

**QUALIFICATION PACKET**  
**for**  
**PRAB ART CONSULTING SERVICES**

**October 2023**

**I. INTRODUCTION**

UCSF Real Estate is requesting written responses to this Qualification Packet from qualified firms to provide professional consulting services for the Parnassus Research and Academic Building (PRAB) (PRJ-000233) project. The successful firm shall provide Art Consulting services for work described under Section II, Project Scope.

The successful firm will provide all necessary professional services and be willing to sign the Professional Services Agreement (Attachment G) 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**

**PRAB PROJECT SCOPE**

The Parnassus Research and Academic Building (PRAB) will be a 323,000-sf structure dedicated to collaborative scientific research and teaching in all major areas of graduate health sciences education. It will also house the administrative headquarters and student home base for the School of Nursing, as well as the campus community gathering spaces and a retail outlet. PRAB will accommodate 950-1,000 faculty, researchers, students, and staff. Approx. 70% of the interior space is dedicated to scientific research.

PRAB will be of entirely new, ground-up construction, built on the former site of UC Hall, the University's original teaching hospital opened in 1918. It will effectively become the Parnassus Heights Campus' western gateway, bordered to the south and east by existing academic and clinical buildings, to the west by the 4<sup>th</sup> Avenue Entry Plaza and a redwood grove, and to the north by Parnassus Avenue and the Lucia Child Care Center across the street. Critically, it is the first major project to be completed in UCSF's Comprehensive Parnassus Heights Plan (CPHP), a multi-decade campus renewal program bookended on the opposite (eastern) end of the campus by the New Hospital at Parnassus Heights (NHPH), also currently underway.

Situated on the northwestern slope of Mount Sutro, the project's exterior spaces include new stairs on the eastern and southwestern boundaries of the site, both leading to an elevated promenade and gathering/event space along the southern exterior of the building. The exterior site also features public elevators at the western and eastern ends of the building for access to the promenade.

PRAB's project delivery method is Progressive Design Build, a form of integrated project delivery in which the General Contractor (or Progressive Design Builder) manages design and construction. Our Progressive Design Builder (PDB) is Hensel Phelps. The design team contracted to them to perform design services is a joint venture between HGA, the executive architect, and Snøhetta. This team also generated the project Design Performance Criteria (DPC) prior to selection of the PDB.

The Art Consultant is expected to join the team at the start of the Construction Documents (CD) phase in November 2023.

UCSF anticipates a budget of approximately \$2.7M for procurement and installation of art, separate from the consulting fee and subject to change based on the evolving art program and project or external constraints.

Please see the following Attachments for a clearer understanding of the PRAB project's Vision and Guiding Principles, as well as visual representations of the location, site, and interiors as currently understood:

Attachment I, Sample floor plans and images from current design documents

Attachment J, Holistic Design Intent from the *PRAB Design Performance Criteria*

Attachment K, Maps with PRAB location

## ART CONSULTING SCOPE OF SERVICES

- A. Develop a PRAB Art Plan that supports and implements PRAB’s Vision and Guiding Principles (see Attachment J – Excerpts from the Holistic Design Intent from the PRAB Design Performance Criteria) while considering the following factors:
  - a. Prioritization of art locations with the art budget as a primary constraint.
  - b. Exterior (public) versus interior (campus community) locations
  - c. New art created for the project versus acquisition of existing art
  - d. Building occupants, community members, and other stakeholders
  - e. Building location and overall design
  - f. Specific space types, functions, and constituencies
  - g. Adjacent structures and new projects (e.g. New Hospital at Parnassus Heights and Parnassus Central Campus Systems Improvement)
- B. Advocate **diversity, equity, and inclusion** in the PRAB Art Plan to engage a variety of audiences by incorporating diverse art creators and art types in the PRAB Art Plan. In support of inclusion values, ensure a select number of art pieces consider the ways in which a physically and neurologically diverse population experiences art, such as allowing for tactile and/or color contrast elements.
- C. Develop artists’ proposals for feasibility in the context of the new facility, working closely with the PRAB Integrated Design Team (IDT) and UCSF Art Committee.
- D. Represent the aesthetic interests of the artists as defined by the intent of their proposals.
- E. Provide design solutions, develop fabrication methods and coordinate construction documents to support backing, lighting, and power/data requirements if interactive art is procured.
- F. Provide budgets and schedules for UCSF in close coordination with UCSF General Contractor/Progressive Design Builder activities.
- G. Develop contract terms, within the framework of UCSF Contract templates, and with review by UCSF Counsel, between UCSF and artists, and where required between UCSF and fabricators.

- H. Coordinate the artist proposal development and commissioning process within UCSF, including the PRAB Art Committee, project leadership, Office of Community/Government Relations (CGR), project donor, and UCSF Art Committee. If the artist commissioning services are anticipated to be over \$100,000, the art consultant will coordinate obtaining proposals from a minimum of three artists, if applicable.
- I. Coordinate selection and installation of art with progressive design-build team, including partner architects HGA and Snøhetta and contractor/progressive design-builder Hensel Phelps, or Integrated Design Team (IDT).
- J. Coordinate with potential art donors as warranted.
- K. Coordinate the procurement, fabrication, and installation of works.
- L. Coordinate the evaluation, removal, and reinstallation of works at UCSF campus locations, if required.

