

Request for Statements of Qualifications
Architectural Services

University of California, Merced
Classroom and Academic Office Building
Project No. 900290

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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:

**Classroom and Academic Office Building
Project No. 900290**

The project will provide classrooms, tutorial space, research, scholarly activity, academic and administrative offices 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 Thursday, May 31, 2012. Fourteen (14) 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, June 21, 2012. Please address submittals to:

Via Us Mail:

Associate Vice Chancellor Thomas E. Lollini, FAIA
Physical Planning, Design & Construction
University of California, Merced
5200 N. Lake Rd
Merced, CA 95343

Via Overnight Delivery:

Associate Vice Chancellor Thomas E. Lollini, FAIA
University of California, Merced
Physical Planning Design & Construction
767 E. Yosemite Ave., Suite C
Merced CA 95340

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

**Classroom and Academic Office Building
Project No. 900290**

The Merced campus of the University of California is soliciting qualified architectural firms with experience in University classroom, tutorial space, research, scholarly activity, and academic and administrative offices to submit written statements of qualification to provide architectural consulting services through schematic design (for a potential bridged design build RFP) with an option to continue through full architectural, engineering, and specialty services including the design, construction, and close-out phases for the project.

PROJECT BACKGROUND AND DESCRIPTION

The University of California, Merced is planning to design and construct the Classroom and Academic Office Building (CAOB) project, providing classroom, tutorial space, research, scholarly activity, and academic and administrative offices. The CAOB project is 51,000 assignable square feet and 77,273 gross square feet and four (4) stories tall. The campus is seeking a consultant, to provide ‘bridging’ documents/schematic design with an option to provide full architectural and engineering services for the project should that become necessary.

The UC Merced campus is committed to sustainability and will require this project, at a minimum, to incorporate campus-wide “core” LEED credits and to achieve LEED GOLD certification or better. The Classroom and Academic Office Building will be targeting LEED PLATINUM.

SCOPE OF SERVICES

The University is seeking to contract with an architecture firm for design services through schematic design with an option to continue through full architectural, engineering, and specialty services including the design, construction, and close-out phases for the project.

The start date of the contract and whether the architecture firm provides schematic documents as a ‘Bridging’ Architect for a Design Build RFP *or* the complete services of an Executive Architect is dependent on funding schedule, determination of the project delivery date and ultimate delivery strategy. It is anticipated that the work will require services in the following disciplines:

Architecture

Civil Engineering

Structural Engineering

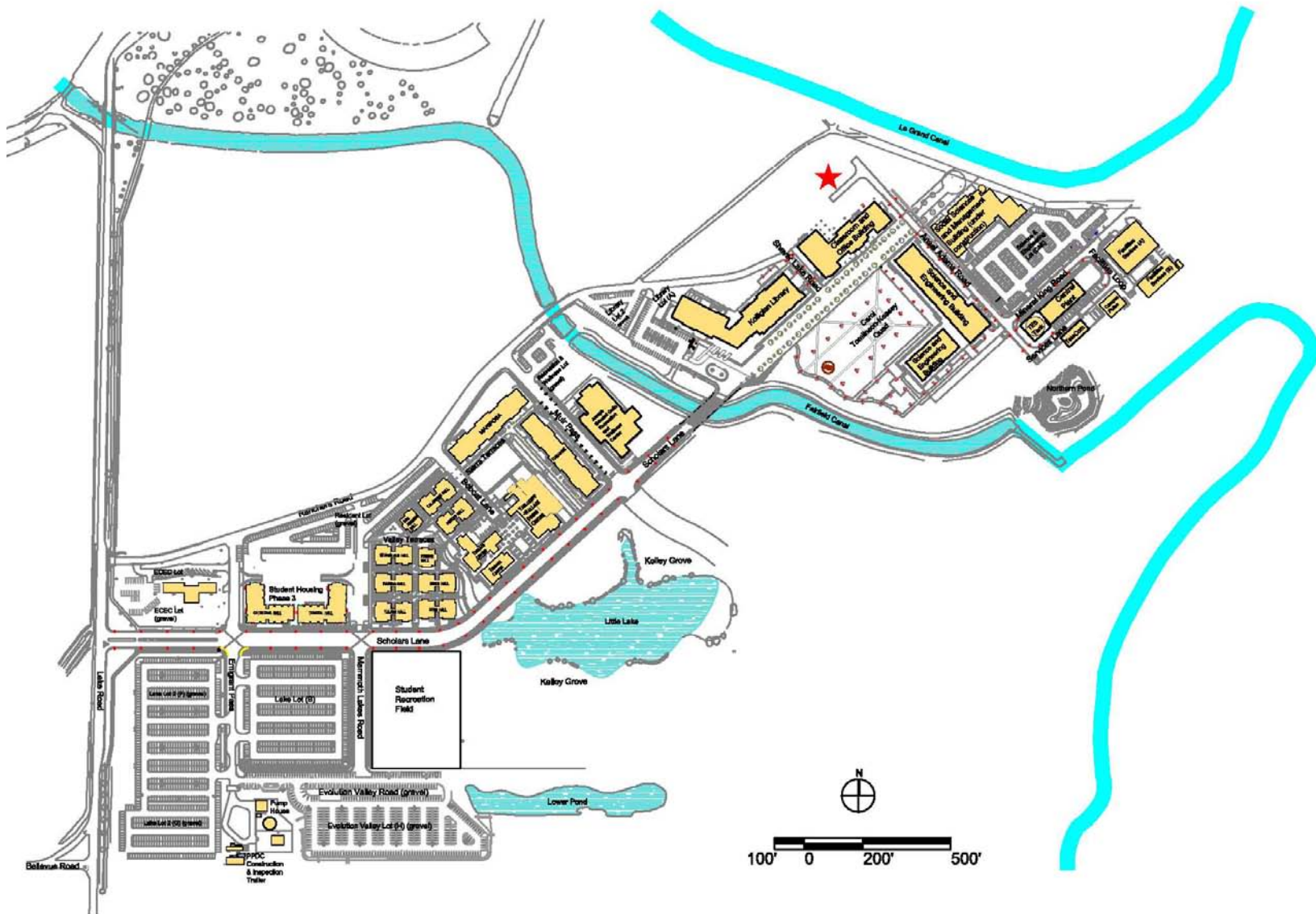
Mechanical, Electrical, Plumbing, and Telecommunications Engineering

