

ADDENDUM NO. 1

April 12, 2019

REQUEST FOR DESIGN PROFESSIONAL QUALIFICATIONS

FOR

**SCHOOL OF BUSINESS
PROJECT NO. 958101
CONTRACT NO. 958101-PSA-2019-114**



The following changes, additions, or deletions shall be made to the following documents as indicated for this Project; and all other terms and conditions shall remain the same.

1. **REQUEST FOR DESIGN PROFESSIONAL QUALIFICATIONS**

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

2. **RFQ QUESTIONS & ANSWERS**

RFI No.	QUESTIONS / ANSWERS
1-1	<p>Question: Under Cover Letter, 3. Individuals proposed for roles – can you clarify this list of roles? Healthcare/Medical Planner is included in the list in the RFQ.</p> <p>Answer: The prospective firm should indicate all the proposed members of the design team and what their role will be as related to the project and the work product.</p>
1-2	<p>Question: For relevant experience (Section 3), would it be acceptable to focus on (business and professional school) programming lead experience as opposed to design lead experience?</p> <p>Answer: Yes.</p>
1-3	<p>Question: Is it possible to submit via email by the deadline, April 24th, then follow up with a delivered transferrable media drive after.</p> <p>Answer: No</p>
1-4	<p>Question: Please clarify submittal requirements: Section B.3 notes final submittal as an electronic submittal on a transferable media drive. However, Section D ‘RFQ SUBMITTAL FORMAT’ notes the following: ‘(5) hard copies, and (1) electronic copy on a USB,’</p> <p>Answer: 5 (five) hard copies and one electronic copy (preferably on a flash drive), do not send via e-mail.</p>
1-5	<p>Question: Please confirm, as noted on Attachment B ‘QUALIFICATION SUBMITTAL EVALUATION’ form, #5. DECLARATION: Confirm the declaration noted here is the one shown on page 6 of the ‘QUALIFICATION SUBMITTAL’.</p> <p>Answer: Yes.</p>

END OF ADDENDUM

University of California, Riverside

Request for Design Professional Qualifications

FOR

SCHOOL OF BUSINESS

Master Plan, Programing, Basis of Design Documents

Site Feasibility Studies

Design-Build Delivery

Project Number: 958101

Contract Number: 958101-PSA-2019-114

~~April 2, 2019~~ **April 12, 2019**

Advertisement Date:	April 2, 2019 – April 16, 2019
Document Issue Date:	April 2, 2019
Last day for Questions:	April 11, 2019, 5:00 PM
RFQ Submittal Due by:	April 25, 2019, 2:00 PM

TABLE OF CONTENTS

I. ADVERTISEMENT FOR DESIGN PROFESSIONAL SERVICES

II. PROJECT INFORMATION AND REQUIREMENTS

- A. Campus Overview
- B. Project Description
- C. Project Location
- D. Scope of Services
- E. Schedule
- F. Consultants
- G. 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

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

- | | | |
|------------|---|--|
| Attachment | A | QUALIFICATIONS SUBMITTAL FORM |
| Attachment | B | QUALIFICATION SUBMITTAL EVALUATION |
| Attachment | C | UC CONSULTANT EXPERIENCE FORM |
| Attachment | D | PROFESSIONAL SERVICES AGREEMENT SAMPLE |

<http://www.ucop.edu/construction-services/facilities-manual/contract-templates-design/master-architect-agreement-for-design-build-delivery.html>

I. ADVERTISEMENT FOR SERVICES

The University of California, Riverside (UCR) requests that Architects submit written Statements of Qualifications for providing architectural design professional services for the following proposed project:

School of Business Building

Project 958101

Anticipated Construction Cost Phase 1: \$48,000,000; Phase 2 \$22,000,000

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

The selected entity must be able to start work immediately.

Upon identification of the first ranked firm, the University will commence negotiations with the selected firm for the full scope of services and will assign the University of California's Professional Services Agreement (PSA) which may be issued based on successive authorizations depending on phasing and scope.