*Additional responsibilities may be included in the Art Consultant's scope of services after award.*

POSSIBLE ART LOCATIONS (see also Attachment L, Sample Floor Plans and Images from Current Design)

- Exterior walls of the public elevator tower at the western end of PRAB, just off the 4<sup>th</sup> Avenue Entry Plaza
- New exterior stair between PRAB and the Clinical Sciences Building, including bare exterior building walls.
- Sculpture site at the exterior promenade gathering/event space adjacent to PRAB to the south.
- Mural locations at interior ramps on levels 0 and 1.
- Expansive wall space at a partition dividing a large lecture classroom from circulation/"living room" space.
- Common locations on the research floors' lobbies, corridors and/or common areas.

*Other locations may be identified as design progresses and the Art Consultant begins to work with the Integrated Design Team.*

### **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:  
Shawn Mazzeo  
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. 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.
- F. Complete Rate Sheet, 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 contract sum.

### **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 35 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 35 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 November 21, 2023 at 12:00 PM 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 Friday, November 8, 2023 at 12:00 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 Friday, December 20, 2023.

**ATTACHMENTS**

- Attachment A, Selection Criteria
- Attachment B, Statement of Qualification Form
- Attachment C, Project Data Form
- Attachment E, University’s Consultant Experience Form
- Attachment G, Professional Services Agreement
- Attachment H, Consultant Rate Schedule (Confidential)
- Attachment J, Excerpts from the Holistic Design Intent from the PRAB Design Performance Criteria
- Attachment K, Campus Map with PRAB site
- Attachment L, Sample Floor Plans and Images from Current Design

## **ATTACHMENT A**

### **SELECTION CRITERIA**

**Applicant firms/individuals/joint ventures shall respond to each item below and will be evaluated on ALL of the following criteria.**

1. General expertise in public art – Describe your firm’s broad experience in public art, with a preferred emphasis on providing consulting services to institutions of higher education.
2. Project-specific expertise – Demonstrate previous experience in successful completion of projects that are consistent with the scale, schedule, budget, and project delivery method of the PRAB project. Additional consideration will be given where experience in responding to a mission similar to PRAB’s Holistic Design Intent can be demonstrated. Consultant will ideally convey an understanding of the specific issues and challenges of providing art in academic facilities.
3. Diversity, equity, and inclusion (DEI) are central to our mission at UCSF, and we are committed to creating an organization in which everyone feels welcome, safe and valued. How will you support selection of artists and art for PRAB, valuing a range of perspective, experience, and identity? Provide an example from a previous project demonstrating your leadership promoting and supporting DEI within the Bay Area art community.
4. Client relationships – Demonstrate experience working with diverse stakeholders, including project managers, architects, interior designers, contractors, future building occupants, community members and other stakeholders with varying leadership and communication styles; and managing their conflicting roles and goals.
5. Production capability – Demonstrate the ability to perform all phases of the project, to conduct research and attract artists, evaluate proposals, and meet the completion schedule.
6. Project management and coordination – Demonstrate the ability to conduct a smoothly and efficiently managed consulting engagement.

**Provide three (3) example projects demonstrating your firm’s experience in Criteria 1-6. The criteria may overlap and appear in any combination among the submitted example projects. Use Attachment C (Project Data Form) to provide information about each project. You may also provide a description, with supporting images, in the main body of your response to the Selection Criteria.**

7. UC Knowledge – Knowledge of UC policies governing acquisition and installation of large-scale and other artworks will be scored favorably but is not a baseline requirement.

8. Geographical proximity – Consultant should be based in or have a principal office in California.
9. Equal employment opportunity – If a Corporation or Joint Venture, firm must show evidence of the firm’s written equal employment opportunity policy. This requirement is not applicable for a Sole Proprietor as indicated on Attachment “B” Statement of Qualifications.
10. Contractual language – Document your firm’s willingness to accept the contract language, including indemnification and insurance requirements, and will execute the Professional Services Agreement (PSA) dated August 17, 2022 (Attachment G), as written if awarded the contract. Once contract is awarded, the PSA will only be modified as it relates to the scope of work. The PSA may be viewed at the following website:-

<http://www.ucop.edu/construction-services/facilities-manual/contract-templates-design/psa.html>

\*Insurance requirements: **General Liability coverage:** \$2M each occurrence; \$2M Products completed, Operations Aggregate; \$2M Personal and Advertising Injury; \$2M General Aggregate. **Business Automobile Liability Insurance** for owned, scheduled, nonowned, or hired automobiles, with a combined single limit of no less than \$1,000,000 per accident. **Professional Liability Insurance:** \$2M per claim and \$2M in the aggregate.

11. Joint Venture / Partnership – If the entity submitting a proposal is a Joint Venture, the Joint Venture must hold the license or have applied for the license(s) at the time of submitting a response to this RFQ.

Any submission by an entity classified as a joint venture or partnership must clearly define the roles and responsibilities of each entity. At least one member of the project team must have an office in California which is within 150 miles of the San Francisco Bay Area.

12. Consultant Rate Sheet: Provide hourly rates (Attachment H) for professional and non-professional personnel in a separate sealed envelope and label with name of firm on envelope. Rate Schedule will not be the determining factor in selecting the most qualified applicant.

**Firms/Individuals/Joint Ventures who cannot satisfy the above minimum criteria will not be considered**



