

**REQUEST FOR QUALIFICATIONS FOR ENVIRONMENTAL CONSULTING SERVICES  
FOR THE  
RIVERSIDE UNIFIED SCHOOL DISTRICT (RUSD) SCIENCE, TECHNOLOGY,  
ENGINEERING, AND MATHEMATICS HIGH SCHOOL (STEM HS)  
AT THE  
UNIVERSITY OF CALIFORNIA, RIVERSIDE**

**I. ADVERTISEMENT FOR ENVIRONMENTAL SERVICES**

The University of California, Riverside (UCR) Office of Planning, Design & Construction invites submittal of Qualifications and Scope of Work for professional services of an Environmental Consulting firm to prepare an Environmental Impact Report and associated technical studies for the proposed Riverside Unified School District (RUSD) Science, Technology, Engineering, and Mathematics High School (STEM HS, proposed project) (UCR Project No. 958802). The documents will be tiered from the UCR Long Range Development Plan (LRDP) program EIR certified in November 2005 and the LRDP Amendment 2 EIR certified in November 2011. The LRDP documents are available at <http://lrpd.ucr.edu/documents>.

**II. PROJECT INFORMATION AND REQUIREMENTS**

**A. PROJECT DESCRIPTION**

The proposed STEM HS is proposed on UCR's campus, specifically on the eastern portion of the existing recreation fields and a portion of Parking Lot 26, adjacent to the UCR Baseball Complex, located on the southwest intersection of Blaine Street and Canyon Crest Drive (see Figure 1). The Gage Canal, owned by the City of Riverside, traverses the western portion of the proposed project site in a north/south direction. The current LRDP land use designation on the project site is Athletics and Recreation. An LRDP Amendment will be required for the proposed use.

The proposed project consists of the development of an approximately 87,000 gross square foot STEM HS facility, with classrooms, lecture facilities, multi-use discovery center, fabrication lab, food service, a fitness center, administrative offices, outdoor learning areas, landscape, hardscape, and associated site improvements (see Figure 2). The proposed STEM HS is expected to serve a capacity of approximately 800 students with approximately 60 staff. The proposed STEM HS will be required to comply with UC and UCR's Policies (e.g., UC Policy on Sustainable Practices, UC's Policy for Seismic Safety, UCR LRDP policies, Campus Design Guidelines, etc.).

The campus will serve approximately 1,200 students including approximately 400 full-time students, 400 part-time students attending from 7:30 a.m. until noon, and 400 part-time students attending from 12:30 p.m. until 4:30 p.m. Additional use of the site may occur as late as 10 p.m. for specific uses or activities. A surface parking area will be included on the site with a loading area for pick-up and drop-off of students and a bus pick-up and drop-off area. The transportation plan for the school will include a combination of busing, parent drop-off and pick-up, and parking onsite; with the number of buses to be determined.

It is anticipated that special events would include two to three Saturday fundraisers per year, and one to two nighttime events such as back to school night per month.

## **B. SCHEDULE FOR SCREENING AND SELECTION OF CONSULTANTS**

The RFQ will be available at: <https://cpp.ucr.edu/environmental-planning-cega>  
<http://pdc.ucr.acsitefactory.com/>

**RFQ DEADLINE:** Qualifications must be received on or before **Noon on January 6, 2020** at:

Stephanie Tang  
Campus Environmental Planner  
Planning, Design & Construction  
1223 University Avenue, Suite 240  
Riverside, CA 92507  
Voice: (951) 827-1484  
FAX: (951) 827-3890  
Email: [stephanie.tang@ucr.edu](mailto:stephanie.tang@ucr.edu)

Hand delivery is encouraged to ensure prompt receipt of submittals; do not use U.S. Mail or electronic messages.

The selection process will consist of review of proposals, followed by a selection by committee. The selection committee reserves the right to interview, as deemed necessary. The University anticipates the selection to be made the week of January 27, 2020.

Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity, sexual orientation, 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 responses 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.

## **C. CONTRACT REQUIREMENTS**

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

Note any exceptions to the agreement (PSA, [https://www.ucop.edu/construction-services/files/facman/contracts/psa\\_agreement.docx](https://www.ucop.edu/construction-services/files/facman/contracts/psa_agreement.docx)) that would prevent your firm from executing the Agreement in your response. We cannot accept any request to include language to limit liability with regards to insurance and/or modify the indemnification clauses.

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

**Minimum Insurance Requirements for Professional Services**

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
Business Automobile Liability Insurance* - Limits of Liability	Minimum Requirement
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:	\$1,000,000
Each Employee	\$1,000,000
Each Accident	\$1,000,000
Each Policy	
Professional Liability Insurance* – Limits of Liability	Minimum Requirement
Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000

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

Forms and Endorsements

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

Professional Liability (Errors & Omissions)

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

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

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

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

#### **A. FORMAT**

Submittal materials shall be two (2) printed copies in 8 ½” x 11” format, portrait orientation and one (1) electronic copy on a USB device. Please limit pages to 30 pages (Letter of Interest, Table of Contents, Tabs are not included in the page limitation).

A table of contents shall be included.

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

On the submittal cover include the title “Qualifications for Environmental Consulting Services for the Proposed STEM HS”, the date (January 2020), and identify the firm submitting the response (with contact information provided either on the cover, or letter of interest, or both).

#### **B. SUBMITTAL REQUIREMENTS**

RFQ submittals shall contain the following items. Responsiveness to these instructions will be considered an indication of the responsiveness of the prospective consultant. Fees must not be part of the qualifications submitted; cost proposal will be requested after selection process has completed. E-mail submissions will not be accepted.