The Design Professional selected under this Advertisement will not be the Executive Architect of Record for the project; the Executive Architect of Record will be the Design-Builder. The Design Professional selected under this Advertisement will not be eligible to participate on a team in the subsequent Design-Build selection (competition) phase.

The complete RFQ packet will be available (in electronic format only) beginning **Tuesday, April 2, 2019, at approximately 10:00 AM**. To receive a copy of the RFQ Documents, email the RFQ Administrator listed below:

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

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

It would be highly appreciated, but is not mandatory, if interested firms would provide notification of their interest to submit Qualification Documents for this project to the RFQ Administrator via email, by **5:00 PM, April 11, 2019**. This will allow the University to ensure that interested parties receive all relevant communications.

END OF ADVERTISEMENT

II. PROJECT INFORMATION AND REQUIREMENTS

A. CAMPUS OVERVIEW

UCR is situated on nearly 1,200 acres located three miles east of downtown Riverside. It is in the heart of the “Inland Empire,” an area that includes western Riverside and San Bernardino counties and has become one of the fastest growing areas in California. UCR serves as one of the most important educational and cultural resources for the area.

Undergraduate and graduate degree programs are offered by the College of Humanities, Arts, and Social Sciences; the College of Natural and Agricultural Sciences; the Bourns College of Engineering; the School of Business Administration; the Graduate School of Education; and the Division of Biomedical Sciences. In 2008 two additional academic programs were approved, the School of Medicine, and the Graduate Program in Public Policy. Enrollment growth at the Riverside Campus has been significant and continued growth is expected. As of October 2018 UC Riverside enrollment is 23,922 students which is comprised of 20,581 undergraduates and 3,341 graduate students.

B. PROJECT DESCRIPTION

The UCR School of Business is a nationally-ranked and internationally recognized business school. It is the alma mater of over 14,000 alumni. It is home to the largest undergraduate business program in the University of California system. It is also home to the A. Gary Anderson Graduate School of Management, which features MBA, Ph. D, Flex MBA, Master of Professional Accountancy (MPAc) and Master of Finance programs. UCR School of Business is positioned as a center of excellence in business education through cutting-edge research on the business challenges of the 21st Century. As such, the School of Business is moving forward with plans for the first phase of a new state-of-the-art facility that reflects its outstanding heritage and aligns with its goals moving into the future.

The facility will house Administrative Offices and related support spaces, Academic and Research Space and instructional space of the highest quality, reflective of the School’s high standards.

The first phase will focus on providing functional areas for the Graduate Program including Lecture Hall/Auditorium, Tiered, Executive, and Flat Floor classrooms, in addition to Financial Trading, Open Computer Labs, Media Center / Online Education Suite, Group Study Room, Student Lounge and related support spaces. Administrative space will include Administrative Offices and support spaces for the Dean, Graduate Programs including Recruitment/Admissions, Academic Advising, Career Development, Finance, Human Resources, Strategic Initiatives/Marketing and International Relations. Board Room and Conference Rooms.

The second phase will include the balance of the program including Undergraduate Instruction Classrooms, Undergraduate Faculty and Administrative offices, Teaching Assistant offices, Hoteling space, conference rooms, and related support spaces.

C. PROJECT LOCATION

Several potential sites have been identified and are being discussed. The proposed locations include the South District (south of South Campus Drive) in the area of the old EH&S building now being utilized by Facilities Services, and College Buildings North and South, the southernmost

portion of Parking Lot 6, and Parking Lot 1 to name a few. The campus intends to narrow down the potential sites to two or three preferred sites in the near future.

At the direction of the University, the selected design team will proceed with preparing a feasibility study for each of the identified sites. The feasibility study shall include an analysis of all relevant factors for determining the likelihood of successful completion of the project. The study(s) shall include but not be limited to; site access, access to utilities and available capacities, site attributes, including topography, views, exposure, susceptibility to erosion, susceptibility to flooding, climate, and overall suitability for construction of the proposed project and phasing.

