

REQUEST FOR QUALIFICATIONS

PROJECT MANAGEMENT SERVICES

University of California Office of the President Facilities

The University of California Office of the President (UCOP) invites interested firms and individual project managers to submit statements of qualifications to provide on-call project management services for facilities owned or managed by UCOP.

Assignments may include projects at UCOP facilities in Oakland, Sacramento, Berkeley, Richmond, Riverside, Washington, D.C., and other locations. The types, locations, schedules, and levels of effort will vary based on the University's needs.

The University anticipates entering into an on-call service agreement with a five-year term. Services will be authorized on an as-needed basis, and the University may select one or more consultants. Selection does not guarantee a minimum amount of work.

SCOPE OF SERVICES

The selected consultant(s) may provide project management services for projects that include, but are not limited to:

- Interior improvements, tenant improvements, space renovations, and building upgrades.
- Infrastructure and deferred maintenance, including mechanical, electrical, elevator, fire alarm, and other building systems.
- Information technology, telecommunications, audiovisual, and security projects.
- Projects involving multiple building systems, occupants, stakeholders, or locations.

Services may include:

- Working with UCOP stakeholders to define project goals, scope, requirements, priorities, and success criteria.
- Reviewing existing conditions, project records, and available building information; coordinating surveys and technical investigations as needed.
- Developing project plans, budgets, schedules, procurement strategies, risk registers, and stakeholder communication plans.
- Managing or coordinating feasibility studies, programming, design, engineering, cost estimating, and other consultant services.
- Coordinating work among University departments, building occupants, facilities staff, consultants, contractors, vendors, and authorities having jurisdiction.
- Supporting procurement, consultant and contractor selection, contract administration, and change management.
- Monitoring project budget, schedule, scope, quality, and risks; identifying issues and recommending corrective actions.
- Planning and coordinating construction in occupied or operational facilities, including phasing, access, shutdowns, safety, and communication with building occupants.
- Managing project meetings, action items, records, reporting, and approvals.
- Supporting testing, commissioning, inspections, training, turnover, and project closeout.

- Providing project management support for urgent, short-term, or multi-phase assignments as requested.

The consultant may be asked to provide a full range of project management services or selected services for an individual assignment. The University will define the scope, schedule, deliverables, and budget for each assignment.

QUALIFICATIONS

The University is seeking firms or individual project managers with relevant experience and qualifications, including:

- Successful management of building improvement, infrastructure, deferred maintenance, IT, or security projects.
- Experience coordinating mechanical, electrical, elevator, fire alarm, and other building-system work.
- Experience managing projects in occupied, operational, or institutional facilities.
- Demonstrated ability to manage scope, budget, schedule, risk, quality, procurement, and change.
- Experience with multiple project delivery methods, such as design-bid-build, design-build, construction manager at risk (CMAR), and other applicable delivery methods.
- Experience coordinating multidisciplinary consultants, contractors, vendors, and multiple stakeholder groups.
- Experience with projects at multiple facilities or across a geographically dispersed portfolio.
- Clear communication, organization, and problem-solving skills, and experience preparing project reports.
- Experience with public agencies, higher education institutions, or the University of California is desirable.
- Availability to respond to assignments on an as-needed basis and to travel to UCOP facilities when required.

INSURANCE REQUIREMENTS

The University requires evidence of insurance coverage, to be presented only after the successful consultant(s) is(are) selected to provide services. Submittal of insurance information is not required as part of the Statement of Qualifications. General Liability, Professional Liability Insurance, Business Automobile Liability, and Worker's Compensation will be required in the following minimal amounts. Increase amounts may apply to larger projects.:

1. General Liability:

Comprehensive or Commercial Form:	
Each Occurrence	\$1,000,000
Products/Completed Operations, Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate (Not applicable to Comprehensive Form)	\$2,000,000

If the above insurance is written on a claims-made form, it shall continue for three years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.

2. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit not less than one million dollars (\$1,000,000) per occurrence.
3. Workers' Compensation as required by California State law.
4. Professional Liability Minimum Insurance:

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

Increased professional liability may be required for larger projects. If the above insurance is written on a claims-made form, it shall continue for three years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.

5. Such other insurance in such amounts which from time to time may reasonably be required by the mutual agreement of the University and Consultant against other insurable hazards relating to the work to be done.

If the Consultant does not currently have coverage in accordance with University policies, then evidence should be submitted indicating that such coverage will be effective prior to entering into a contractual agreement with the University. Depending on the complexity and scale of the project scope and delivery methods, the insurance requirements may increase.

SELECTION PROCESS

The University will review the submissions and may select one or more of the most qualified firms or individual project managers for on-call services. Selection may be based on:

- Relevant project management experience and qualifications.
- Experience with the project types and building systems identified in this request.
- Proposed approach to providing on-call services across multiple locations.
- Qualifications, roles, and availability of proposed staff.
- References and demonstrated performance on similar projects.

The University may request interviews, presentations, additional information, or references as part of the selection process. The University may negotiate with selected consultants regarding staffing, contract terms, and other requirements. Assignments will be authorized separately as needs arise.

The selected consultant(s) will be required to enter into the applicable University agreement before providing services. The anticipated agreement term is five years from execution, subject to the final contract terms. Assignment-specific documents will be determined by the University based on the services and project delivery method.

The successful firm/individual will be required to sign the following agreement depending on the scope and delivery methods for each project. The agreement is available to view at <https://www.ucop.edu/construction-services/facilities-manual/contract-templates-design/index.html>.

- Professional Services Agreement (PSA)

This Request for Statements of Qualification and attachments will be available at <http://www.ucop.edu/building-administrative-services/projects/construction-projects.html> on October 23rd, 2026.

