

**Request for Qualifications: CRP FY24 Doe Library Elevator Renewal**  
**Project Number: 12001A**  
**Estimated Construction Cost: \$1,000,000**

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**Background**

The University of California, Berkeley is seeking an Executive Architect to complete the Programming, Design and Construction-Administration for the CRP FY24 Doe Library Elevator Renewal project. Doe Memorial Library is the main library of the University of California library system with 4 floors plus a basement. This project is a comprehensive modernization program of Elevator Nos. 1 and 2 at Doe Library to address issues of safety, reliability, system performance, current Code compliance, technical obsolescence, replacement parts availability and car ride quality/noise.

**Reference Documents**

The following is a list of relevant reference documents to aid potential applicants understanding of the project/program. This is not a complete list of relevant reference documents and is provided for informational purposes only.

1. VDA – UC Berkeley Doe Library Vertical Transportation Report, dated January 12, 2024, 16 pages.

**General Qualifications**

The successful consultant team will demonstrate deep experience and expertise in the following general areas:

- Facilitating stakeholders around a new project, balancing tact, listening with initiative, design leadership, and focus.
- Aligning stakeholder program needs with compelling architectural designs at each scale – site, building, interior, and campus.
- Resolving conflicts with internal and external program or design vision.
- Managing projects of similar size, complexity, technical requirements, and budget.
- Designing to the Owner's project budget.
- Creating engaging design with an economy of means.
- Understanding relevant regulatory requirements and developing effective code-compliant solutions.
- Working within the University of California's design and construction process, including reviews and project approval requirements, or other similar institutional clients, especially public research institutions, with complex capital project approval processes.

- Developing and coordinating design documents to meet the project schedule.
- Effectively and efficiently managing sub consultants.
- Participating in construction administration, especially technically challenging, public university projects.
- Additional general qualifications as appropriate to the Project.

### **Scope of Services**

The University anticipates the project delivery method will be design/ bid /build. The selected firm shall work collaboratively with the University to maintain the project budget and scope, participate in value engineering as required, and recommend actions to expedite the schedule. A detailed scope of work will be negotiated with the selected firm and is expected to include the following:

- Review of existing available information.
- Detailed site/field evaluations to accurately understand existing conditions.
- Development of comprehensive design information to identify and coordinate MEP and life-safety scope with the existing building systems.
- Identification of accessibility-related scope, including but not limited to Accessible Path of Travel requirements for alterations, and Accessible Routes.
- Production of and coordination of comprehensive construction design documents.
- Provision of cost estimates and updated cost estimates and collaboration with the University's consulting cost estimator who will act as a cost peer reviewer.
- Provision of construction administration services.

### **Consultants**

This request for qualifications concerns selection of an Executive Architect and the full complement of specialized sub-consultants required to provide completed design services. The University reserves the right to recommend changes and approve sub-consultants to the Consultant team. This request for qualifications concerns selection of an executive architectural consultant and only those specialized consultants identified above Sub-consultants shall be selected in consultation between the University and the executive architect.

### **Submittal Content and Specific Qualifications**

Submittals shall provide sufficient information to allow the University to evaluate the consultant's approach, experience, staff, and availability.

RFQ submittals are not limited to using the format of the forms provided in Attachments A and B; however, the information and signatures listed in this section shall be included in the submittal, in the order specified below, presented clearly such that the screening committee may easily discern that the submittals are complete. Submittals shall not include any appendices. Submittals that do not include all of the required information as outlined in this section or do not follow the instructions in this RFQ will be disqualified.

At a minimum, submittals shall include the following information. Submittals shall not exceed fifteen (15) pages, including the University's Attachment A, Summary of Statement of Qualifications. Covers, a cover letter, separating tabs, and an hourly rate sheet do not count toward the page limit. A page is 8-1/2"x 11". Text shall be no smaller than 10pt.

Document	Part of page count?	Comment
Document cover and back	No	
Cover letter	No	Inclusive of the consultant's strategic approach to the work.
Separating Tabs	No	
Outline workplan/schedule	Yes	
University's Attachment A, Summary of Statement of Qualifications	Yes	Include at least three (3) but no more than four (4) projects of relevance to this project. Projects must have been completed in the past 10 years; at least three projects must have been constructed.
University's Attachment B, Consultant Experience Form	No	
Rate Sheet	No	
Acknowledgement of receipt of RFQ addenda, if any	No	Can be included in cover letter.

The University seeks firms with the following specific experience:

- Designing project-specific spaces.
- Successfully introducing contemporary systems and technologies into existing building fabrics.
- Creating effective architectural solutions in response to contemporary pedagogies that emphasize collaborative project spaces, hands-on studios, and peer-to-peer and expert consultation.
- Designing for durability, ease of maintenance, and high performance.

**Submittal Receipt and Administration**

Qualification documents are available through the online bidding system, BuildingConnected. Interested respondents shall register and complete the registration form at:

<https://app.buildingconnected.com/projects/66d74a8a2e9e17004375c255/bid-packages>

Registration is open until 24 hours prior to the submission due date.

*Important: Interested respondents must email UC Berkeley Contract Administration at contractadmin-cp@berkeley.edu and request access to this project in BuildingConnected, even if your company already has access to the BuildingConnected system. Include the project name and number in the subject line, and title it, "BuildingConnected Access - Project/Number." Otherwise, you will not be able to respond to this RFQ. Please allow at least two business days to request and receive access to the project in BuildingConnected.*

Once registered, interested respondents can log onto BuildingConnected and retrieve the Qualification Documents by the project name and number. Contact Capital Projects Contract Administration at contractadmin-cp@berkeley.edu with any questions regarding BuildingConnected access. Subject line of the email shall state "BuildingConnected Question" and include the project name and number.

