

# **ADDENDUM NO. 1R1**

**September 4, 2018**

## **REQUEST FOR QULAIFICATIONS**

**FOR**

## **SEISMIC SAFETY AUDIT**

Project Number: 958094 (Study)



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 Original Request for Qualifications with the one issued in this Addendum.

2. **QUESTIONS & ANSWERS**

RFI No. 01	QUESTIONS / ANSWERS
1-1	<p><b>Question:</b> For scheduling and resourcing purposes, how many buildings should we assume will be assigned to a single consultant?</p> <p><b>Answer:</b> The University believes that there are around 500 buildings requiring a Tier 1 Review. These buildings vary in size and complexity and will require different levels of investigation.</p> <p>The University is seeking consultants willing to work collaboratively to develop a common work plan that will meet the seismic priority review deadlines. While it is the University's intent to have equitable distribution of work, the selected firms must jointly develop a recommended work plan and schedule. Final work allocations to be approved by the University.</p>
1-2	<p><b>Question:</b> The Scope of Work states that some buildings are unrated and need to be assessed, but some buildings have previous assessments. What is the approximate split of assessed / non-assessed buildings? What type of assessments were undertaken?</p> <p><b>Answer:</b> Most buildings are unrated, and some building ratings (per previous iterations of the UCSSP) are dated and records are incomplete. The methodology of past ratings is also unknown. All buildings assigned to consultants should be assumed to need at least a Tier One Evaluation.</p>
1-3	<p><b>Question:</b> Are structural drawings available for all buildings?</p> <p><b>Answer:</b> Structural drawings are available for most major buildings. Some accessory, agricultural, smaller, or older buildings may not have structural drawings, or the drawings may be incomplete.</p>
1-4	<p><b>Question:</b> Is it possible to see an existing (redacted) assessment report performed previously for UCR?</p> <p><b>Answer:</b> No, The University has not performed comprehensive, seismic building assessments before.</p> <p>Current seismic assessments are based on prescriptive methods outlined in ASCE 31-03 for Tiered Evaluations of Buildings and the UCOP Seismic Safety Policy found here:  <a href="https://policy.ucop.edu/doc/3100156/">https://policy.ucop.edu/doc/3100156/</a></p>
1-5	<p><b>Question:</b> Please clarify the statement “*Whole building assessments...”.</p> <p><b>Answer:</b> <b>Please see revised RFQ language at II. E.</b> Following and/or concurrent with the completion of the Phase 1 audit, the University may elect to complete</p>

	<p>additional facilities condition index assessments for deferred maintenance of building systems for select buildings to further analyze structural, architectural, cost, and operation issues involved with a renovation of specific building systems and other building components. Each building will have a separate report consisting of feasibility issues, cost benefit and schedule.</p> <p>.</p>
<b>1-6</b>	<p><b>Question:</b> Does the University maintain a Seismic Risk Model as outlined in the UC Seismic Safety Policy? If so, can you describe it?</p> <p><b>Answer:</b> The Seismic Risk Model (SRM) currently used is provided by UCOP and is based on FEMA's HAZUS. This SRM may be based on incomplete data and in need of verification. The services provided by this RFQ will serve to amend this data to establish a comprehensive understanding of the UCR inventory.</p>
<b>1-7</b>	<p><b>Question:</b> Please confirm that performing the Seismic Safety Audit (either Phase 1 or Phase 2 scopes of work) will not preclude the prime consultant or any subconsultants from taking participating in any future project related to this scope of work (e.g. a future seismic improvement / deferred maintenance project).</p> <p><b>Answer:</b> It will depend on the extent of recommendations. Typically, if the work produced from a response to an RFQ is simply to audit, then it would not preclude the firm from pursuing subsequent work. We would have to re-evaluate at a later point in time.</p>
<b>1-8</b>	<p><b>Question:</b> Given that the University intends to select two or three consultant teams to provide the necessary bandwidth to complete the seismic assessments and facility condition reports by the stipulated deadlines, is it the University's intent or desire that all subconsultants be exclusive to one consultant team?</p> <p><b>Answer:</b> The University expects to execute contracts with 2-3 teams, each consisting of a lead structural engineer and the appropriate sub consultants to perform the requested Phase 1 &amp; 2 work.</p> <p>It is expected that each consultant team will perform a discrete set of Phase 1 seismic reviews. When/if the University requests the optional Phase 2 further building assessments, it is also expected that each consultant team will work exclusively with its team, per the executed contract.</p>
<b>1-9</b>	<p><b>Question:</b> Attachment A, Section 3, Item 7 requires a previously submitted seismic evaluation report comparable to this scope of work. Is that intended to be a "Tier 1" evaluation report as would be performed in Phase 1, or may we provide an example of evaluations based on higher order analysis (e.g. "Tier 3") as may be performed in Phase 2.</p> <p><b>Answer:</b> See clarified RFQ language in Addendum 1. Yes, a higher level of evaluation is acceptable, but an example of a Tier 1 Evaluation is highly desired.</p>

