

# **California State University, Chico**

Facilities Management and Services

## **REQUEST FOR QUALIFICATIONS**

### **Architectural Services for Programming & Feasibility Study of the Glenn Hall Replacement Project**

**RFQ #2019-07MM**

**November 1, 2019**

# REQUEST FOR QUALIFICATIONS

## FOR Architectural Services for Programming & Feasibility Study of the Glenn Hall Replacement Project

November 1, 2019

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#### Appendix

Appendix 1	Campus Map and Project Site, consisting of one (1) page
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### **SUBMITTAL REQUIREMENTS**

- **Provide six (6) copies** of the Statement of Qualifications (submittal) in HARD COPY FORMAT, **PLUS (IN ADDITION TO THE SIX HARD COPIES):**

One (1) copy in electronic format on a CD or flash drive.  
(Non-password protected Adobe Acrobat PDF file is preferred.)

- Statements of Qualifications must be received in Procurement and Contract Services, in a sealed container, by mail, recognized carrier, or hand delivery **by 3:00 p.m. on November 21, 2019.**
- Clearly identify the outside of the delivery package with the RFQ number, due date and time.
- NOTE: All U.S. Mail and express carriers deliver to a central receiving location on the CSU Chico campus, and not directly to Procurement and Contract Services. This results in U.S. Mail and express courier packages taking an extra day (after receipt by the central CSU, Chico receiving location) to be delivered to (and deemed received by) Procurement and Contract Services. For packages delivered via U.S. Mail or express carriers, you must allow one extra day from the date of delivery to the central receiving location on the Chico campus for your package to be received by Procurement and Contract Services.
- Courier delays, whether within or beyond human control, could cause your Statement of Qualifications to be received after the deadline. Regardless of the cause of such delay, late submittals will be rejected and will not be considered.
- LATE SUBMITTALS WILL NOT BE CONSIDERED.

#### **Address submittal to:**

CSU, Chico  
Procurement and Contract Services  
Attn.: Michael McNairn  
400 West First Street, Kendall Hall 206  
Chico, CA 95929-0244

### **QUESTIONS**

All questions related in any way to this RFQ (technical, contractual, or otherwise) must be submitted via email and received by the University by 5:00 p.m. on November 12, 2019. (See 1.3 of the RFQ.)

#### **Direct questions to:**

Michael McNairn, Contracts Coordinator  
Procurement and Contract Services  
E-mail: [mjmcnairn@csuchico.edu](mailto:mjmcnairn@csuchico.edu)  
Phone: (530) 898-5237  
Fax: (530) 898-6190

### **UPDATES**

It is the responsibility of all interested parties to check the following website for updates, addenda, and general information.

<https://www.csuchico.edu/purc/supplier-vendor-info/current-bids.shtml>

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## SECTION 1

### Purpose and General Provisions

#### 1.1 Purpose and Summary of Request for Qualifications (RFQ)

California State University, Chico (**University**), a campus of the California State University (CSU) system, is soliciting the services of a licensed architect in the State of California (**Service Provider**) with verifiable experience designing classroom, computer labs and office facilities for university business programs, who meet all requirements of this RFQ, to assist the **University** in programming of the Glenn Hall Replacement project. The selected **Respondent** will enter into a professional services agreement with the **University**. The anticipated timeframe is from December 2019 to March 2020.

CSU, Chico is a nationally ranked, four-year, comprehensive public university located in Chico, northeast of San Francisco in northern California. California State University, Chico's tradition of academic excellence goes back more than 125 years -- Chico State was founded in 1887, making it the second oldest CSU campus. Now, the University continues to help today's students develop into tomorrow's successful citizens. Its unique combination of scholarly pursuits, civic engagement, and a very real connection to the Chico community earns it national and international accolades. The **University** has a student population of about 17,500.

The project will be comprised of energy efficient and sustainable design features balanced with the program needs within the available budget. The architect will program the project so it is capable of achieving zero net energy and will meet the CSU Sustainability Measurement System guidelines.

In addition to programming, the **Service Provider** will include a cost estimator to develop a Target Cost Model and a conceptual construction estimate.

In general, the scope of services, as outlined in Section 4, is for Programming services for the Glenn Hall Replacement project. **The firm selected under this RFQ will NOT be able to participate in future design and construction phases of the Glenn Hall Replacement project.**

#### 1.2 Submission of Statement of Qualifications

Copies of the Statements of Qualifications are to be delivered to Procurement and Contract Services in accordance with the instructions and format specified in Section 5 of this RFQ.

The purpose of this proposal is to demonstrate your firm's ability to provide the required services per CSU policy. **Respondents** are urged to submit concise proposals, appropriate to the scale of the services as outlined in this RFQ and include only items that are relevant to these specific services. For the selection committee's ease in reviewing proposals, please index and number all pages.

#### 1.3 Questions regarding the RFQ

All questions regarding interpretations or clarifications of this RFQ (technical, contractual, or otherwise) must be submitted in writing by email or fax, and received by the **University** by 5:00 p.m. on November 12, 2019. All questions shall be directed to the campus representative in Procurement and Contract Services named in the Submittal Requirements section of this RFQ. **Respondents** may be interested in investigating the following websites:

<http://www.csuchico.edu/fms/>  
<http://www.calstate.edu/cpdc/>

#### 1.4 Statement of Qualifications Delivery

Any Statement of Qualifications submitted by mail must be sent sufficiently in advance of the due date to ensure receipt by Procurement and Contract Services prior to the specified date and time. The **Respondent** is solely responsible for ensuring delivery no later than the date and time specified. When using mail or express delivery services, **Respondent** assumes responsibility for clearly identifying that the package contains a response to this RFQ. The RFQ number, due date and time must be clearly identified

on the outside of the delivery package. Use of the U.S. Postal Service, campus mail system, express or overnight delivery, or any other service that might result in delayed delivery shall not relieve the **Respondent** from the conditions of the specified deadline. LATE PROPOSALS WILL NOT BE CONSIDERED.

