

# **ADDENDUM NO. 1**

**April 28, 2022**

## **REQUEST FOR QUALIFICATIONS FOR PROJECT / CONSTRUCTION MANAGEMENT STAFF AUGMENTATION SERVICES**

**FOR**

**Student Health & Counseling Center  
PROJECT NO. 950578**





**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 QUALIFICATIONS**

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

- a.** Request for Information are due on May 4, 2022 at 12:00 PM.

**END OF ADDENDUM**

# **University of California, Riverside**

Request for Qualifications for  
Project / Construction Management Staff Augmentation Services

## **Student Health & Counseling Center**

**Project Number 950578**

April 26, 2022

***Addendum No. 1, RFQ Documents, April 28, 2022***

Advertisement Date: April 26, 2022 – May 10, 2022

Document Issue Date: April 26, 2022

Last day for Questions: May 4, 2022, 12:00 PM

Notice of Intent Request by: May 4, 2022, 12:00 PM

RFQ Submittal Due by: May 11, 2022, 12:00 PM

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## I. ADVERTISEMENT FOR PROJECT / CONSTRUCTION MANAGEMENT STAFF AUGMENTATION SERVICES

The University of California, Riverside (UCR) Planning, Design, & Construction (PDC) invites the submission of Qualification documents from experienced consultants to provide project / construction management staff augmentation services for the design and construction of Student Health & Counseling Center. This project was delivered via the Design-Build method and this RFQ is for on-going services related to the Design and Construction Phases of the project.

- The University desires to retain the services of one consulting firm, and will utilize the consultant services for the above-mentioned project.
- Staff augmentation services will be provided under a Professional Services Agreement (PSA).
- The University will assign work via Work Authorizations. Work Authorizations will approve work for project / construction management services for the "Project".

The complete RFQ packet will be available (in electronic format only) on **April 26, 2022, at 12:00 PM**. To receive a copy of the RFQ Documents, **email** the RFQ Administrator listed below.

RFQ Administrator:

**Betty Osuna**

UCR Contracts Administration

Email: [betty.osuna@ucr.edu](mailto:betty.osuna@ucr.edu)

Or download directly from: <https://pdc.ucr.edu/business-opportunities/design-professionals-consultants>

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. The execution of an Agreement with any firm selected pursuant to this advertisement may be contingent upon pending University approvals, including but not necessarily limited to the approval of the University's Board of Regents to commence the Preliminary Plans Phase ("P-phase") of project implementation.

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

Originally Published: April 26, 2022 – May 10, 2022

## II. PROJECT INFORMATION AND REQUIREMENTS

### A. BACKGROUND

UC Riverside (UCR) takes pride in advancing and communicating knowledge through research and creative activity; developing and inspiring tomorrow's leaders; and transforming communities. UCR offers over 100 undergraduate degree programs, 61 master's degree programs, and 47 Ph.D. programs. With approximately 24,000 students the student body is among the most diverse in the nation. Nearly 60% of UCR undergraduate students are the first in their families to pursue college degrees.

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 includes the agriculture research fields and support facilities, a large parking lot, administrative facilities, and University Extension.

### B. INDIVIDUAL PROJECT DESCRIPTIONS

#### **Student Health & Counseling Center:**

The Student Health and Counseling Center project consists of a new building on the UCR campus, anticipated to be approximately two to three stories in height. The proposed SHCC building will be located south of Linden Street,

between Aberdeen Drive and Pentland Way, on the western portion of Parking Lot 21.

The SHCC consists of the following programs:

1. Student Health Services
  - a. Provides primary care services to students, and includes an urgent care center, full-service laboratory, pharmacy, psychiatry and radiology.
  - b. Counseling and Psychological Services (CAPS), Provides mental health services to the undergraduate and graduate student population, including counseling, individual, couples and group therapy, crisis consultation, outreach and education.
2. The Well
  - a. UCR's student well-being and health promotion department provides education, trainings, resources, and programming for students in a variety of health and wellness topics
3. Student Affairs Case Management (SACM).
  - a. Provides resources, linkage, education, and expertise to students dealing with academic, mental health, food insecurity, or other stressful issues.
4. Health and Psychological Student Services (HAPSS) and Quality Administrative Offices
  - a. Provides administrative support to SHCC, in areas such as budgetary management, compliance, quality control, and clinic operations.