**END OF ADDENDUM**

## University of California, Riverside

### Request for Qualifications

For

### Seismic Safety Audit

Project Number: 958094  
~~August 22, 2018~~ **September 4, 2018**

Advertisement Date: August 22, 2018 –September 5, 2018  
Document Issue Date: August 22, 2018  
Notice of Intent Due: August 31, 2018, 1:00 PM  
Last day for Questions: August 31, 2018, 1:00 PM  
RFQ Submittal Due by: Friday – September 7, 2018 1:00 PM

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

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

## I. ADVERTISEMENT FOR SEISMIC SAFETY AUDIT

The University of California, Riverside (UCR) Office of Planning, Design and Construction invites the submission of Qualification documents from experienced consultants to provide seismic safety assessments to main campus and satellite campus/research station buildings.

The University of California, Riverside (UCR) will initiate a multiphase contract(s) with the selected Engineering Professional(s) to provide consulting services for the implementation of the University of California Seismic Safety Policy. All work will be done for and at the request of counsel in order to provide the campus and the Regents of the University of California with legal advice.

The University reserves the right to enter into an agreement for Phase 2 to further investigate, identify options, make recommendations, and estimate probable costs for potential building renovation work that would include seismic retrofit and deferred maintenance improvements.

Phase 1 & 2 will be provided under the University's Professional Services Agreement (PSA). Award of the contract for Phase 1 services does not guarantee that the chosen firm will continue with or through other phases.

The selected entity must be able to start work immediately.

The complete RFQ packet will be available (in electronic format only) on **Wednesday, August 22, 2018, at 1:00 PM**. To receive a copy of the RFQ Documents, **email** the RFQ Administrator listed below:

Betty Osuna  
UCR Contracts Administration  
Email: [betty.osuna@ucr.edu](mailto:betty.osuna@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 August 31, 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: 08/22/2018

## II. PROJECT INFORMATION AND REQUIREMENTS

### A. BACKGROUND

In May 2017, the UC Regents issued a new Seismic Safety Policy (see attached) requiring all campuses to address seismically poor buildings by 2030. The Riverside Campus of the University of California requests that interested teams submit written statements of qualifications to provide structural assessment, as well as, architectural and infrastructure impacts related to structural remediation to assist the Riverside Campus in meeting the requirements of the new policy.

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. Satellite research facilities/buildings exist throughout Southern California. UCR present enrollment is approximately 22,000 students.

### B. PROJECT DESCRIPTION

Riverside has over 500 buildings that need to be assigned an expected seismic performance level rating per the University of California Office of the President (UCOP) Seismic Safety Policy. The buildings to be assessed are located both on the main Riverside campus and throughout Southern California and consist of a variety of building types, ages and structural systems.

