Project Number: 950567

July 25, 2019

Advertisement Date: July 25, 2019 – August 2, 2019
Document Issue Date: July 25, 2019
Last day for Questions: August 2, 2019
Notice of Intent Due: August 2, 2019
RFQ Submittal Due by: August 12, 2019, 2:00 PM

TABLE OF CONTENTS

- I. ADVERTISEMENT FOR EXECUTIVE ARCHITECT DESIGN SERVICES

- II. PROJECT INFORMATION AND REQUIREMENTS
 - A. BACKGROUND & DESCRIPTION
 - B. SIMILAR PROJECT EXPERIENCE
 - C. SCOPE OF SERVICES
 - D. SCHEDULE
 - E. CONTRACT REQUIREMENTS
 - F. SCHEDULE FOR SCREENING AND SELECTION OF CONSULTANTS, INTERVIEWS
 - G. NEGOTIATION AND AWARD OF CONTRACT

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

- | | | |
|------------|---|--|
| Attachment | A | QUALIFICATIONS SUBMITTAL |
| Attachment | B | QUALIFICATION SUBMITTAL EVALUATION |
| Attachment | C | EXECUTIVE DESIGN PROFESSIONAL AGREEMENT SAMPLE |

I. ADVERTISEMENT FOR EXECUTIVE ARCHITECT DESIGN SERVICES

The University of California, Riverside (UCR) is initiating an agreement for Design Professional Services to complete, and therefore invites qualified Architectural Consultants with relevant successful experience in greenhouse design and construction in a University setting to submit written statements of qualifications.

- Services will be assigned using an Executive Design Professional Agreement (EDPA)

The complete RFQ packet will be available (in electronic format only) **July 25, 2019** to receive a copy of the RFQ Documents, email the RFQ Administrator listed below:

Kara Longtin
UCR Contracts Administration
Email: kara.longtin@ucr.edu

It would be highly appreciated, but is not mandatory, that interested firms contact the RFQ Administrator via email with their intent to submit Qualification Documents for this project, by **August 2, 2019**.

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

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

Dates Published: July 24, 2019 – August 3, 2019

II. PROJECT INFORMATION AND REQUIREMENTS

A. BACKGROUND & DESCRIPTION

University of California Riverside (UCR) situated on 1,125 acres located three miles east of downtown Riverside is in the heart of the “Inland Empire,” an area that includes western Riverside and San Bernardino counties and has become one of the fastest growing areas in California. UCR serves as one of the most important educational and cultural resources for the area.

The subject project is off the main campus and is located at 4650 14th Street, Riverside. The property is occupied by the UCR Department of Plant Pathology, CITRUS CLONAL PROTECTION PROGRAM. The intent of this request for qualifications is to upgrade the existing screen house and to complete the full enclosure of the facility by removing the existing screen mesh, adding new structure as required and re-sheathing the exterior walls and roof, and interior partition wall with dual-wall polycarbonate. It is requested that a new vestibule be added between the existing entry vestibule and the ‘C’ section of the greenhouse, so that there is a single point of ingress/egress, DCFM requirements for egress shall also be included. Consequent to fully enclosing the greenhouse, and such that it is an *APHIS Exclusionary Facility*, a new mechanical system shall be engineered to maintain temperature not to exceed 105 degrees Fahrenheit and that is suitable for citrus as determined by the CCPP, and that shall afford reliability, redundancy, low operating cost, maintainability, and with least compromise of the exclusionary containment. Electricity service to the property is by Riverside Public Utilities and is 400-amp 120-240v three-phase/high-leg, it is requested that the power be upgraded to 800-amp 120-208v three-phase 4-wire service, and that the existing onsite electrical power distribution shall be made compatible. Structural review of the screen house and of the adjacent soil transfer building, and requisite structural reinforcement shall be included.

B. SIMILAR PROJECT EXPERIENCE

1. The selected firm’s team members shall have experience in designing greenhouses, greenhouse controls, mechanical, electrical, plumbing, civil engineering, accessibility ingress/egress, fire alarm.
2. The selected firm shall possess previous experience in greenhouse project delivery.

