

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
ARCHITECTURAL SERVICES**

University of California, Merced

The University of California, Merced is soliciting Statements of Qualifications from architecture firms interested in providing architectural services for the following project:

**Kolligian Library 3rd Floor Renovation
Project No.**

The project will provide space renovations to offices and support spaces located in the existing Kolligian Library Building 3rd Floor on the UC Merced campus.

The Request for Statements of Qualifications (RFQ), which sets forth details regarding the scope of services, the selection process, and other necessary information, is posted at the following website: <http://www.ucmerced.edu/rfp-rfq>.

A Statement of Qualifications (SOQ) form, a Request for Supplemental Information, a registration form, and instructions for other requirements for the submittal also are included. The RFQ for this project will be available beginning Monday, March 19, 2018. Three (3) copies of the submittal are required - in bound form, and they must be delivered to the address below no later than **1:00 pm, Thursday, March 29, 2018**.

Please address submittals to:

Via Us Mail:

Director of Construction
Construction Services & Management
University of California, Merced
5200 North Lake Road
Merced, CA 95343

Via Overnight Delivery:

Allison Costa
Sr. Project Analyst Space Planning
University of California, Merced
655 West 18th Street
Merced CA 95340



Request for Statements of Qualifications
Architectural Services

University of California, Merced
Kolligian Library 3Rd Flr - West Space Reconfigure
Project No.

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**REQUEST FOR STATEMENTS OF QUALIFICATIONS
ARCHITECTURAL SERVICES**

University of California, Merced

The University of California, Merced is soliciting Statements of Qualifications from architecture firms interested in providing architectural services for the following project:

**Kolligian Library 3rd Floor West Space Reconfigure
Project No.**

The project will provide space renovations to offices and support spaces located in the existing Kolligian Library Building 3rd Floor West on the UC Merced campus.

The Request for Statements of Qualifications (RFQ), which sets forth details regarding the scope of services, the selection process, and other necessary information, is posted at the following website: <http://www.ucmerced.edu/rfp-rfq>.

A Statement of Qualifications (SOQ) form, a Request for Supplemental Information, a registration form, and instructions for other requirements for the submittal also are included. The RFQ for this project will be available beginning Monday, March 19, 2018. Three (3) copies and a USB flash drive of the submittal are required - in bound form, and they must be delivered to the address below no later than **1:00 pm, Thursday, March 29, 2018**.

Please address submittals to:

Via Us Mail:

Fran Telechea
Director of Construction
Construction Services & Management
University of California, Merced
5200 North Lake Road
Merced, CA 95343

Via Overnight Delivery:

Allison Costa
Sr. Project Analyst Space Planning
University of California, Merced
655 West 18th Street
Merced CA 95340

University of California, Merced
Design, and Construction

March 2018

**REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR
ARCHITECTURAL SERVICES**

**Kolligian Library 3rd Floor West Space Reconfigure
Project No.**

The Merced campus of the University of California is soliciting qualified architectural firms with experience in University academic or administrative office reconfigurations to submit written statements of qualification to provide architectural consulting services as an Executive Architect providing services such as programming and full architectural, engineering, and specialty services through the design, construction, and close-out phases for the project.

PROJECT BACKGROUND AND DESCRIPTION

The University of California, Merced is planning to design and reconfigure spaces in the Kolligian Library 3rd Floor West, providing new administrative spaces. This project will reconfigure selected portions of approximately **15,500** assignable square feet of spaces while the remaining building and spaces are expected to be fully operational. The Work will include coordination with University furniture vendor, demolition of existing framed walls, frame new walls, electrical modifications, HVAC adjustments, and finishes. The campus is seeking an experienced consultant, to provide architectural and engineering services for the project.

SCOPE OF SERVICES

The University is seeking to contract with an architecture firm as the Executive Architect for architectural and engineering services. It is anticipated that the work will require services in the following disciplines:

Architecture

Mechanical, Electrical, Plumbing, and Telecommunications Engineering

Cost Estimating

However, the University will be making the selection based solely on the demonstrated capabilities of that firm. When selected, the firm and the University may jointly identify the subconsultants that will form the rest of the design team.