D. SCOPE OF SERVICES

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

The University intends to award a PSA for initial services at this time, the University envisions that the Basis of Design Phase will consist of work scope in four specific areas: 1) Site feasibility 2) Program Definition, 3) Design Criteria, and 4) Technical Criteria, all of which may be developed concurrently or sequentially within a mutually agreed to timeframe. The scope of services will entail the following:

- Develop a functional program based on the School of Business' goals with a focus on contemporary graduate and executive level education of the highest standards;
- Program will be responsive to completing the project in two phases;
- Generate comprehensive design and technical performance criteria, responsive to the University's program and budget for the project;
- Develop parameters to optimize building configurations and site relationships;
- Develop conceptual design 'test-fit' options responsive to the programmatic, design, and technical goals (development of these options is intended solely for identification of key parameters to be incorporated in the Design & Technical Performance criteria);
- Generate Basis of Design (BoD) Documents that clearly communicate Program, High Quality Design and Technical Performance criteria utilizing graphic, quantitative and written descriptions;
- Develop and incorporate into the Basis of Design Documents a structured system for verification of design & technical parameters throughout the Design-Build design documentation and construction phases;
- Provide support throughout the Design-Build procurement (competition) process, including responding to questions during the process, and review and evaluation of the Design-Build submittals;
Provide peer review services throughout the Design-Build process, within a scope to be determined by the University.

The proposed Phase 1 Project Budget is \$55,000,000 with a total construction cost (MAC) of \$48,000,000, and a building area upwards of 68,750 GSF. Phase 2 Project Budget of \$25,000,000 with a total construction cost (MAC) of \$22,000,000 and building area upwards of 31,250 GSF.

Dependent on funding, Phase 2 may run concurrently with Phase 1 or immediately follow Phase 1.

E. SCHEDULE

Work would proceed on the following schedule:

- Consultant selection: 3 – 4 weeks
- Master Planning, Program Definition, and Criteria Development: 16 – 20 weeks

Anticipated schedule for subsequent phases:

- Design Phases (D-B competition and Design Development): October 2019- February 2020
- Construction Documents (By Design-Builder): June 2020 – November 2020 (est.)
- Construction: August 2020 – June 2022 (est.)

F. CONSULTANTS

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

The University will engage a peer review cost consultant under a separate contract, to provide cost analysis and reconciliation throughout the programming and BoD phase. The Design Professional team₂ remains responsible for development of program, design, estimate of probable construction costs, and technical performance criteria which are attainable within the University’s budget.

G. CONTRACT REQUIREMENTS

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

Commercial Form General Liability Insurance* - Limits of Liability

Minimum Requirement

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*</u> - Limits of Liability	<u>Minimum Requirement</u>
Each Accident - Combined Single Limit for Bodily Injury and Property Damage	\$1,000,000
	Minimum Requirement
<u>Workers' Compensation and Employer's Liability**</u>	
Workers' Compensation:	(as required by Federal and State of California law)
Employer's Liability:	
Each Employee	\$1,000,000
Each Accident	\$1,000,000
Each Policy	\$1,000,000
<u>Professional Liability Insurance* – Limits of Liability</u>	<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.

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

III. RFQ SUBMITTAL PROCESS

A. RFQ SELECTION CRITERIA

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

experience of the proposed staff. Major considerations in selection of the firm will be the following:

- Demonstrated firm and staff experience in the programming and design of University Professional Schools and Business Schools or Colleges for higher education.
- Demonstrated firm and staff experience in master planning, site planning and university campus urban design.
- Experience with the Design-Build process, and with development of Design & Technical criteria Basis of Design documents.
- Proven capabilities for providing creative and innovative design criteria and strategies for optimizing the Design-Build competitive selection process that results in Design-Builder proposals that exceed the base program requirements. Firms should submit appropriate graphic material supporting creativity and excellence, as applied to Basis of Design documents.
- Experience creating and managing a work plan within defined time constraints.
- Proven technical, cost and schedule management capabilities, including experience with Target Value Design.
- Experience with institutional clients, faculty, and building committees.
- Qualifications of the Principals and Project Team Members, including the proposed definition of the primary responsibility of each role.
- Proximity to the Riverside campus – it is preferred that the Design Professional for the project be provided primarily by an office within 100 miles of the UC Riverside campus.

