

REQUEST FOR QUALIFICATIONS

ARCHITECT

Proposed Project: University of California Student and Policy Center Tenant Improvement
Project Location: 1115 11th Street, Sacramento

University of California Office of the President (UCOP) invites interested firms to submit written proposals of qualifications to provide architectural services for office tenant improvements in a 3-story building located near the State Capitol in Sacramento. Currently University of California Center Sacramento houses the University of California Student and Policy Center. The facility is in need of renovation to accommodate more staff from multiple departments to support their programs and enhance collaboration and partnerships with state leaders.

SCOPE OF SERVICES

- The scope of services may include feasibility studies, programming, space planning, phasing, cost analysis, furniture planning, design, construction administration, and any additional services that may arise as the project progresses.
- Collaborate with University stakeholders to review tenant improvement programs developed by the University and create space plans to accommodate multiple departments.
- The preliminary estimated construction cost for the proposed project is anticipated to approximately \$1,500,000 and the GSF is approximately 4,200 SF contingent upon final design.
- The proposed project scope of work is to improve private and hotel offices and cubicles, conference rooms and auxiliary spaces for approximately 25 staff.
- Services may include full or partial design services through construction administration, including all necessary sub-consultants, or a combination of a-la-carte services, depending on the selected project delivery methods and the University's needs.
- Develop creative and cost-effective design solutions that meet the diverse needs of the UCOP departments.
- Provide support to the University in critical decision-making processes related to the project.
- While the primary focus of this advertisement is for the proposed tenant improvements, there is potential for the selected design team to serve as the resident architect for the facility and provide ongoing services over the next three years.

PROJECT STATUS:

- The project programming is in progress currently, and the final selection and appointment of the design team are contingent upon project approval and funding.

QUALIFICATIONS CRITERIA FOR DESIGN PROFESSIONAL

The University is seeking a consultant with the following experience and qualifications:

- Demonstrated excellence in design
- Recent experience with design of university facilities that include office tenant improvements in high-stakes or politically sensitive environments.
- Ability to work closely with multiple stakeholders, including university administration, department heads, and end-users, to ensure the final design aligns with the specific needs and vision of the organization.

- Excellent verbal and written communication skills for preparing presentations, meeting with stakeholders, and ensuring alignment of vision with university leadership.
- Proven experience with sustainable projects that received a LEED rating, or completed projects that effectively conserve energy and resources
- Experience with comprehensive planning, design and construction administration, including managing project phasing.
- Familiarity with integrating smart building technology, A/V, tele/data systems, sustainable systems, and energy-efficient solutions in office environments.
- Ability to incorporate interior design elements, such as aesthetics, branding, and functional furniture layout, to create a productive and engaging office environment that reflects the institution's mission and culture.
- Proven ability to manage project budgets and deliver cost-effective solutions without compromising quality, including experience in value engineering and cost-benefit analysis.
- Experience working with multiple stakeholders in a single project
- Experience working within institutions with complex approval processes, including working with university facility services, fire marshals, building officials, and other governing bodies to gain necessary approvals and permits.
- Experience in the public low bid environment
- Experience with University of California projects is desirable.

INSURANCE REQUIREMENTS

The University requires evidence of insurance coverage, to be presented only after the successful firm is 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 all proposals, select and rank the three most qualified Consultants. The selection and ranking shall be based on the criteria listed below. The order in which the criteria appear does not indicate the importance, ranking or weighing that will be used in the evaluation. Proposal must not exceed 10 pages and shall provide sufficient information to allow the University to evaluate the Consultant's approach, experience, staff and availability. Proposals shall include the following information:

- Proposed approach to the project.
- Description of projects and scope including a client contact and phone number for at least three (3) projects. Experience needs to be shown on these areas of work:
 - Tenant improvement of spaces to accommodate a variety of uses and functions within the same project including classrooms, private offices, open office plans, meeting rooms, interactive state-of-art technology driven spaces;
 - Classroom and completed construction for academic institutions;
 - Office design and completed construction for academic institutions;
 - Tenant improvement planning in occupied buildings; and
 - Being the resident architect for at least 3 years in one facility
- Experience of staff to perform the services required by the Project. Resumes of staff to be assigned to the Project and a statement regarding availability of staff to begin the Project.
- Describe whether or not any of the core A/E firms are presently for sale or involved in any transaction to expand or become acquired by another business entity. If so, explain the impact both in organizational and directional terms

The University shall negotiate with the highest ranked consultant on the staffing, rate schedule and terms for agreements. Negotiations may be formally terminated if they fail to result in a contract within a reasonable amount of time.