### 1.5 Contract Documents

The **Respondent** firm selected as **Service Provider** will be required to sign an agreement which will consist of a Service Agreement and applicable exhibits. A sample Service Agreement, including the Agreement General Provisions and Insurance Requirements is located at:

<https://www.csuchico.edu/purc/supplier-vendor-info/sample-agreements.shtml>

(Sample Service Agreement - Professional Services Related to Public Works).

In the event of a conflict between documents, the following order of precedence shall apply:

1. Service Agreement with **University**
2. The Contract appendices listed in the Agreement
3. Request for Qualifications (RFQ) and any Addenda
4. **Respondent's** Statement of Qualifications

### 1.6 Errors and Omissions

If a **Respondent** discovers any ambiguity, conflict, discrepancy, omission or other error in the RFQ or any of its attachments, they shall immediately notify the **University** of such error in writing and request modification or clarification of the document. Modifications will be made by addendum. Clarification will be given by publication of Questions and Responses (Q&R) at:

<https://www.csuchico.edu/purc/supplier-vendor-info/current-bids.shtml>.

If a **Respondent** fails to notify the **University** prior to the date fixed for submission of questions of an error in the RFQ known to them, or an error that reasonably should have been known to them, they shall submit a Statement of Qualifications at their own risk, and if they are awarded the contract, they shall not be entitled to additional compensation or time extension by reason of the error or its later correction.

### 1.7 Addenda

The **University** may modify this RFQ, any of its key action dates, or any of its attachments, prior to the date fixed for submission of proposals, by posting addenda on the Procurement and Contract Services website at: <https://www.csuchico.edu/purc/supplier-vendor-info/current-bids.shtml>.

Although an effort will be made to transmit each addendum to all parties who have been furnished the RFQ, it is the responsibility of the **Respondent** to check the above listed (or any successor) website for all addenda. Addenda will be numbered consecutively.

### 1.8 Respondent's Cost

Costs for developing a Statement of Qualifications are entirely the responsibility of the **Respondent** and shall not be chargeable to the **University**.

### 1.9 Rejection of Statement of Qualifications

The **University** may reject any or all Statements of Qualifications and may waive any immaterial deviation in a Statement of Qualifications. The **University's** waiver of an immaterial defect shall in no way modify the RFQ documents or excuse the **Respondent** from full compliance with the specifications if they are awarded the contract. Statement of Qualifications referring to terms and conditions other than the **University's** terms and conditions may be rejected as being non-responsive.

### 1.10 Cancellation

While it is the intent of the **University** to proceed with this appointment, this solicitation does not obligate the **University** to enter into a contract. The **University** reserves the right to cancel this RFQ at any time, should the **University** determine it is in the best interest to do so or if the **University** loses the required funding. No obligation either expressed or implied, exists on the part of the **University** to make an award or to pay any costs incurred in the preparation or submission of a Statement of Qualifications.

### 1.11 Execution of the Contract

It is the current intent of the **University** to use only the evaluation process for each Statement of Qualifications, and not interviews, to evaluate each **Respondent** and make any contract awards. Although the **University** does not currently intend to conduct interviews, it reserves the right to conduct such interviews if deemed desirable by the **University**.

The contract shall be signed by the selected **Respondent** and returned to the **University** along with the required attachments (including all required insurance documents) within ten (10) working days of receiving the Agreement from the **University**. The period of execution may be changed by the **University**. Contracts are of no effect until approved by the appropriate **University** officials. Any work performed prior to receipt of a fully executed contract shall be at **Service Provider's** own risk.

Failure to execute the contract, comply with other requirements, and/or provide all required attachments (including all required insurance documents) within the time frame identified above shall be sufficient cause for voiding the award. If the selected **Respondent** refuses or fails to execute the contract, the **University** may award the contract to the next qualified highest ranked **Respondent**.

### 1.12 Statement of Qualifications Disposition

Each Statement of Qualifications becomes the property of the **University**. Information submitted in the Statement of Qualifications becomes public property and may be subject to disclosure laws. The **University** reserves the right to make use of any information or ideas contained in submittals. All materials, ideas, and formats submitted in response to this RFQ will become the property of the **University** on receipt and may be returned only at the **University's** option and at the **Respondent's** expense. One copy shall be retained in the **University's** official files. Specific information contained in a Statement of Qualification such as financials, trade secrets, or proprietary information, which also qualifies for confidential treatment under the California Public Records Act (California Government Code Sections 6250 et. seq.), for which each subject page is clearly labeled and marked as "confidential," will be treated as confidential.

