

QUALIFICATION PACKET
for
ARCHITECTURAL FIRMS

November, 2023

I. INTRODUCTION

UCSF Real Estate is requesting written responses to this Qualification Packet from qualified firms to provide professional consulting services for the PRJ-000445, 5700 MLK 1ST FLOOR BUILDING RENOVATIONS project. The successful firm shall provide comprehensive architectural services including but not limited to architectural design, Mechanical, Electrical, and Plumbing (MEP) and structural engineering as needed, working drawings, cost estimating, and construction administration services for work described under Section II, Project Scope.

The successful firm will provide all necessary professional services and be willing to sign the Executive Design Professional Agreement (EDPA) (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. Please see Attachment F titled SAR-Site Access Requirements to comply with UCSF Real Estate Design & Construction's compliance and safety efforts.

II. PROJECT SCOPE

EXISTING CONDITIONS:

The Martin Luther King Jr. Research Building. (MLK) is located in the Bushrod neighborhood in North Oakland, CA, and was designed and constructed in the 1920s in the Mission/Spanish Colonial Revival style. Its use has changed between high school, college, and currently as a research institute housing numerous types of labs and facilities. Renovations in late 1990s included seismic retrofit. The 145,000 SF building is comprised of two floors, is fully sprinklered, Occupancy is B and A-3, and the construction type is V-N. MLK is listed in the

National Register of Historic Places, requiring portions of the building to remain unaltered, including the corridor transoms and doors adjacent to the proposed lab spaces.

NEW WORK:

The project is comprised of three components within the building/campus:

- Core Labs – Consolidate numerous lab equipment dispersed throughout the building into a central repository located in an area on the first floor of the south wing which currently houses general lab/office uses. Existing wall construction and configuration will remain, but utility infrastructure will be upgraded.
- Delivery Room in Autoclave – Construct a delivery room within the Autoclave area on the first floor, and relocate existing electrical and data outlets to accommodate the new room configuration.
- Trailers Removal - Remove three temporary modular trailers located at the east exterior yard, including the trailers, foundation piers/footings, accessibility ramp, and utility connections.

Excerpts of the Basis of Design (Attachment G) are attached, which describes key components of the building, its structure and utility systems related to the areas of renovation.

Services and Deliverables:

This RFQ entails comprehensive architectural services through construction administration and closeout.

- Programming - The provided plans and diagrams represent possible layouts and configurations, and should be used as a basis for programming. Meet with building management and develop a final program including uses, adjacencies, equipment, etc.,
- Space Planning - Adjust or redesign the testfit layouts to optimize space use and attain the desired operational requirements.
- Given the limited scale and scope, schematic and design development drawings may be combined. Propose a standard amount of presentations, meetings, and design revisions until approval is attained.
- Prepare construction drawings, incorporating all necessary consultants, ie., MEP, structural, life safety, etc.; and FF&E ie., IT, signage, etc., as needed. Present and obtain approvals for interim 50% and 90% packages or as agreed with UCSF.
- Contract with an estimator to develop a construction cost estimate.
- Submit drawing packages to the Authority(ies) Having Jurisdiction including Building Permit Services and Campus Fire Marshal, and Oakland Department Building Inspection; and coordinate responses until the permit is issued.
- Assist UCSF during the bid process and respond to bid related requests for information.
- All standard responsibilities of construction administration, ie., RFI,s submittals, OAC meetings, etc.
- Project closeout.

Cost and Schedule:

The anticipated estimated construction cost is approx. \$900,000.

The estimated, approx. project duration in business days are summarized below:

- Programming – 3 weeks
- Schematic & Design Development – 4 weeks
- Construction Documents – 4 weeks
- Permit – 6 weeks
- Construction – 8 weeks
- Relocation and Equipment Installation – 2 weeks

The project delivery method is anticipated to be lump sum. The Architectural Firm and its Consultants will perform their Work using lean integrated project delivery tools in accordance with the Project Objectives.

The Architectural firm and their sub consultants selected will act as the Architect of Record (AOR) and provide design services throughout the project.

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: Geoff Lin
Project Manager
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 20 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 20 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 **December 21, 2023 at 12:00 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 December 7, 2023 at 12:00 noon
- 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 end of January, 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, Excerpts of the Basis of Design
- Attachment G, Executive Design Professional Agreement
- Attachment H, 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 2 example projects completed within the last 8 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:
 - In planning and/or designing auxiliary spaces within life sciences/clinical research facilities and/or laboratories.
 - Knowledge of lab equipment planning and associated MEP infrastructure.
 - Working in a university or other complex organization.
 - Renovations in an operational building.
 - Working in a building with historical designations and experience with historical preservation.

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, if needed
 - c. Cost Estimating

List one project 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.
7. Firm must be willing to accept the contract language, including indemnification and insurance requirements, and will execute the Executive Design Professional Agreement (Attachment G) as written if awarded the project.

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