

Request for Statements of Qualifications  
For  
Architectural Services

**University of California, Merced**  
**Downtown Administration Center**  
**Project No. 900320**

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University of California, Merced

December 2014

**REQUEST FOR STATEMENTS OF QUALIFICATIONS  
FOR  
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:

**Downtown Administration Center  
Project No. 900320**

The new Downtown Administrative Center, an approximately 70,000 OGSF to 100,000 OGSF new building, will be located at **downtown Merced** in the City of Merced civic center district. This building will provide private offices, open offices, conference rooms, supporting facilities, and retail/mixed-use spaces.

The University requests that a qualified architecture firm with extensive experiences in programming, design and construction of University administrative facilities submit written statements of qualifications for architectural services. The architecture firm may be selected to provide 1) the complete programming, design and construction administration services for a CM-AT-RISK project delivery process as an Executive Architect, or 2) the Architectural Services to assist in the preparation of a Design-Build Request for Proposal. **\*\*If the University elects to deliver the project through a Design-Build process, the selected architecture firm will NOT be able to be part of a Design-Build team for the project.**

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, December 15, 2014.

**Ten (10) bound copies and one (1) electronic PDF copy of the Statement of Qualifications (SOQ)** submittal are required, and they must be delivered to the address below no later than **1:00 pm, Monday, January 12, 2015**.

Please address submittals to:

*Overnight delivery:* Associate Vice Chancellor Thomas E. Lollini, FAIA  
Design + Construction  
University of California, Merced  
767 E. Yosemite Ave., Ste C  
Merced, CA 95340

*US Mail:*

Associate Vice Chancellor Thomas E. Lollini, FAIA  
Design + Construction  
University of California, Merced  
5200 North Lake Road  
Merced, CA 95343

The University of California is an Equal Opportunity Employer. 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.

December 2014

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

**Downtown Administration Center  
Project No. 900320**

PROJECT BACKGROUND & DESCRIPTION

The Downtown Administrative Center is the development of approximately 0.83 acres of land recently acquired by UCM, located in downtown Merced. The goal is to create a central facility that improves the productivity of the administrative operations while creating a UC Merced presence in downtown Merced and fostering economic development and partnership with the City of Merced.

This new building facility of approximately 70,000 OGSF to 100,000 OGSF will provide private offices, open offices, conference rooms and supporting spaces to house diverse University's "non-Academic" administrative units to support the University's everyday operation. This building may include retail/mixed-use spaces at the ground level.

The UC Merced campus is committed to sustainability and will require this project, at a minimum, to achieve LEED GOLD certification or better and to meet campus building energy performance benchmarks.

*Project Goals:*

- Develop a highly productive environment to increase communications and staff productivity throughout the administration of the University.
- Develop a robust program that ensures operational efficiency for at a minimum the first 15 years of occupancy.
- Budget is a true constraint. Select quality yet cost effective solutions that maximize the value proposition for the University.

SCOPE OF SERVICES

The University is seeking to contract with an architecture firm to provide 1) the complete programming, design and construction administration services for a CM-AT-RISK project delivery process as an Executive Architect, or 2) the Architectural Services to

assist in the preparation of a Design-Build Request for Proposal, including but not limited to these services: programming, interior + furniture layouts, retail/mixed-use, stacking diagrams, building systems performance narratives, cost estimating, preparing selection/requirements documents for Design-Build, evaluation of Design-Build proposals, and peer review services to ensure compliance with proposal performance parameters.

## QUALIFICATIONS

The University is seeking an architecture firm only (not the subconsultant team) with the following experience and qualifications:

- Excellence in programming, interiors, and architectural design.
- Demonstrated excellence and recent experience with the design and construction of comparable administration facilities, especially creative and efficient uses of open office planning and designing for flexibility.
- Demonstrated experience with sustainable construction, such as completed projects that received LEED certification, or completed projects that demonstrably conserve energy and other resources.
- Demonstrated excellence in adhering to tight project budgets and schedules.
- Experience working with multiple stakeholders in a single project.
- Experience with University of California projects is desirable.
- Demonstrated experience in preparing selection/requirements documents for a Design-Build Request for Proposal.