**Materials Marked Proprietary Or Confidential** – Proposers should note that marking proposal documents as “Confidential” or “Proprietary” will not exclude the document from being released as part of a public record after notice of intent to award. Proposers believing their materials to be proprietary or confidential must provide a listing, by proposal page number, of all information identified as confidential and a justification supporting the need for such information to be kept confidential. The University will make the determination whether such materials can be released as a public record or not. **Please be advised that a blanket confidentiality or proprietary legend identifying the entire proposal as confidential, or proposals that have had every page identified as confidential, will not be accepted and may cause the proposal to be rejected.**

### 1.13 Non-Endorsement

If a submittal is accepted, the awardee shall not issue any news releases or other statements pertaining to the award of an agreement that states or implies **University** endorsement of the **Respondent's** services.

### 1.14 Indemnification

The **University** directs your attention to the mandatory requirements for defense and indemnification contained in the Service Agreement (see sample Service Agreement, Rider A, Section 8, referenced in Section 1.5 of this RFQ). No exceptions to such language are allowed. Any proposed changes to such language will cause the **Respondent** to be deemed non-responsive.

### 1.15 Insurance Requirements

The insurance requirements that appear in Rider A, Section 9 of the Service Agreement, referenced in Section 1.5 of this RFQ, are mandatory. No exceptions to the insurance requirements are allowed.

Upon award of a Service Agreement, selected **Service Provider** shall provide appropriate insurance documents within ten (10) working days of receiving the Agreement from the **University**. The insurance submitted must be approved by the **University**.

A diligent **Respondent** would provide the Service Agreement to its insurer, well in advance of the deadline for the Statement of Qualifications, to ascertain that the required insurance is available to **Respondent** as well as the cost to **Respondent** for such required coverages. No separate charges to the **University** are allowed for **Respondent's** required insurance, so each **Respondent** should carefully consider insurance costs in determining the rates for services on the Fee Schedule.

**Respondent** who receives notification of an award of a Service Agreement must have current, valid, and compliant insurance coverage effective and in place, in accordance with the terms of the Service Agreement, with required certificates, endorsements, and other documentation in possession of the **University** within ten (10) working days of receiving the Agreement from the **University**, or the **University** may cancel the award.

#### **1.16 Asbestos / Lead Free**

Any specified materials or equipment must be certified to be asbestos and lead free.

#### **1.17 Drug-Free Workplace**

The agreement with the **Service Provider** will contain a requirement to maintain a drug-free workplace in compliance with Government Code Section 8355.

#### **1.18 Disabled Veteran Business Enterprise (DVBE) Participation**

Responsive to direction from the State Legislature (Public Contract Code Section 10115 *et seq.*), the Trustees are seeking to increase the statewide participation of disabled veteran business enterprises (DVBE) in contract awards. To this end, **Service Provider** shall inform the Trustees of any contractual arrangements with consultants or suppliers that are certified DVBE.

#### **1.19 Statement of Compliance**

**Service Provider** will be required to certify under penalty of perjury under the laws of the State of California that the **Service Provider** has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.

#### **1.20 Independent Contractor**

**Service Provider** shall act at all times hereunder as an independent contractor. Neither party shall have or exercise any control or direction whatsoever over the manner or methods by which the other party provides services and undertakes its obligations under this Agreement. No agency, employment, partnership or joint venture is intended to be created by this Agreement.

#### **1.21 Vendor Data Record**

The **Service Provider** will be required to complete a Payee Data Record form in accordance with the rules and regulations of the California Franchise Tax Board. All vendors doing business with State Agencies are required to submit a completed Payee Data Record:

<https://www.csuchico.edu/fin/resources/forms.shtml>

Direct link: [https://www.csuchico.edu/fin/\\_assets/documents/forms/ap-payee-data-record-4-16-secure.pdf](https://www.csuchico.edu/fin/_assets/documents/forms/ap-payee-data-record-4-16-secure.pdf)

#### **1.22 Parking**

Parking on campus is by paid permit only. **Service Provider** will be able to purchase a daily 'Visitor' parking permit available inside the University's parking areas, when spaces are available. Cost of parking on campus is not a reimbursable expense, and may not be invoiced by **Service Provider**. **Service Provider** will also be required to comply with the following Driving and Parking Rules for the Campus Core: <https://www.csuchico.edu/parking/types/commercial.shtml>.

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**SECTION 2**

**Proposed Schedule of Events**

EVENT	DUE DATE
Release of Request for Qualifications	November 1, 2019
Last Day to Ask Questions or Request Clarification on RFQ Content	November 12, 2019 – by 5:00pm
Last Day for Campus to issue Addendum	November 15, 2019
Submittals Due	November 21, 2019 – by 3:00pm
Interviews (if desired)	Week of December 2, 2019
Anticipated Notice of Intent to Award	Week of December 9, 2019



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## SECTION 3

### Qualifications

#### 3.1 Introduction

To be considered responsive to the RFQ, all **Respondents** shall furnish verifiable evidence that their firm and personnel, at a minimum, meet the requirements in this RFQ.

#### 3.2 Requirements

Each Statement of Qualifications shall provide a description of the professional and technical experience, background, qualifications and professional licensing/certification of the firm's key personnel. The **Respondent** shall show that the **Respondent's** firm and primary contact professional possess demonstrated skills and experience in all areas of the project scope of services. The **University** relies specifically on **Respondent's** ability to provide the services with staff qualified as, and otherwise in the manner, represented in the RFQ. **Respondent** hereby warrants to provide the services with staff so qualified as, and otherwise in the manner, represented in this RFQ. In addition, the **Respondent** must meet all of the following qualifications and requirements to be given consideration.