The successful firm will be required to sign one or more of the following agreements depending on the scope and delivery methods for each project. The agreements are available to view at <https://www.ucop.edu/facilities-manual/design-contract-templates/index.html>.

- Professional Services Agreement (PSA)
- Executive Design Professional Agreement (EDPA)
- EDPA Blanket Agreement

- Executive Design Professional Agreement Lite (EDPA Lite)
- Master Architect Agreement for Design-Build Delivery

This Request for Statements of Qualification will be available at <https://www.ucop.edu/building-administrative-services/services/design-and-construction-project-management/projects-open-for-bid.html> **on February 20 to March 7, 2025**. Architectural firms 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 three (3) hard copies of the proposal and one electronic copy, each signed by an authorized representative of the Consultant. The qualification must be submitted to arrive no later than **2:00 p.m. on March 7, 2025** to:

Jihee Lee, Project Manager
University of California Office of the President
Building & Administrative Service Center
1111 Franklin Street
Oakland, CA 94607
E-mail: jihee.lee@ucop.edu
Phone: 510-587-6333

The University of California is an Equal Opportunity Employer – 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.

In addition, the University is committed to promoting and increasing participation of small business enterprises (SBEs) and disabled veteran business enterprises (DVBES) relating to all goods and services covered under the awarded agreement, subject to any and all applicable obligations under state and federal law, and University policies. The awarded contractor shall make best efforts to provide qualified SBEs and DVBES with the maximum opportunity to participate. Please contact the University Representative for further information.

Starting 2025, the University of California is requiring contractors and consultants to use University-designated data systems to track monthly payments, including those to certified subcontractors or subconsultants (SBE/DVBE/DBE/WBE) as well as non-certified. The University aims to achieve a minimum of 25% participation.

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 Design Professionals 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 Design Professionals.

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.

INSTRUCTIONS—SUBMITTAL CONTENTS AND FORMAT

*Proposal (exclusive of appendix materials) must not exceed 10 pages and shall provide sufficient information to allow the University to evaluate the Consultant's approach, experience, staff and availability. Proposals must follow the format below. Adherence to these instructions is used as a criterion in the screening and selection process. Material must all be in 8-1/2 x 11 inch format—no foldouts. Use of the University of California seal, or any University of California logo, is prohibited. Submittals shall include divider tabs labeled with the boldfaced headers below; e.g., the first tab would be entitled "Cover Letter", the second tab "Qualifications", etc. Double-sided printing is encouraged. **PROVIDE 1 electronic and 3 BOUND COPIES.***

1. **COVER LETTER** (maximum of 1 double-sided page)
 - identify team
 - provide name of contact person, phone and fax
 - summarize qualifications most relevant to this project
 2. **DISCUSSION OF CONSULTANT'S APPROACH TO THE PROJECT.** (maximum of 1 double-sided page)
 3. **RELEVANT QUALIFICATIONS** (maximum of 2 double-sided pages)
 - provide in summary format only
 - do not include general information
 - offer short, focused paragraphs by topic (i.e., building type, technical aspects; team communication; construction type; sustainability/LEED™; etc.) Experience needs to be shown in these areas of work: offices, open office plans, classrooms, meeting rooms, interactive state-of-art technology driven spaces, collaborative work and learning environment, tenant improvement planning in occupied buildings, master planning and additions/expansions/renovations.
 3. **RELEVANT PROJECT EXPERIENCE** (maximum of 3 double-sided pages)
 - briefly state relevance for each project
 - specify role of the firm or individual if work was not exclusively by the firm (i.e., joint venture, association); **if work was done by individuals on the project team while with other firms or other offices within the same firm, this must be clearly stated**
 - clearly state the roles of the individuals proposed for the current project in each example project
 - provide a list of the following for each project:
 - project name, location, and construction budget
 - beginning and ending dates of project
 - phases for which services were provided
 - square footage
 - main program elements
 - summary history of budget and construction change orders
 - general contractor name with name of contact person
 - owner name with name of contact person
- Note: Projects that are currently in design or under construction are acceptable, but completed projects may carry more weight in the evaluation.*
4. **PROJECT TEAM SUMMARY & EXPERIENCE** (maximum of 2 double-sided pages)
 - identify consultant or individual team member
 - summarize roles/responsibilities on this project and experience relative to those roles
 - describe previous university experience with your firm on relevant projects; state relevance
 - include benefits attributable to any techniques used on specific projects; ideally, references should confirm effectiveness
 5. **REFERENCES** (maximum of 1 double-sided page)
 - Provide additional contractor and owner references (at least one and up to four additional references)
 6. **APPENDIX**
 - firm brochure/history/background, reprints, etc. (optional)
 - key team member resumes
 - UC Request for Supplemental Information (per attachment)

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)