B. RFQ SCHEDULE

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

1. The complete request for qualifications (RFQ) packet will be available at <http://pdc.ucr.edu/business/consultants.html>, **Tuesday April 2, 2019 at 10:00 AM.**
2. Questions may be addressed by email to Betty Osuna at betty.osuna@ucr.edu. The last day questions will be received will be **April 11, 2019, 5:00 PM.**
3. **RFQ Qualification Submittals must be received on or before 2:00 PM, on Thursday, April 25, 2019.** Submit final submittal on transferrable media (flash drive preferred) to:

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

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

A map of the Campus is available at:

http://parking.ucr.edu/docs/parking_lot_map_web_version.pdf

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

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

C. RFQ SELECTION PROCESS

The selection process will proceed as follows:

1. The University Screening Committee will evaluate each RFQ Submittal and will rank the prospective firms according to the criteria provided in the RFQ Questionnaire & Submittal Form (Attachment A).
2. The Screening Committee will prepare a ranking of the firms, having applied the criteria shown in Attachment B., The Screening Committee shall recommend no fewer than three (3) of the firms, order of rank to the Associate Vice Chancellor / Campus Architect for review.
3. Having consulted as necessary with the members of the Screening Committee, the AVC-Campus Architect will approve a list of no fewer than three (3) firms (the "short list") that will be advanced in the selection process. The AVC-Campus Architect will disclose to all participating firms the identity of short-listed firms.
4. The University will notify the short-listed firms that they have been selected for a Presentation/Interview with the University's Selection Committee. Notice shall be in writing, and will include the time and date for the presentation/interview (currently anticipated for the week of May 20th, 2019) and description of further requirements related to the interview. Firms should be prepared to discuss their project approach and work plan.

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

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

D. RFQ SUBMITTAL FORMAT

SUBMITTAL FORMAT (5) hard copies, and (1) electronic copy on a USB, 80 pages maximum length)

Section 1: Cover Letter (10 points possible).

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

- 1) Number of years in business as the current entity or its legally-recognized predecessor.
- 2) Number of employees (aggregate of all office locations).
- 3) The individuals proposed to fill the following roles, at a minimum:
 - a) Designated principal-in-charge, authorized to make contractual commitments on behalf of the firm;

- b) Designated project lead, responsible for delivery of services to the University in connection with the project;
- c) Designated technical lead for the project.
- ~~d) **Designated Healthcare/Medical Planner**~~
- 4) The firm's office location that will be the firm's primary base for delivery of services to the University in connection with the project.

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

- 1) Team Organization Chart.
- 2) Explain the role of each individual and each proposed consultant, and explain how the individual's past experience is directly relevant to his/her proposed role and the specific services as described in the RFQ Advertisement.
- 3) Describe the Team's, or Team members', experience in working on comparable projects. the project
- 4) Provide a matrix that identifies the team members experience in working together on projects.
- 5) Resumes for each proposed team member, indicating individual's experience relevant to the requirements of the project and relevant contact information such as their email address.

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

- 1) Describe a minimum of three (3) comparable projects in which the firm has had a leading design role (as either Architect of Record or Master Architect);
 - a) For each of the projects cited under item 1) above, provide no more than four (4) pages containing the following information: brief project description, including owner, location and dates of engagement;
 - b) No more than two (2) photographs or diagrams e.g. plans, conveying features relevant to the requirements of School of Business, as described herein;
- ~~c) **The firm's scope of work;**~~
- 2) Work scope, including services and deliverables.
- 3) Work product examples demonstrating design responses and graphic abilities, particularly as relevant to the preparation of Basis of Design Documents);
- 4) Key personnel assigned to the project;
- 5) Construction Contract sum.
- 6) Start and completion construction dates.

Section 4: Project Understanding (30 points possible).

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

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

E. NEGOTIATION AND AWARD OF CONTRACT

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