#### 3.3 Experience

##### A. Respondent Firm Requirements

1. **Respondent** experience shall include:
  - a. A minimum of ten (10) years of professional experience in programming new university facilities.
  - b. Within the last ten (10) years, **Respondent** shall have experience in the programming of university facilities and completed at least two (2) programs for university academic facilities; and completed the design of at least two (2) academic facilities on a university campus with a construction cost of at least thirty million dollars (\$30,000,000) per project.
  - c. A total of at least two (2) commercial, industrial, institutional, and/or educational projects with a construction cost of at least thirty million dollars (\$30,000,000) per project.
  - d. Demonstrated successful experience with projects of a similar scope.
  - e. Having worked with public institutions, the City/County Public Works Departments (any city/county in California), California Department of Occupational Safety and Health (Cal-OSHA), the California State Fire Marshal, and the State of California – Division of the State Architect (DSA) Access Compliance Office.
2. **Respondent** firm is required to hold all required licenses to conduct business offering architectural services in the State of California. **Respondent** must have at least two (2) full time employees who are California licensed Architects on staff. (All licenses must be current and valid.)

##### B. Respondent Firm Desired Experience. The following experience is desirable for **Respondent**, but not required:

1. Experience working with The California State University system as well as familiarity with the CSU, Chico campus.

2. Prequalification with the Capital Planning, Design and Construction division of The California State University.

### C. Primary Contact Professional

1. **Respondent** shall designate one (1) Primary Contact Professional in its Statement of Qualifications who would be assigned responsibility for this work, serve as the primary interface with the **University's** Project Manager, as well as the primary person to perform work, and to supervise and assure quality control of work performed by other personnel and subconsultants.
2. Primary Contact Professional shall:
  - a. Be a full time employee of **Respondent** and hold a current and valid California Architect license.
  - b. Within the last ten (10) years, Primary Contact Professional shall have experience in the programming of university facilities and completed at least two (2) programs for university academic facilities; and completed the design of at least two (2) academic facilities on a university campus with a construction cost of at least thirty million dollars (\$30,000,000) per project.
  - c. Have demonstrated successful experience with projects of a similar scope.
3. The following experience is desirable for the Primary Contact Professional, but not required:
  - a. Experience working on at least one (1) project greater than forty million dollars in construction (\$40,000,000) within the last ten (10) years.
  - b. Be LEED accredited.
4. In the event of attrition of the designated Primary Contact Professional, **Respondent** shall propose a substitute with equal or better qualifications for the **University's** review and approval.

### D. Other Personnel

1. Identify other personnel of **Respondent** firm who would be used for purposes of the RFQ and their qualifications.

### E. Subconsultants

1. Identify any subconsultants (meaning any individual or entity providing any services or work product) proposed to be used, clearly explain their role and provide resumes.

## 3.4 Resume requirements

### A. Outline the **Respondent** firm's qualifications including:

1. Brief history of the firm.
2. Range of Services offered.
3. Firm's total number of years of experience providing architectural services for university projects.
4. Firm's staffing in architectural services and related support.

**B. Resume of Primary Contact Professional, other personnel, and subconsultants.**

1. Include copies of all pertinent certificates, accreditations, and licenses.
2. Include contact information for all key personnel: phone and e-mail.

**3.5 Other requirements**

- A. Revit, current version (Building Information Modeling system compatible with AutoCAD), and AutoCAD (current version).**

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## SECTION 4

### Scope of Services

The **University** is soliciting Statements of Qualifications for a new building feasibility study, including program confirmation, site analysis, massing, stacking diagrams and budget, from California State licensed architectural firms with specific experience in designing university academic facilities. Prequalification with Capital Planning, Design and Construction division of The California State University is desirable.

In general, the study would explore the overall space needs of the University for the proposed approximately 70,000 gross square foot Glenn Hall Replacement project. The program for the building is focused on replacement of the existing Glenn Hall and to incorporate College of Business space in Tehama and Trinity Halls also.

The duties of the **Service Provider** are as outlined below.

#### **4.1 General Responsibilities**

Refer to State University Administrative Manual (SUAM), Section V – Measurement Devices for Campus Physical Planning, Section VI – Standards for Campus Development Programs, and Section XI – Project Plan Development for Major Capital Construction Projects. See Section 4.7 General Directives.

#### **4.2 Service Provider Scope of Services:**

##### **A. Feasibility Study**

1. Statement of the project's goals, activities to be accommodated, and special requirements or considerations that will guide the study.
2. Summary of key requirements of governing codes and regulations, including major program requirements and constraints, and analysis of project delivery options and strategies.

##### **B. Program**

###### **1. General**

- a. The Basic Program is replacement of the College of Business departments currently housed in Glenn Hall, part of Tehama Hall, and part of Trinity Hall. These departments include the College of Business Dean's Office, Accounting, Business Information Systems, Finance & Marketing, and Management. **Service provider** to confirm basic program and develop further as needed through the feasibility study process.

Development and documentation of detailed requirements for the project, covering design objectives, limitations, and criteria; gross area and space requirements; spatial relationships; needs for flexibility or expandability; special equipment and systems; site requirements; and project budget requirements.

- b. Development of component diagrams and flow diagrams (adjacencies) used to determine requirements; functional relationships; and access, circulation and flow patterns within the structure and on the site.
- c. Translate information from bubble drawings, matrices, component diagrams, adjacency diagrams, and circulation flows into a statement of the architectural problem and the requirements to be met in formulating the solution.