The firms or individuals interested in submitting qualifications are recommended to notify the University prior to submittal by e-mail. Failure to notify the University may result in firms not receiving updates to the Request for Statements of Qualifications.

The University will convene a Screening Committee to review the submissions and rank the firms in their qualifications. If deemed necessary, the highest ranked firms will be invited for interviews/presentations. Screening is expected to take approximately one week. The Selection Committee will notify only the shortlisted firms of interview time and place. Once a selection is made unsuccessful respondents will be notified.

The University reserves the right to request any further documentation that it deems appropriate and necessary for the screening and selection process.

The respondent must submit the qualifications electronically signed by an authorized representative of the Consultant. The qualifications must be submitted to arrive no later than **2:00 p.m. on November 10th, 2026** to:

Jihee Lee, AIA, LEED AP, CASp
Facilities Project Manager
University of California Office of the President
Building & Administrative Service Center
E-mail: jihee.lee@ucop.edu
Phone: 510-914-2073

The University of California is an Equal Opportunity Employer – SBE, DVBE, minorities and women are encouraged to apply. Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, 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.

At the University's sole discretion, submissions received later than this date and time may be rejected and returned unopened. Questions regarding the submittal or the project may be addressed to:

Jihee Lee, Facilities Project Manager
E-mail: jihee.lee@ucop.edu

PRIVACY NOTIFICATION

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply information about them:

The principal purpose for requesting the information on this form is for use in the selection process for Project Managers commissioned by the University. University Policy authorizes maintenance of this information.

Furnishing all information requested on this form is mandatory—failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information

furnished on this form will be used in the University's screening and selection process for awarding commissions to Project Managers.

Individuals have the right to access this record as it pertains to them.

The official responsible for maintaining the information contained on this form is the Director of Building and Administrative Services University of California Office of the President.

SUBMITTAL REQUIREMENTS

Statements of qualifications should be concise and provide sufficient information for the University to evaluate the respondent's experience, approach, proposed staff, and availability. Please include:

1. Cover letter
Identify the firm or individual, the primary contact, and the services being proposed.
2. Qualifications and relevant experience
Summarize experience managing projects similar to those described in this request. Identify the respondent's specific role and responsibilities for each example.
3. Project experience
Provide information for at least three relevant projects, including:
 - Project name and location.
 - Owner or client and a reference contact with phone number or email.
 - Project scope, building systems, and services provided.
 - Project delivery method, such as design-bid-build, design-build, CMAR, or another method.
 - Project budget and completion date, if available.
 - The respondent's role and the staff proposed for this opportunity.
4. Proposed team, areas of expertise, and availability
Identify the project managers and other key staff who may be assigned. For each person, include a brief resume, anticipated role, relevant experience, availability, and area(s) of expertise. Identify the disciplines the team can provide or coordinate, as applicable, including:
 - Project and construction management.
 - Architecture and interior design.
 - Civil and structural engineering.
 - Mechanical, plumbing, and electrical engineering.
 - Elevators and vertical transportation.
 - Fire protection and fire alarm systems.
 - Information technology, telecommunications, and audiovisual systems.
 - Security systems, including access control and surveillance.
 - Cost estimating, scheduling, commissioning, and building systems testing.

Explain which disciplines are available through the respondent's own staff and which would be provided through subconsultants or other team members.
5. On-call service approach
Describe how the respondent would receive, staff, and manage assignments that may vary in size, urgency, location, and scope.
6. References
Provide at least three references for comparable work.

REQUEST FOR SUPPLEMENTAL INFORMATION

Please submit the following information together with the other required submittal material by the date noted in the Request for Statements of Qualifications. Failure to respond may affect consideration of your firm for this project. Responses may be listed on separate pages.

- 1) Please separately list each pending unresolved claim for professional negligence and each current arbitration, mediation or litigation in which professional negligence or breach of professional services agreement is alleged or indemnity is being sought (because of such alleged negligence or breach of contract) using the following claimant categories:
 - a) The Regents of the University of California against your firm or any principal of your firm (indicate campus, medical center, or Department of Energy (DOE) Laboratory and name of project). If none, indicate none.
 - b) Any owner, person or entity against your firm or any principal of your firm (indicate project, location and owner). If none, indicate none.
 - c) The Regents of the University of California against any of your proposed major consultants (i.e. structural engineer, mechanical engineer, and/or any other major consultant on your proposed project team. Indicate campus, medical center, or Department of Energy (DOE) Laboratory and name of project). If none, indicate none.
 - d) Any owner, person or entity against any of your proposed major consultants (indicate project, location and owner). If none, indicate none.
- 2) Please separately list each resolved (settled, arbitrated, litigated) claim for professional negligence or breach of professional services agreement or for indemnity (because of such alleged negligence or breach of contract) during the last 5 years using the following categories:

- a) The Regents of the University of California against your firm or any principal of your firm (indicate campus, medical center, or Department of Energy (DOE) Laboratory and name of project). If none, indicate none.

- b) Any owner, person or entity against your firm or any principal of your firm (indicate project, location and owner). If none, indicate none.

- c) The Regents of the University of California against any of your proposed major consultants (i.e. structural engineer, mechanical engineer, and/or any other major consultant on your proposed project team. Indicate campus, medical center, or Department of Energy (DOE) Laboratory and name of project). If none, indicate none.

- d) Any owner, person or entity against any of your proposed major consultants (indicate project, location and owner). If none, indicate none.

DECLARATION

The undersigned declares under penalty of perjury that all of the information submitted is true and correct and that this declaration was executed in

_____ County, California, on _ *(date)*

(Name and Title – Printed or Typed)

Signature

Firm Name

(Address)

(City, State, Zip)

(Telephone Number)

(Facsimile Telephone Number)