The *Executive Agreement between the Regents of the University of California and the Design Professional (Executive Design Professional Agreement)*, the campus' standard contract between the University and the design professional, can be found as an attachment to this RFP. Firms should review the Agreement, and the firm that is selected will be asked to affirm the agreement without reservations to its terms.

QUALIFICATIONS

The University is seeking an executive architect with the following experience and qualifications:

- Excellence in programming and design on University academic and administrative office space and renovations.
- Demonstrated technical excellence on academic and administrative offices including renovations.
- Demonstrated excellence in adhering to tight project budgets and schedules from design through construction, including change order history of comparable projects.
- Experience working with multiple stakeholders in a single project.
- Experience in the public low bid environment.

- Experience with University of California projects is desirable.

SCHEDULE

The Executive Architect start date is anticipated to be April 2018. The project completion date is anticipated to be in August 2018.

JOINT VENTURES/ASSOCIATIONS

By campus policy, proposals for joint or associated ventures will not be considered for this project. If two firms wish to combine in a project team, one firm must be proposed as a sub-consultant to the other.

SELECTION CRITERIA

The University is seeking a technically experienced, architecture and engineering team with skills consistent with its vision for the UC Merced campus. The Screening and Selection Committees will be interested in teams that:

- Have demonstrated firm experience in the programming and design of high quality and cost-effective University administrative office space projects, including renovation work.
- Have demonstrated within the firm, a strong team comprised of the design principal, project manager, and project architect that has worked together on relevant University administrative office space projects.
- Have proven firm and consultant team capability to provide creative, functional, flexible, and technologically sound design solutions with an economy of means and within the project budget.
- Have demonstrated firm and consultant team capability to respond creatively and sensitively to an existing architectural context.

SELECTION PROCESS

This Request for Statements of Qualification and attachments will be available at:

<http://www.ucmerced.edu/rfp-rfq> Monday, March 19, 2018. Written Statements of Qualification should be in accordance with the attached Submittal Format. Submittals must be delivered to the address below no later than **than 1:00 pm, Thursday, March 29, 2018**. Three (3) copies of the submittal are required - in bound form and one USB flash drive. In addition, please fill out the attached non-mandatory Registration Form and email it to Fran Telechea, ftelechea@ucmerced.edu no later than 1:00PM, Thursday, March 23, 2018. The University will use the Registration Form to notify firms of any changes or updates. Firms that submit the Registration form will receive notification if any changes are made to the RFQ or schedule. The University reserves the right to make changes and adjustments to this Request for Statements of Qualifications at any time. Please watch the website for any updates. Failure to register with the University may result in firms not receiving notification of updates to the RFQ, should any be issued. The University shall not be responsible for a firm's failure to incorporate any updates that are issued.

Please address submittals to:

Via Us Mail:

Director of Construction Fran Telechea
Construction Services & Management
University of California, Merced
5200 North Lake Road
Merced, CA 95343

Via Overnight Delivery:

Allison Costa
Sr. Project Analyst Space Planning
University of California, Merced
655 West 18th Street
Merced CA 95340

Note: UC Merced's internal mail is not delivered daily so it is recommended that the proposal be delivered via overnight or hand delivered to the overnight location to insure meeting the deadline.

The University will convene a Screening Committee to review submissions and select a firm. The Screening Committee anticipates notifying all firms the selection outcome in early April 2018.

The University reserves the right to request any further documentation that it deems appropriate and necessary for the screening and selection process. Please direct any questions to Fran Telechea, Director of Construction at ftelechea@ucmerced.edu.

Every effort will be made to ensure that all persons have equal access to contracts and other business opportunities with the University within the limits imposed by law and University policy.