2. Research of Project Type

- a. Purpose: Familiarization with building type.
- b. Types of spaces frequently included in building type.
- c. Space criteria (number of square feet per person or unit) for spaces based on space type and CSU criteria.
- d. Typical relationships of spaces for functions.
- e. Typical ratios of Net Assignable Square Footage to Gross Square Footages for building type.
- f. Typical costs per square foot for building type.
- g. Typical site requirements for project type.
- h. Regional issues that might alter accuracy of data.

3. Establish Goals and Objectives

- a. Purpose: Work with Project Committee to solicit and suggest broad goal statements to guide programming process.
- b. Organization Goals: **University** goals, where headed, and how does project fit into broad picture.
- c. Form and Image Goals: Aesthetic and psychological impact of design, relationship to surroundings, image similar to or distinct from neighbors, context implications.
- d. Function Goals: Major functions in building and number of people to accommodate.
- e. Economic Goals: Total project budget, initial costs, long-range operating and maintenance costs, level of quality desired, and conservation of resources and sustainability.

4. Gather Relevant Information

- a. Purpose: Based upon goals, determine and research relevant information.
- b. Information includes: Facility users, activities, and schedules; equipment necessary for activities to function properly and size of equipment; aspects of project to project into future, future growth and flexibility; space criteria for functions; policy standards for minimum area for various functions; energy usage and requirements; code information affecting programming decisions; site analysis; site boundaries; adjacent buildings and functions; traffic – pedestrian, bicycle, service vehicles, automobiles; utility availability; topography; views; built features; climate; vegetation and wildlife; existing facilities; square footage take-off of areas for various functions from existing floor plans; comparison to future spaces; and net-to-gross area ratios.

5. Identify Strategies

- a. Purpose: Illustrate programmatic strategies to accomplish identified goals based on opportunities and constraints illustrated by relationship diagrams, and desired functional relationships and circulation connections between spaces, spaces requiring security or audio privacy, or other aspects of special relationships.

- i. Centralization and Decentralization: Functional components to group together or segregate.
- ii. Flexibility: Types of changes expected for various functions.
- iii. Flow: Goods, services and people, and what is needed at each step of the way to accommodate that flow.
- iv. Priorities and Phasing: Most important functions of the project, later additions, maintenance of ongoing existing operations.
- v. Levels of Access: Security levels and access to areas.

#### 6. Quantitative Requirements

- a. Purpose: Reconcile available budget with amount of improvements desired within project period.
- b. Develop a list of spaces to accommodate all desired activities based on net assignable square feet (excludes circulation to that space).
- c. Develop a percentage of area needed for circulation, walls, mechanical, electrical and telecom equipment, wall thickness, and public toilets.

#### 7. Program Summary

- a. Purpose: State the architectural problem clearly and concisely.
- b. Document pertinent information and write salient summary statements defining results, including statements to cover the following:
  - i. Functional program: Performance requirements to satisfy needs of users, accommodate major activities in the project, and created by the relationship among activities in the project.
  - ii. Form/Site: Identify and abstract influences on the building design, including the major form-giving influences of the site, the salient environmental influences, and the quality of the project and its implications.
  - iii. Building/Economy: Budget and its influence on the fabric and geometry of the building, design directive for operating costs, and reconciliation between possible differences between initial budget and life cycle costs.
  - iv. Time: Project Schedule, including phasing of construction for concurrent occupancy, final occupancy, durations and linear/concurrent scheduling.

### C. Cost Estimates

1. The **Service Provider** will employ the services of a cost estimator. The cost estimator shall be integrated with the **Service Provider's** team throughout this scope of work.
2. Cost Estimators Scope of Services:
  - a. Develop a Target Cost Model for the project.
  - b. Reflect the best professional estimate of actual costs anticipated.

- c. Economic Feasibility: Cost estimate analysis with efficiency ratio of net to gross area, cost per square foot escalated to mid-construction, and other expenditures as percentages of building cost. Balance budget based on space requirements, quality of construction, money budgeted and time. Phasing of construction may be considered as an alternative.
- d. Organize estimate by using the UniFormat breakdown of construction systems and assemblies utilizing Level 2 categories.
- e. Identify options for cost control such as space reduction and levels of quality.
- f. The **Service Provider** will work with the cost estimator to reconcile the cost estimate as-needed, and to tailor the cost estimate and Target Cost Model to the local Chico construction market.

#### D. Schedule

- 1. General: Develop and illustrate project tasks and milestones based upon the goals for the project from programming through final occupancy.

#### E. Deliverables

- 1. Feasibility Study and Program: Refer to Sections 4.2.A. and 4.2.B.
- 2. Cost Estimate: Refer to Section 4.2.C.
- 3. Schedule: Refer to Section 4.2.D.

### 4.3 Campus Meetings

A. The **Service Provider** shall attend a minimum of eight (8) on-campus working committee meetings over the timeframe of the scope of services under the agreement.

B. A partial list of anticipated feasibility and programming meetings is included below:

#### 1. Organization Meeting

- a. Attendees: Architect Project Team, including consultants, and **University** Building Committee Members.
- b. Purpose: Discuss how decisions will be made, initial set of goals from **University**, programming process and schedule of activities, including critical meeting dates and times; verify content and organization of final reports; and coordinate use of computer applications.