This project will serve a variety of students, focused on a student-centered campus with flexibility and convenience to support and enhance the academic experience. The University envisions that the project will support excellence in education as outlined in UCR's *Strategic Plan* for a growing student population. This will be accomplished by providing high-quality spaces, and by providing opportunities for enrichment and engagement.

**UCR's Office of Planning, Design & Construction (PDC) is currently delivering this project using the Design-Build form of procurement, and desires to retain a project / construction management consultant as an augmentation of UCR PDC staff assigned to lead the project.**

### **C. EXPERIENCE REQUIREMENTS**

- Demonstrated experience in project management of complex projects employing Best Value Design-Build delivery from early phases through construction;
- Familiarity with Progressive Design-Build
- Experience managing preparation of design-build procurement documents (I.E.; Programming, Basis of Design, Technical Criteria Documents, etc.), developing and articulating project performance criteria and establishing clear goals & documentation for a Design-Build project delivery
- Preparations and management of a Design-Build competitive bid process
- Experience with multiphase, fast track construction delivery
- Project management of higher education instructional facilities of various sizes, types and complexity.
- Project management of higher education instructional facility projects having a construction cost greater than \$30,000,000
- Experience with Best Value selection process, as administered by the UC system
- Familiarity with University of California (UC) contracts, UC project approval process and other UC requirements
- Familiarity with California Public Contract Code
- Familiarity with California Environmental Quality Act (CEQA) as applicable to the development of large-scale capital improvements projects, especially within the design-build process
- Experience managing and administering project budgets, schedules, scope through the various contracts necessary to complete the project

The successful consultant must commit to providing a lead professional to lead the consultant's team and to be the consultant's prime representative to the UC Riverside office of Planning, Design & Construction throughout the duration of consultant's services.

Only firms with established Southern California offices will be considered.

The consultant organization and its staff proposed to provide the requested services will demonstrate the breadth and depth of experience required, as well as the appropriate team to support UCR on a variety of levels -- high-level strategy as well as contracting & procurement expertise within the UC-system is of great value.

Other highly desirable experience is a key understanding of sophisticated project delivery mechanisms, specifically including Design-Build, experienced and proactive project planning for that delivery method, and strong expertise in Lean Construction Management and the principles of Integrated or "Best Value" Project Delivery and Progressive Design Build.

The ideal consultant will have a depth of resources with appropriate levels of experience, and will work to augment, bolster, and provide support for UCR's professional internal Project Management and Contracts staff, to form a seamless and integrated project delivery team.

#### **D. SCOPE OF SERVICES**

The following staff roles / functions are required to be available as part of the Consultant's team, but their use will be determined and approved by the PDC team:

1. Principal / Project Executive
2. Senior Project / Construction Manager (prime contact)
3. Project Estimator
4. Project Scheduler
5. Contract Administrator
6. Project Administrator/Support

Note: Not all roles will be needed across all project phases.

#### **E. GENERAL SCHEDULE**

Scope duration is anticipated to be approximately as follows:

**Construction Documents: 3-5 months**

**Construction: 12-18 months**

#### **F. CONTRACT REQUIREMENTS**

1. All consulting services to be provided by the consultant shall be in accordance with the issued University Contract Documents. University Standard Form of Professional Services Agreement (PSA).
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

Business Automobile Liability Insurance\* - Limits of Liability      Minimum Requirement

Each Accident - Combined Single Limit for Bodily Injury and Property Damage	\$1,000,000
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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

Professional Liability Insurance\* – Limits of Liability      Minimum Requirement

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000

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

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

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

### III. RFQ SUBMITTAL PROCESS

#### A. 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.

The complete RFQ packet will be available (in electronic format only) on April 26, 2022, at 12:00

PM. To receive a copy of the RFQ Documents, email the RFQ Administrator listed below.