1. **Letter of Interest:** Provide a very concise letter (1 page preferred) that expresses the candidate firm’s interest in the project and summarize the firm’s capabilities for providing the requested Environmental Consulting services.
2. **Firm Organization and Project Team Organization:** Provide an overall organizational chart for the firm and any sub consultants. Also provide an organizational chart indicating the relationship between the firm’s staff members which might have responsibilities related to the environmental reports. Indicate on the chart the names of key personnel and their titles.
3. **Key Staff:** Identify by names and titles key staff members who might be assigned to the proposed project or who may otherwise play a major role in the proposed project. Briefly describe each individual’s proposed roles. Include for each key staff member identified relevant experience with similar projects and indicate the role or duties performed. Team resumes should also be provided.
4. **Sub Consultant’s Qualifications:** The University anticipates that the work associated with the proposed project may require the Environmental Consultant to obtain the services of specialty sub consultants or to provide professional expertise from its own staff for the specific areas of analyses.

**Sub Consultant(s)** - Identify potential sub consultants by discipline and provide contact information, including a contact person. Provide information the firm’s qualifications and your

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

5. **Firm's Qualifications/Relevant Project Experience:** Demonstrate experience related to the requested services and types of projects listed in the project description. Provide project information for a minimum of four (4) but no more than six (6) relevant projects for which environmental analysis has been completed. Provide no more than one picture per project. Explain experience, if any, with projects in the Inland Empire or southern California region, controversial projects, projects at UCR, other UC campuses, or other educational institutions.

Figure 1

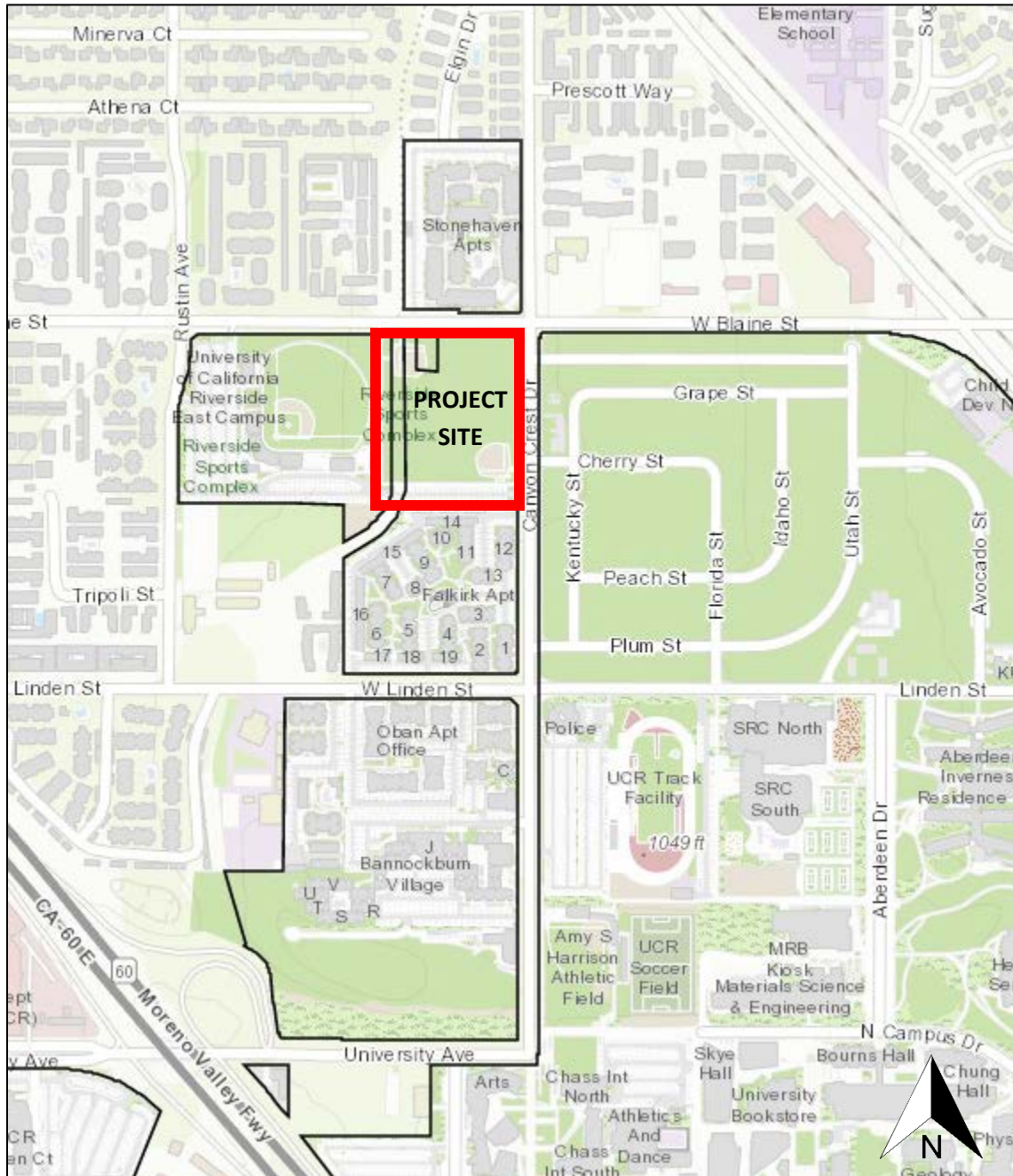


Figure 2