### C. SCOPE OF WORK

#### **Phase 1:**

Two or three structural engineering firms are to examine University buildings 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. **Tier 1 assessments to be completed in priority groupings to be identified by the University in consultant with the selected consultants.**

In addition to the seismic assessments of unrated properties, the Riverside Campus must develop a plan to address (retrofit or demolish) all structures that are rated V or worse before 2030. The selected structural engineering firms will review previous assessments of known V or worse structures and prioritize them according to structural fitness.

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. All work will be done for and at the request of counsel in order to provide the campus and the Regents of the University of California with legal advice.

The selected firms will also work collaboratively with each other, an assigned UC Seismic Advisory Board member, and the UCR project manager, to develop a common work plan and schedule to meet the following deadlines for the assessments put forth by UCOP. Additionally, the selected structural engineering firms will peer review each other's assessments and expected seismic performance level ratings.

**Phase 2: at the University's discretion**

Following and/or concurrent with the completion of the Phase 1 audit, the University may elect to complete additional facilities condition index assessments for deferred maintenance of building systems for select buildings to further analyze structural, architectural, cost, and operation issues involved with a renovation of specific building systems and other building components. Each building will have a separate report consisting of feasibility issues, cost benefit and schedule.

Phase 2 report to summarize impacts and recommendations for both seismic and deferred maintenance improvements, including analyses of building program use, infrastructure, envelope, finishes and code required accessibility or other improvements triggered by correcting seismic deficiencies and/or deferred maintenance needs. All work will be done for and at the request of counsel in order to provide the campus and the Regents of the University of California with legal advice.

Selected consultant(s) shall also work closely with UCR staff in studying the structural, architectural, cost, and operational issues involved with a renovation of structural and other building components. Each subject campus building will have a separate 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.

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.

1. 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 graphic 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.
2. 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.
3. Mechanical/Electrical Engineering: Conceptual analysis of approach to renovation of systems in existing buildings. Key individuals in this discipline shall be licensed engineers in California.
4. Construction Management: Conceptual analysis of schedule and construction attributes of alternate approaches to renovation of existing buildings.



**E. SCHEDULE OF WORK**

Phase 1:

Priority Group 1 Seismic\* Assessments by: December 31, 2018

Priority Group 2 Seismic\* Assessments by: June 30, 2019

Priority Group 3 Seismic\* Assessments by: June 30, 2020

Phase 2:

**Schedule for subsequent deferred maintenance** building assessments will be **independent** of Phase 1 Seismic Ratings Audit **schedule requirements**.

**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.

**G. JOINT VENTURES**

The University will accept Joint Ventures for this project.

**H. 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).
  - a. Note any exceptions to the attached Professional Services Agreement (“PSA”) 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
	Minimum Requirement

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.

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.

1. The complete request for qualifications (RFQ) packet will be available at <http://pdc.ucr.edu/business/consultants.html> on **Wednesday, August 22, 2018 at 1:00 PM.**
2. **RFQ Qualification Submittals must be received on or before 1:00 PM, on Friday, September 7, 2018.** 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: Betty Osuna*

3. 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 **August 31, 2018, 1:00 PM.**

**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 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 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  
**Seismic Safety Audit**

PROJECT NO. 958094  
UNIVERSITY OF CALIFORNIA, RIVERSIDE  
(08/22/2018)

SUBMITTED BY:

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(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. 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.

**SUBMIT VIA ELECTRONIC FILE ON TRANSFERABLE MEDIA 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
<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. 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) 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

- 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) Resumes 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) Sample of one (1) previously submitted evaluation report that is comparable to the **Phase 1** scope of work. An evaluation report for a UC under the 2016 CBC and current Seismic Safety Policy is preferred.
- 8) Sample of one (1) facilities condition index report for deferred maintenance comparable to this scope of work.

#### Section 4: Project Understanding

- 1) Understanding of scope: services and deliverables.
  - 2) Proposed approach including a basic work plan with 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)

**END OF QUALIFICATION SUBMITTAL**