The architect should propose the architectural team it would use for 1) as the Executive Architect or 2) As the Design Professional for professional services to assist in the preparation of a Design-Build request. The University will work with the selected architect to select the interior design, engineering, and cost subconsultants, and any other subconsultants including acoustical and audio-visual.

## SCHEDULE

The programming and preliminary design work is to begin immediately after the selection of the architectural firm. The building construction is anticipated to be completed in the fall of 2017. The selected firm must be able to dedicate adequate staff to support the tight design and construction schedule.

## 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 qualified architecture firm with demonstrated success, broad experience, technical depth, and appropriate business structure to partner with UC Merced to successfully deliver this project. Candidates should be prepared to demonstrate how their innovations in the design of other projects have resulted in cost-effective yet state-of-the-art facilities. The Screening and Selection Committees will be interested in teams that:

- Have demonstrated firm and consultant team experience in the programming and design of administrative facilities with enclosed offices and open offices, and retail/mixed-use on the ground level for projects of at least 70,000 GSF and/or \$15M of construction value in California within the last 7 years.
- Have demonstrated experience in preparing selection/requirements documents for Design-Build projects of at least 70,000 GSF and/or \$15M of construction value in California within the last 7 years.
- Have proven firm and consultant team experience in delivering their contracted scope within the contract fee and schedule.
- Have excellence in programming, interiors, and architectural design.
- Have demonstrated excellence in creative and efficient uses of open office planning and designing for flexibility.
- Have proven firm and consultant team experience working with multiple stakeholders.
- Have demonstrated within the firm, a strong customer service culture in project delivery.
- Have demonstrated firm and consultant team capability to respond creatively and promptly to requests and alternatives.
- Have proven firm and consultant team experience with sustainable construction, such as completed projects that received LEED certification, or completed projects that demonstrably conserve energy and other resources.
- Have experience in the public low bid environment.
- Have experience with college and university projects, especially University of California projects, is desirable.

## SELECTION PROCESS

Please fill out the attached Non-Mandatory Registration Form and email a PDF to Sara Anastos [sanastos@ucmerced.edu](mailto:sanastos@ucmerced.edu) no later than 1:00PM Tuesday, January 6, 2015. The University will use the Registration Form to notify firms of any changes or updates.

The University will convene a Screening Committee to review submissions and recommend a short list of firms to be interviewed by a Selection Committee. The

Selection Committee anticipates notifying short-listed firms on Thursday January 15, 2015, and will be scheduling all interviews for Wednesday, January 21, 2015.

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 Wenbo Yuan, Senior Project Director via her cell: (209) 917-0523 or email: [wyuan@ucmerced.edu](mailto:wyuan@ucmerced.edu).

**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 TEN (10) BOUND COPIES AND ONE (1) ELECTRONIC PDF.***

1. **COVER LETTER** (*maximum of 1 page*)
  - **identify teams – please see Item #4**
  - provide name of contact person, e-mail, 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*)
  - identify key team members and state their qualifications relevant to programming services and the scope of this project – **please distinguish between: 1) Executive Architect team and 2) Professional Services team preparing a Design-Build request.**
  
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 (circle 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 Design and Constructio 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 ARCHITECT SERVICES**

**For  
Downtown Administration Center**

*Instructions:* Firms intending to submit statements of qualifications for Architectural Services on the UC Merced campus must complete the form below and **PDF it to the attention of Sara Anastos sanastos@ucmerced.edu by no later than 1:00 p.m. on Tuesday, January 6, 2015.** The University will return an acknowledgment of receipt by e-mail within one working day. Failure to register with the University by Tuesday, January 6, 2015 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