#### 2. Program Meetings

##### a. Kickoff Meeting

- i. Attendees: Architect Project Team, Building Committee, Project Executive Committee Members and Partner Groups.
- ii. Purpose: Clearly designate format and goals of programming sessions, explain what information is needed and when.

##### b. Individual User and Partner Interviews

- i. Attendees: Representative of each User and Partner Group
    - ii. Purpose: Collect specific data, test documented information, and plan next level of detail.
    - iii. At least one follow up meeting with each user group to present findings.
  - c. Work Sessions (minimum of two)
    - i. Attendees: Architect Project Team, **University** Project Executive Committee Members, and Partner Groups (as necessary)
    - ii. Purpose: Report implications of information to client for confirmation, identify conflicts needing reconciliation, identify issues yet to be resolved, test feasibility of project (balance total budget with space requirements and quality of construction, and consider alternatives that result in balanced budget), make final revisions.
  - d. Wrap-up Meeting
    - i. Attendees: Architect Project Team, Building Committee, **University** Project Executive Committee Members and Partner Groups
    - ii. Purpose: Present results of Programming effort, and request informal approval of program.
3. Campus Planning Committee Meeting
- a. Attendees: Architect Project Team, including consultants, **University** Building Committee Members, and Campus Planning Committee Members.
  - b. Purpose: To present and discuss the project and to provide an update to the Committee.
  - c. Note: This meeting will be held on the same day, but separately from a **University** Project Committee Meeting, and are therefore counted as “one” meeting day.
4. Building Committee Meetings (two total)
- a. Attendees: Architect Project Team, including consultants, **University** Building Committee Members, and others as-needed.
  - b. Purpose: To present and discuss the project and to receive guidance from the Committee.
  - c. Note: These meetings will be held separately from the Campus Planning Committee Meetings, but on the same day as the meetings with the **University** Building Committee, and are therefore counted as “one” meeting day each time.

#### 4.4 Sustainability

Sustainability issues shall be addressed during and incorporated into each phase of the project: Programming, schematic, preliminary (design development), construction documents, construction, inspection, startup, and commissioning. Using life cycle cost analysis, the project design shall incorporate the concepts of sustainability. While all projects may not pursue certification, projects shall be designed to a zero net energy standard. Three issues will be considered:

- A. Energy and Water Conservation:** The project shall exceed Title 24 using the following guidelines, which is available on the CSU website:



<http://www.calstate.edu/CPDC/ae/gsf/guidelines.shtml>

1. CSU Sustainability Measurement System guidelines  
<http://www.calstate.edu/cpdc/sustainability/>
  2. Telecommunications Infrastructure Planning (TIP) Standards
  3. CSU Seismic Requirements
  4. CSU Procedure Guide for Capital Projects
  5. Utilities Infrastructure Master Plan Guideline for CSU Campuses
- B.** Pollution Prevention: The project shall meet pollution prevention measures both during the construction of the facility and throughout the lifetime of the project to preserve air and water quality. The project shall attempt to make use of recycled, renewable, or otherwise environmentally friendly materials and resources, and shall strive to reuse or recycle as much construction waste as possible.
- C.** Indoor Environmental Quality: The project shall provide a safe and comfortable learning/working space full of natural daylight, clean air, and insulated from high level noise.

#### 4.6 Regulatory and Compliance Aspects

**Service Provider** must comply with all applicable laws, rules, and regulations applicable to the work and the work product, including but not limited to the following:

- A.** Assuring conformance with requirements of the California Division of Occupational Safety and Health (CDOSH) and other regulatory agencies.
- B.** Assuring compliance with federal, state, county and local government requirements.
- C.** Assuring timely, complete, and fully detailed work.
- D.** Assuring compliance with CSU Sustainability Guidelines, **University** Design Goals, and **University** Campus Standards.
- E.** Assuring compliance with all Accessibility Requirements (as described below in this subsection) to provide access, circulation and the full use of the building and facilities by persons with disabilities. This includes assuring compliance with accessibility design requirements, assuring construction, renovation, relocation and reconstruction of buildings and structure provide solutions for access for persons with disabilities, and safety of occupants and users, and providing a complete and fully detailed analysis of compliance with the California State Accessibility Regulations, and any other disability accessibility laws and regulations adopted or implemented from time to time. "Accessibility Requirements" means construction and alteration requirements of Titles II and III of the Americans with Disabilities Act of 1990, the United States Department of Justice's regulations implementing Title III, including the ADA Standards for Accessible Design, California State Accessibility Regulations (including but not limited to California Code of Regulations, Title 24, California Building Code, inclusive of the Uniform Building Code modified with California supplemental sections, Uniform Mechanical Code, Uniform Electrical Code, Uniform Fire Code, Energy Conservation Code, and Accessibility Standards, as adopted by the California Building Standards Commission), and any other applicable disability accessibility laws, regulations, rules, or orders in effect, adopted, or implemented from time to time.