C. SCOPE OF SERVICES

1. The successful firm will work with the University’s Representatives in designing a fully functional APHIS Exclusionary Facility.
2. Provide Architectural and Engineering Services in accordance with the terms of the EDPA as required for phases of Schematic Design, Design Development, Working Drawings / Construction Documents, Bidding, Construction Administration, and the 11th month warranty site review / report.
3. Provide detailed cost estimates of the probable construction costs as detailed in the EDPA for the various phases, and fully participate in any Value Engineering sessions.

4. Provide Architectural and Engineering Services to obtain the design and completion of construction within the construction budget as detailed in the EDPA along with preparing University approved additive alternates.
5. Provide Architectural and Engineering Services to obtain all necessary reviews and approvals through UC Riverside Campus Permit Program.
6. Provide Architectural and Engineering Services to obtain all necessary reviews, comments, and approvals by various UC Riverside departments including Environmental Health and Safety, Facilities Services, Planning Design & Construction, Citrus Clonal Protection Program, CNAS Dean’s office, office of Research and Economic Development.

D. SCHEDULE

1. It is anticipated that schematic design would commence immediately with construction documents being “Bid Ready” within 60 calendar days. It is desired that Construction be completed **1st qtr. 2020** .

E. CONTRACT REQUIREMENTS

1. All consulting services to be provided by the consultant shall be in accordance with the issued University Contract Documents, and the University Standard Form of Executive Design Professional Services Agreement (EDPA).
 - a. Note any exceptions to the attached Executive Design Professional Services 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.
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

<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

*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.

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

F. SCHEDULE FOR SCREENING AND SELECTION OF CONSULTANTS, INTERVIEWS

In accordance with established University procedures, UC Riverside will review all submittals in response to the RFQ and will select the most qualified firm for the listed project.

RFQ Qualification Submittals must be received on or before August 9, 2019, 2:00PM. Submit one (1) hardcopy and an electronic copy on transferable media (flash drive preferred) to:

Attn: Contracts Administration, Kara Longtin
Architects & Engineers
UNIVERSITY OF CALIFORNIA, RIVERSIDE
1223 University Avenue, Suite 240
Riverside, CA 92507

**Include the Project Number and Name on the outside of your envelope*
A map of the Campus is available at: <http://www.parking.ucr.edu/services/Inside.pdf>.

The selection process will proceed as follows:

1. The University Screening Committee will evaluate each RFQ Submittal and will rank the top three (3) prospective firms on their demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.
2. The Screening Committee shall develop a list ranking the top three firms, and shall submit the list to the Associate Vice Chancellor / Campus Architect for review and approval.
3. The Associate Vice Chancellor / Campus Architect shall review and approve the list. The Associate Vice Chancellor / Campus Architect shall notify all parties of the top three (3) ranking firms.
4. After review of the submittals, the University may, or may not, schedule interviews.
5. Submitting firms will be notified of the decision by the Selection Committee within 3 days of the Selection Committee's decision.
6. If the University receives submissions from fewer than three qualified firms, the University may select from among the available qualified firms.

G. 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 **immediately** after the successful firm has been notified of its selection, unless the written notice provides that additional time is necessary to begin negotiations.
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 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.

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

Workers' Compensation and Employer's Liability**

	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. Prospective firm shall submit the following information in the specified order:

Section 1: Cover Letter (10 points possible).

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

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

Section 2: Project Team and Qualifications (30 points possible).

- 1) Team Organization Chart.
- 2) Explain the role of each individual and explain how the individual's past experience applies to his/her role and services for this Project as described in the RFQ Advertisement.
- 3) Describe the Team's, or Team members', experience in working together on past projects similar to this Project.
- 4) Resumes for each team member. Resumes should show experience applicable to this Project.

Section 3: Describe relevant project experience (30 points possible).

- 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.

Section 4: Project Understanding (30 points possible).

- 1) Understanding of scope: services and deliverables.
- 2) Proposed approach.
 - 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)

END OF QUALIFICATION SUBMITTAL