

QUALIFICATION PACKET
for
ARCHITECTURAL SERVICES

February 2024

I. INTRODUCTION

UCSF Real Estate is requesting written responses to this Qualification Packet from qualified firms to provide professional consulting services for the PRJ-000503 PH MSB 310 318 334 ADMIN RENOVATION project. The successful firm shall provide architectural design services for work described under Section II, Project Scope.

The successful firm will provide all necessary professional services and must sign the Executive Design Professional Agreement (Attachment F) as written with the University.

UCSF embraces an environment of diverse clientele, faculty, staff, students, researchers, practitioners, and professional support services. The University believes a workforce of differing backgrounds, professional and life experiences and perspectives offers superior innovative, critically analyzed, and complete solutions to our unique business challenges. We are interested in organizations and proposed team members that respect and support the UCSF diversity mission: "We're committed to building a broadly diverse community, nurturing a culture that is welcoming and supportive, and engaging diverse ideas for the provision of culturally competent education, discovery, and patient care." <http://diversity.ucsf.edu>

UCSF Covid Vaccination Requirements: Due to the ongoing pandemic, UCSF is continually updating policies and guidelines to comply with ongoing federal, state, and local public health orders and to keep the UCSF community safe. UCSF requires that all UCSF Partners comply with pandemic-related federal, state, and local public health orders as well as UCSF's policies.

II. PROJECT SCOPE

This project will construct new faculty office areas in room currently housing an existing wet lab, a conference room/library, and an office suite.

Project Description:

- Rooms 310 and 318: Convert lab space and conference room to new open office area with private offices and file storage. Remove existing partition wall, casework, equipment, and plumbing fixtures.
- Room 334: Add new workstations in the common open area of existing office suite.
- Type of space: Administration
- Project Deliverables: Provide DD drawings and specifications within 12 weeks of project initiation. Provide CD drawings and specifications within 12 weeks of CD phase approval.

- Requested Scope of Services from Consultant: SD, DD, CD, and CA services
- Project Delivery Method: Long Form Design/ Bid/ Build Contract
- The project's estimated construction cost and gross square footage: \$3M, 2,100 SF

III. CONTENT OF SUBMITTAL

- A. Cover Letter (1 page limit) summarizing why your firm is the best fit for this project.
Please address your letter to: Joshua Robson
UCSF Real Estate
- B. Respond to each item listed under the Selection Criteria, Attachment A. Identify each question and the answer in sequential order as listed in the RFQ.
- C. Complete Statement of Qualifications form, Attachment B.
- D. Complete Project Data form, Attachment C.
- E. If applicable, complete Project Data form for Technical Consultants, Attachment D.
- F. Complete University's Consultant Experience Form, Attachment E. University requires consultants to disclose all work performed on any University project in the previous 5 years and any disputes, claims or litigation arose from such work.
- G. Complete Rate Schedule (Confidential), Attachment H in a separate pdf file labeled "RATE SHEET" with firm's name. The file will be opened after the most qualified firm is selected. The rate sheet will be used to negotiate the rates.

IV. SUBMITTAL AND REVIEW PROCESS

- A. Responses must be in a single, complete .pdf file submitted through BuildingConnected. The following guidelines help the screening and selection committees find the relevant information and support the most thorough review possible.
 - a. There is a Fifteen page limit (each page is equivalent to one 8.5X11 inch page) inclusive of all title and divider pages, attachments, completed forms, etc... Pages after page 15 will not be considered a part of the submittal and will not be reviewed.
 - b. Font size shall be no less than 11pt.
 - c. The file size limit for attaching in BuildingConnected is 25MB. If your pdf file size is greater than 25MB, please reduce the file size OR separate your submittal into several files with each file a maximum of 25MB. If you must submit more than one pdf file, please name your files for ease of understanding.
- B. Responses must be received no later than by **March 15, 2024, 12 noon** in order to be considered.

- C. For technical inquiries not covered by this Qualification process, please submit your inquiry using BuildingConnected by posting on the Message Board no later than **March 8, 2024, 4:00 PM**.
- D. A Screening Committee will review all submittals in response to the RFQ and determine a “short list” of teams and refer this short list to a Selection Committee. The Selection Committee may include user representatives and professional staff as well as others as required.
- E. Firms may be contacted for an interview or engaged in a discussion regarding anticipated concepts, relative utility of alternative methods of approach for furnishing required services, and other issues as appropriate. Where the Selection Committee so determines, an interview need not be performed if the candidate’s capabilities are well understood.
- F. If the selected firm and the University are unable to reach a fee agreement, the University reserves the right to discuss proposals with the next qualified firm and so forth responding to this Qualification process.
- G. Final selection to be completed no later than **March 26, 2024**.

ATTACHMENTS

- Attachment A, Selection Criteria
- Attachment B, Statement of Qualification Form
- Attachment C, Project Data Form
- Attachment D, Project Data Form for Technical Consultants
- Attachment E, University’s Consultant Experience Form
- Attachment F, Executive Design Professional Agreement
- Attachment G, Consultant Rate Schedule (Confidential)

ATTACHMENT A**SELECTION CRITERIA**

Applicant firms shall respond to each item below and will be evaluated on ALL of the following.

Using Attachment C, Project Data, provide two example projects completed within the last ten years. A marketing sheet or page of photos and plans can be attached. The expectation is that no one project will be exactly like this project so highlight what is similar about the submitted project attributes and how it relates to this project, particularly the criteria for this project:

1. List key personnel assignments for this project and submit resumes and references for each. Summarize roles/responsibilities on this project and experience relative to project scope. Create a matrix of proposed staff indicating previous experience:
 - working in a university or other complex organization
 - with renovations in an operational building

Personnel that performed significant work on the submitted example projects will be scored more highly. Personnel assigned cannot be substituted unless approved by the University.

2. We welcome teams made up of more than one firm and encourage diverse partnerships. If not supported within your firm, provide the following technical consultants and their key personnel proposed as members of the design team.
 - a. Mechanical/Electrical/Plumbing Engineering
 - b. Structural Engineering
 - c. Any others expected to be needed based on the scope as described.

List two projects of similar nature to this project completed by the consultants' key personnel. Provide information on projects on Attachment D, Project Data Sheet for Technical Consultants. The Design Professional should put their best team forward, but the University reserves the option to require a change to consultants selected by the Design Professional, if necessary.

3. Propose a strategy of conducting remote and in person work, including the impacts on effectiveness, efficiency, agility to perform the work, perspective of a knowledgeable local firm or varied experience of a national or international firm. Include how day-to-day collaboration will include flexibility for ad hoc and urgent on-site needs.
4. Firm must demonstrate an ability to participate in developing strategies for optimal life cycle costs, including energy efficient and sustainable design criteria. Narrative should include specific examples from at least one project, preferably one submitted in criteria 1
5. UCSF seeks candidates whose work experience or community service has prepared them to contribute to its commitment to diversity and excellence. UCSF is an equal opportunity employer. If a Corporation or Joint

Venture, firm must show evidence of the firm's written equal employment opportunity policy. Sole Proprietors should provide their strategies for diverse sub-consultants or project specific partners.

6. Firm must be licensed in the State of California for all necessary architectural and engineering disciplines.

Firms who can satisfy the above minimum criteria will be scored favorably.