#### 4.7 General Directives

Refer to the State University Administrative Manual (SUAM) and the Sample Service Agreement, as well as the following available on the CSU website:

- A. SUAM Section V – Measurement Devices for Physical Planning:  
<http://www.calstate.edu/cpdc/suam/SUAM9045-9050.pdf>
- B. SUAM Section VI – Standards for Campus Development Programs:  
<http://www.calstate.edu/cpdc/suam/SUAM9060-9079.pdf>
- C. SUAM Section XI – Project Plan Development for Major Capital Construction Projects:  
<http://www.calstate.edu/cpdc/Suam/SUAM9230-9237.pdf>
- D. Exhibit D – California State University Procedure Manual for Capital Projects:  
[http://www.calstate.edu/cpdc/ae/pro-serv-agree/documents/Procedure\\_Manual.pdf](http://www.calstate.edu/cpdc/ae/pro-serv-agree/documents/Procedure_Manual.pdf)

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## SECTION 5

### Statement of Qualifications, Instructions, and Format

#### 5.1 Introduction

To be considered responsive to the RFQ, the **Respondent** must submit a Statement of Qualifications in the format identified in this Section. All requirements and questions in the RFQ must be addressed and all requested data must be supplied. The **University** reserves the right to request additional information, which in the **University's** opinion is necessary, to assure that the **Respondent's** competence, number of qualified employees, business organization and financial resources are adequate to perform according to contract.

#### 5.2 Submittal

See the Submittal Requirements section of this RFQ for additional submittal information. The Statement of Qualifications submitted may be modified after its submission by withdrawal and re-submission prior to the date and time specified for proposal submission. Modification offered in any other manner, oral or written, will not be considered. The **University** may change the submittal due date by addendum.

#### 5.3 Questions, Interpretations or Clarifications

Questions, interpretations or clarifications of this RFQ must be requested in writing. All questions, either technical or contractual, shall be addressed to the Contracts Coordinator in Procurement and Contract Services. See the Submittal Requirements section of this RFQ for additional information.

#### 5.4 Statement of Qualifications Format

Each Statement of Qualifications shall adhere to the following format for organization and content. A Statement of Qualifications must be divided into the individual sections listed below, indexed, and tabbed.

- A. **Cover Letter:** Provide a cover letter that references the RFQ and confirms that all elements of the RFQ have been reviewed and understood. The cover letter shall be signed by an individual who is authorized to bind the **Respondent** contractually.
- B. **Table of Contents:** A Table of Contents shall be included in the Statement of Qualifications.
- C. **Respondent's Qualifications/Experience:**
  - 1. This section shall contain responses to all items specified in Section 3, clearly identifying compliance with all required experience, credentials, and other requirements.
  - 2. In addition to those requirements, **Respondent** shall also include a list of five (5) previous clients including contact names, e-mail address and telephone numbers, including location, type of project and delivery method, date of project work, length of project, contract value, brief description of the work, and name of project owner. As part of the selection process, the **University** may contact the **Respondent's** references and the owner of any projects listed in the Statement of Qualifications.
- D. **Organizational Capability and Commitment:** This section should demonstrate an overall understanding of the requirements for this work, the **Respondent's** ability to meet the requirements and the **Respondent's** commitment of resources to be applied to this requirement.
- E. **Project Approach / Methodology:** **Respondent** shall provide a detailed conceptual approach to the methodology to be used in response to Section 4, Scope of Services. Include the name of the responsible individual who will lead the contract with the **University** in coordination and execution of the services, and the location where management and coordination of services will be performed.

- F. Budget: Respondent** shall clearly demonstrate that their firm has the ability to bring projects in on budget.
- G. Organizational Chart:** Include an organizational chart showing, at a minimum, the key personnel to be assigned to the **University** and their reporting relationship within the organization. Include consultants proposed to be used and describe their role.
- H. Sample Work:** Include at a minimum two (2) examples of university academic facilities and two (2) examples of other university projects. Additionally, include five (5) examples of **Respondent's** programs that addressed similar concepts to those listed in Section 4. **Respondents** are urged to forward concise SOQs, and therefore exemplars should include only items that are relevant to this specific project. Sample work shall be on paper that measures 8 ½" x 11" (or 11" x 17" and folded) so that it fits in the submittal.
- I. Fee Schedule and Rate Sheet: Respondent** shall submit an hourly Fee Schedule and Rate Sheet. Hourly billing rates shall include, but are not limited to the following: labor, materials, overhead and profit, general and administrative expenses, equipment, travel between **Respondent's** office and the **University**, parking on the **University** campus, postage, printing, computer, communications (including e-mail), phone, fax, reimbursables, allowances and cost of insurance. With the sole exception of permitted reimbursables listed below, **Respondent** shall neither list fees on a rate sheet nor invoice for the aforementioned items.
1. Reprographic Services:  
Reproduction and delivery of project deliverables provided to the Trustees shall be reimbursable except that reproduction and delivery of documents for internal Service Provider use and coordination is not reimbursable.
  2. Travel and Mileage:  
Project related travel to be reimbursed must be noticed in advance and authorized. If authorized, it shall be reimbursed at a rate not to exceed the current governing travel rate for State University employees at the time of the Service Provider's travel. The '[California State University Internal Procedures/Regulations Governing Reimbursement for Travel Expenses and Allowances](https://calstate.policystat.com/policy/6965303/latest/)' can be found here:  
<https://calstate.policystat.com/policy/6965303/latest/>  
  
Current rates are listed below but are subject to change:
    - **Airfare** – commercial airfare – coach or economy class
    - **Lodging** – not to exceed \$275/night excluding taxes
    - **Meals & Incidental Expenses** – actual meal expenses (no alcohol) up to \$55/day +\$7/day incidentals, Itemized receipts are required
    - Mileage – \$0.58 per mile
  3. Office Supplies and Telecommunication Charges:  
Charges for miscellaneous office supplies, office operations, and telecommunication charges are not reimbursable.