RFQ Administrator:

**Betty Osuna**, UCR Contracts Administration

Email: [betty.osuna@ucr.edu](mailto:betty.osuna@ucr.edu)

Or download directly from: <https://pdc.ucr.edu/business-opportunities/design-professionals-consultants>

**RFQ Qualification Submittals must be received on or before 12:00 PM, on Wednesday, May 11, 2022.**

Submittals must be submitted in electronic format on a CD or flash drive, in PDF format at the address below. No paper copies requested. Email, fax and any other form of submission will not be accepted other than what is stated in this Section A. Firms that meet the screening criteria may be invited for an in-person interview. Please address submittals to:

Attn: Contracts Administration, Betty Osuna  
Planning, Design, & Construction  
UNIVERSITY OF CALIFORNIA, RIVERSIDE  
1223 University Avenue, Suite 240  
Riverside, CA 92507

*\*Include the RFQ Name on the outside of your envelope*

A map of the Campus is available at: <http://www.parking.ucr.edu/services/Inside.pdf>.

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

*All material submitted becomes the property of UCR and will not be returned to submitting firm.*

1. Questions may be addressed by email to Betty Osuna at [betty.osuna@ucr.edu](mailto:betty.osuna@ucr.edu). The last day questions will be received will be ~~Thursday, April 27, 2022~~ **Wednesday, May 4, 2022**, 12:00 PM.
2. It is requested, but not mandatory, that firms interested in responding to this RFQ, contact the RFQ Administrator by email and inform of their intent to do so. Please reference the RFQ name in the subject line of the email in the Notice of Intent.

#### B. 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 based 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 or request detailed proposals from one (or more) firms prior to making a final selection.
4. If the University receives submissions from fewer than three qualified firms, the University may select from 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 within 5 days 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 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.

**SUBMIT ONE ELECTRONIC FILE ON TRANSFERABLE MEDIA NO LATER THAN THE RFQ DEADLINE.**

**Attachment A**  
**RFQ QUESTIONNAIRE & SUBMITTAL FORM**  
For  
**Request for Qualifications for**  
**Project / Construction Management**  
**Staff Augmentation Services**

FOR THE  
**Student Health & Counseling Center**  
UNIVERSITY OF CALIFORNIA, RIVERSIDE  
(April 26, 2022)

SUBMITTED BY:

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(Company Name. If a Joint Venture, state name of JV Entity)

Type of Organization:  Sole Proprietor/Individual  Partnership  
 Joint Venture  
 Corporation

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(State of Incorporation)

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(Contact Name & Title)

---

(Street Address)

---

(City, State, Zip Code)

---

(Telephone Number) (Facsimile Number)

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(E-mail)

Each prospective firm must answer all of the following questions and provide all requested information.

All information submitted for prequalification evaluation in response to Section 2, if applicable, and marked as "confidential" will be considered official information acquired in confidence, and the University of California will maintain its confidentiality unless (1) the University determines that it is required to release the information to a third party pursuant to the requirements of the California Public Records Act or (2) the University is required by court order to release the information to a third party pursuant to the requirements of the California Public Records Act. In the event that the University receives a request pursuant to the California Public Records Act and the University determines that it is required to disclose information marked "confidential" by the provisions of the California Public Records Act, the University will notify the prospective firm of the pending disclosure at least 72 hours prior to such disclosure so that the prospective firm may seek a restraining order in advance of such disclosure. The University shall err on the side of transparency and will generally treat information provided by the prospective firm that is not marked "confidential" as subject to disclosure pursuant to the California Public Records Act. Likewise, any decision by the University that any document is subject to disclosure pursuant to the California Public Records Act shall not prevent the University from making a subsequent determination that any document is not subject to disclosure pursuant to the California Public Records Act.

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

**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 3.A. 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 serve as the Executive Summary to convey firm's qualifications and distinguished accomplishments. Including 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 (40 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.
- 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 and relevant licenses.

#### 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 (20 points possible).

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

**5. Declaration (Pass/Fail)**

- 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.**

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**