Landscape Architecture

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 will jointly identify the sub consultants 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 firms that are shortlisted will be asked to affirm their agreement without reservations to its terms, in writing, before the shortlist interviews are scheduled.



Project Site Map

Space Area Summary

CAOB PROJECT PLANNING GUIDE - BUILDING AREA SUMMARY							
		Stns	ASF/Stn	ASF	No.	ASF	
INSTRUCTION	Classroom	210	25	5,250	1	5,250	
		150	25	3,750	1	3,750	
		120	25	3,000	1	3,000	
		90	25	2,250	1	2,250	
		90	20	1,800	1	1,800	
					subtotal	16,050	
	Tutorial	20	25	500	7	3,500	
		10	25	250	4	1,000	
					subtotal	4,500	
	Instructional Support	Preparation			600	distributed	600
IT/AV				600	distributed	600	
Active Storage				400	distributed	400	
					subtotal	1,600	
	Total Instruction and Tutorial					22,150	
RESEARCH	Research Laboratory	Interdisciplinary Dry	1	500	500	13	6,500
		Scholarly Activity	20	50	1,000	2	2,000
OFFICE	Office	Faculty Office	1	130	130	40	5,200
		Private Office (TAs, GR Stnt, Lecturers)	2	65	130	56	7,280
		Private Office (TAs, GR Stnt, Lecturers)	10	80	800	distributed	800
		Open Office	40	80	3,200	distributed	3,200
		Large Conference	30	25	750	1	750
		Small Conference	10	20	200	3	600
		Office Support			2,520	distributed	2,520
						subtotal	20,350
	Total Research and Office					28,850	
TOTAL	Total Assignable SF					51,000	
	<i>Efficiency Factor</i>					66%	
	Total GSF					77,273	

QUALIFICATIONS

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

- Excellence in design on University classroom, tutorial space, research, scholarly activity, and academic and administrative office space.
- Excellence in design in relating to the existing campus context.
- Demonstrated technical excellence on University classroom, tutorial space, research, scholarly activity, and academic and administrative offices.
- Demonstrated excellence in developing project design criteria and Design-Build bridging documents.
- Demonstrated experience with sustainable construction, such as completed projects that received a LEED rating.
- 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 designing projects on tight sites.
- Experience in the public low bid environment.
- Experience with University of California projects is desirable.

SCHEDULE

The ‘Bridging’ Architect or Executive Architect start date is dependent on project funding and schedule.

JOINT VENTURES/ASSOCIATIONS

By campus policy, proposals for joint or associated ventures will not be considered for this RFQ. 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 creative and 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 planning, programming, and design of high quality and cost-effective University classroom, tutorial space, research, scholarly activity, and academic and administrative office space projects.
- Have demonstrated within the firm, a strong team comprised of the design principal, project manager, and project architect that has, in the best case, worked together on relevant University classroom, tutorial space, research, scholarly activity, and academic and administrative office space projects.
- Have a proven firm and/or team capable of providing creative, functional, flexible, and technologically sound design solutions with an economy of means and within the project budget.
- Have demonstrated excellence in developing design-build design criteria and bridging documents.
- Have proven firm and/or team experience with sustainable construction, such as completed projects that received a LEED rating.
- Have demonstrated firm and/or team capability to respond creatively and sensitively to an existing architectural context and planned future growth of the campus.

SELECTION PROCESS

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

<http://www.ucmerced.edu/rfp-rfq>. Thursday May 31, 2012. Written Statements of Qualification should be in accordance with the attached Submittal Format. Submittals must be delivered to the address below no later than 1:00 pm, Thursday, June 21, 2012. Fourteen (14) copies of the submittal are required - in bound form. In addition, please fill out the attached non-mandatory Registration Form and email it to Jessica DeLora at jdelora@ucmerced.edu no later than 1:00PM Friday, June 15, 2012. 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, which will be clearly noted. 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:

Associate Vice Chancellor Thomas E. Lollini, FAIA
Physical Planning, Design & Construction
University of California, Merced
5200 N. Lake Rd.
Merced, CA 95343

Via Overnight Delivery:

Associate Vice Chancellor Thomas E. Lollini, FAIA
University of California, Merced
Physical Planning Design & Construction
767 E. Yosemite Ave., Suite C
Merced CA 95340

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 Screening Committee anticipates notifying short-listed firms on Wednesday, June 27, 2012 and scheduling all interviews on Monday, July 2, 2012.

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 Michael Chow, Director of Design at (209) 205 8091 and at mchow@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 or 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 FOURTEEN (14) 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 **and create a matrix showing which relevant projects the proposed team members have worked on together, with the first project being the most relevant. The University is interested in seeing what relevant projects the proposed team has worked on, as well as, what projects the team members have worked on together**

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
Classroom and Academic Office Building
Project No. 900290**

*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 Jessica DeLora at jdelora@ucmerced. **by no later than 1:00 p.m. on Friday June 15, 2012.** The University will send an acknowledgment of receipt by return email. Failure to register with the University by June 15, 2012 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 Physical Planning:

Name

Date