Submit questions regarding this RFQ through BuildingConnected by using the "Message" Tab.

Interested respondents shall upload their submittals to BuildingConnected as a single PDF (download links will not be accepted) using the following convention: "**CRP FY24 Doe Library Elevator Renewal-12001A-RFQ-FirmName.pdf**". Submittals shall be signed by an authorized representative of the Consultant. Electronic signatures are acceptable. It is recommended that firms allow ample time to submit electronic responses in the BuildingConnected. Submittals received by other means, or after the specified time and date will not be considered.

Interested respondents are expressly prohibited from contacting any other party associated with this project, including but not limited to UC Berkeley employees, representatives, consultants, and donors, during this RFQ process, including interviews and contracting. Such contact will serve as reason for firm disqualification.

### **Selection Schedule and Process**

Advertisement published/ Qualification documents available: 09/04/2024

Deadline for questions: no later than 2:00p.m. Pacific, 09/11/2024

Submittals due: 1:00p.m. Pacific, 09/18/2024

A screening committee will review the proposals and identify the 3-4 most qualified to provide the services under consideration. A selection committee will conduct discussions with the most qualified firms. Submittal screening, firm short listing, discussions, and selection of the executive architect consultant is anticipated to be completed by **November 1, 2024**.

The University shall negotiate with the highest ranked Consultant on the tasks, staffing, schedule, and a maximum not-to exceed fee. Negotiations may be formally terminated if they fail to result in a contract within a reasonable amount of time. Negotiations will then ensue with the second ranked Consultant, and if necessary, the third ranked Consultant

Note: The final selection and appointment is contingent upon Project approval and funding.

The successful firm will be required to sign the University's Executive Design Professional Agreement (EDPA). The EDPA is posted for review at <https://www.ucop.edu/construction-services/facilities-manual/contract-templates-design/edpa.html>

In order to expedite the Study phase, the University may elect to require the successful firm to sign a Professional Services Agreement (PSA). The PSA is posted for review at <https://www.ucop.edu/construction-services/facilities-manual/contract-templates-design/psa.html>

By submitting a response to this RFQ, the eventual successful firm accepts the terms and conditions set forth in the PSA (if applicable) and EDPA.

The University is an Equal Opportunity Employer- Minorities and women are encouraged to apply. Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, and national origin have equal access to contracts and other business opportunities with the University. Each candidate firm will be required to show evidence of its equal opportunity policy.

**Attachment A**  
**UNIVERSITY OF CALIFORNIA, BERKELEY**  
**SUMMARY STATEMENT OF QUALIFICATIONS**

**Section 1a. Consultant Team Information**

Firm Name <i>(prime consultant)</i>			
Primary (Street) Address			
Firm Established (Year)	Phone	Email	
Type of Organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> General Partnership			
<i>(check one)</i> <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Individual/Sole Proprietorship			
If Corporation, incorporated in the State of			
DIR Registration No.			

List proposed sub-consultant firms and their roles *(add or delete lines as needed)*.

Name of Sub-Consultant Firm	Office Location/Address	Role/Services for this Project

List proposed key team members *(add or delete lines as needed)*.

Key Personnel Name	Firm Name + Key Personnel Location	Licenses and Certifications <i>(if any)</i>	% of Time on Project





Was project built?  Yes  No

Similar project elements to proposed project?  Yes  No

**1c. References**

*Include at least one reference for each Relevant Project listed in Section 1b of this form.*

Name	Client (College/University)	Project & Date	Phone & Email
1.			
2.			
3.			
4.			
5.			

**1d. Team Matrix**

*List all Key Staff Members from the prime consultant, and all sub-consultant firms as listed in Section 1a of this form. Indicate their involvement on the Relevant Projects included in Section 1b of this form. Add columns as needed. Do not add additional rows.*

Relevant Projects – Project Name	Team Member Name	Team Member Name	Team Member Name	Team Member Name	Team Member Name	Team Member Name	Team Member Name	Team Member Name	Sub-Consultant Firm	Sub-Consultant Firm	Sub-Consultant Firm
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
 (Completed By)

\_\_\_\_\_  
 (Date)

**Privacy Information**

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



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 forms is being filled out. Information furnished on this form will be used by the University of California Berkeley campus in the consideration of commissions to Professionals.

**END OF ATTACHMENT A**

**Attachment B**  
**UNIVERSITY OF CALIFORNIA, BERKELEY**  
**CONSULTANT EXPERIENCE FORM**

<b>Specialty</b>  <i>(include information for all specialties and consultants on proposed design team)</i>  <b>Note which is Prime Consultant</b>	<b>Consultant/Firm Name</b>	<b>Active UC Projects Campus/Project</b>  <i>(list all for each firm)</i>	<b>Claims* or Litigation? (Yes** or No)</b>	<b>All UC Projects within Last 5 Years Campus/Project</b>  <i>(list all for each firm)</i>	<b>Claims* or Litigation? (Yes** or No)</b>	<b>All Other Projects with Any Claims* Active and Past 5 Years</b>  <i>(list all for each firm)</i>

The information provided on this experience form was prepared by the prime consultant listed above, who verifies under penalty of perjury that all information set forth on this form, to the best of my knowledge, is complete and accurate as of the date of submission of the Summary Statement of Qualifications.

\_\_\_\_\_  
 (Signature) (Name) (Title) (Date)

**Attach additional pages if necessary for any category**

\*Claims shall include all claims including all pending, unresolved claims of professional negligence or breach of contract for professional services against your firm or any owner or principal of your firm.

\*\*If yes, explain:

**END OF ATTACHMENT B**