UNIVERSITY OF CALIFORNIA, MERCED

SUBMITTAL FORMAT

*Firms submitting their qualifications for the project must follow the format below. 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 SEVEN (7) BOUND COPIES.***

1. **COVER LETTER** (*maximum of 1 page*)
 - identify team
 - provide name of contact person, phone and fax
 - summarize qualifications most relevant to this project

 2. **RELEVANT QUALIFICATIONS** (*maximum of 2 single-sided or one double-sided page*)
 - provide in summary format only
 - do not include general information
 - offer short, focused paragraphs by topic (i.e., building type; technical aspects; sustainability/LEED™; etc.)

 3. **RELEVANT PROJECT EXPERIENCE** (*maximum of 4 single-sided or 2 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, this must be clearly stated***
 - provide a list of the following for each project:
 - project name and location
 - beginning and ending dates of project (including construction)
 - square footage
 - main program elements
 - 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** (*maximum of 2 single-sided or one double-sided page, not including the matrix*)
 - identify key team members, including sub-consultants, and state their qualifications relevant to programming services and the scope of this project.

 5. **APPENDIX**
 - Firm brochure/history/background, reprints, etc. (*optional*)
 - Key team member resumes
 - UC Statement of Qualifications (per attachment)
 - UC Request for Supplemental Information (per attachment)

**UNIVERSITY OF CALIFORNIA, MERCED
STATEMENT OF QUALIFICATIONS**

1. Firm's Name: _____
2. Business Address: _____
3. Firm Established (year) _____ Telephone No: _____
4. Type of Organization (check one):
 a. Individual b. Partnership c. Corporation

5. Principals and Associates (check P or A for each):

	Name	P	A	Degree or Certificate	Institution
a.					
b.					
c.					
d.					

6. Average staff employed in home office: (average of past five years):

- | | |
|-------------------------------|-------------------------------|
| a. Architects _____ | e. Drafting Technicians _____ |
| b. Engineers _____ | f. Clerical _____ |
| c. Landscape Architects _____ | g. Programmers _____ |
| d. Interior Designers _____ | h. Others _____ |

7. List five major projects constructed within the past five years:

	Project	Owner	Year	Building Cost
a.				
b.				
c.				
d.				
e.				

8. References:

- a. _____
- b. _____
- c. _____

9. (Optional) Where do you normally look for information about proposed University of California projects?

Signed: _____

Date: _____

**UNIVERSITY OF CALIFORNIA, MERCED
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 themselves:

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 by Physical Planning in the screening and selection process for awarding commissions to Design Professionals.

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

The official responsible for maintaining the information contained on this form is the Campus Architect for the Merced campus of the University of California.

UNIVERSITY OF CALIFORNIA, MERCED
REQUEST FOR SUPPLEMENTAL INFORMATION

Please submit the following information together with the SOQ and 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)

UNIVERSITY OF CALIFORNIA, MERCED

**REGISTRATION FOR SUBMITTAL OF STATEMENT OF QUALIFICATIONS FOR
'BRIDGING' ARCHITECT OR EXECUTIVE ARCHITECT CONSULTANT SERVICES**

**For
Kolligian Library 3rd Floor West Space Reconfigure
Project No.**

Instructions: Firms intending to submit statements of qualifications for Construction Management Services on the UC Merced campus must complete the form below and email it to Fran Telechea at ftelechea@ucmerced. by no later than 1:00 p.m. on Thursday, March 22, 2018. The University will send an acknowledgment of receipt by return email. Failure to register with the University by March 22, 2018 may result in firms not receiving updates to the Request for Statements of Qualifications, should any be issued. The University shall not be responsible for a firm's failure to register for updates or to incorporate any updates that are issued, or for incorrect contact information on this registration form.

Firm Name: _____

Business Address: _____

Street Address (for deliveries): _____

Telephone Number: _____

Fax Number: _____

E-mail: _____

Principal-in-Charge (print name): _____

Principal-in-Charge (signature): _____

Date: _____

For University Use Only

Received by UC Merced Design& Construction:

Name

Date