Permitted reimbursables are not subject to any mark-up. Subconsultants are subject to a maximum 10% mark-up.

If you do attach a fee schedule or rate sheet which contains provisions which conflict with any of the fee provisions described above or anywhere else in this RFQ, and if you are selected as the **Service Provider**, the conflicting language and terms in such fee schedule or rate sheet from the **Respondent** shall be deemed stricken (even if not physically marked out) in the fee schedule/rate sheet attached to the Service Agreement, and you will not be permitted to charge any such amounts which are in conflict.

- J. **Work Plan: Respondent** shall submit a Work Plan, reflecting tasks and hours for all effort defined in this scope of work. The Work Plan should reflect the Respondent's strategic approach to the scope of services.
- K. **Exceptions:** Any and all exceptions to the RFQ must be listed on an item-by-item basis and cross-referenced with the RFQ document. **If there are no exceptions, Respondent must expressly state that no exceptions are taken.**
- L. **Financial Condition:** Provide a general statement of financial condition. The **University** reserves the right to require that the **Respondent** provide an annual operating statement, income tax form, or other reasonably comprehensive evidence of financial condition. If you desire financial information to be treated as confidential, please see Section 1.12 of this RFQ and label each page of such documents accordingly as "confidential."

## 5.5 Preparation

The Statement of Qualifications should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of the RFQ. Submittals should emphasize the **Respondent's** demonstrated capability to provide services of this type. Expensive bindings, colored displays, promotional materials, etc. are neither necessary nor desired. However, technical material describing the proposed services and extent of support included in the proposal should be forwarded as part of the proposal. Emphasis should be concentrated on completeness and clarity of content.

**Be certain to provide six (6) copies** of the Statement of Qualifications (submittal) in HARD COPY FORMAT, **PLUS (IN ADDITION TO THE SIX HARD COPIES):**

One (1) copy in electronic format on a CD or flash drive.  
(Non-password protected Adobe Acrobat PDF file is preferred.)

## 5.6 Completion of the Statement of Qualifications

The Statement of Qualifications shall be complete in all respects as required by this RFQ. A submittal may be rejected if conditional or incomplete, or if it contains any alterations or other irregularities of any kind, and will be rejected if any such defect or irregularity could have materially changed the quality of the Statement of Qualifications. Any Statement of Qualifications which contains false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the **Respondent**, may be rejected. If, in the opinion of the **University**, such information was intended to erroneously and fallaciously mislead the **University** in its evaluation of the Statement of Qualifications, and the attribute, condition, or capability is a requirement of this RFQ, the Statement of Qualifications will be rejected. Statements made by a **Respondent** shall be without ambiguity and with adequate elaboration for clear understanding.

## 5.7 Clearly Identify Statement of Qualifications

**Respondent** is responsible for clearly identifying the outside of the delivery package with the RFQ number, due date and time.

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## SECTION 6

### Evaluation and Criteria

#### 6.1 Introduction

It is the policy of the **University** that the selection of firms to provide professional services in connection with public works projects shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Further, these services are to be obtained at a fair and reasonable cost to the CSU (Govt. Code 4525-4526).

The **University** will put each Statement of Qualifications submitted through a process of evaluation to determine responsiveness to the **University's** needs. The **University** reserves the right at any time to reject any or all Statements of Qualifications. The **University** reserves the right to make no contract awards. Award of contract, if made, will be to the **Respondent** who is responsive to all administrative and technical requirements of the RFQ and who receives the highest overall points in accordance with the methodology described in Section 6, Evaluation and Criteria.

#### 6.2 Evaluation Method

- A. **RFQ Compliance Check:** Each Statement of Qualifications shall be reviewed to verify that minimum requirements have been met. Any Statement of Qualifications that has not followed the requirements in this RFQ, does not meet minimum content and quality standards, or takes unacceptable exceptions to the model contract, may be eliminated from further consideration.
- B. **RFQ Analysis:** Each Statement of Qualifications will be independently analyzed by members of an evaluation team comprised of: the AVP of Facilities and Capital Projects, the Capital Planner, the Project Manager, representative(s) from the College of Business, and a representative from Procurement and Contract Services. The evaluation team will analyze how the firm's qualifications, experience, professional content, and proposed methodology meet the **University's** needs. Points will be assigned by each committee member using the Point Scoring Schedule as a guideline.
- C. **Interviews:** At the discretion of the **University**, the evaluation team may decide to conduct on-campus interviews of a short list of **Respondents**.

**6.3 Point Scoring Schedule**

A. Statements of Qualifications will be evaluated using the following criteria:

**TOTAL POSSIBLE POINTS: 100**

**Firm Experience:..... 20 Points**  
The Firm demonstrates verifiable experience as outlined in Section 3.3 for excellence and an outstanding record of successfully completed projects.

**Personnel Experience:..... 25 Points**  
Firm principal(s) and key personnel shall show experience as outlined in Section 3.3 for educational, certification and licensing profiles in place that qualifies their firm as the one that should be selected.

**Project Approach:..... 25 Points**  
The SOQ clearly demonstrates the **Respondent's** approach to the programming process for university academic facilities and the Scope of Services. **Respondent** must demonstrate the ability to render high quality programming services required by the **University**.

**Project Budget: ..... 10 Points**  
The **Respondent** clearly demonstrates that their firm has the ability to bring projects in on budget.

**Quality of Statement of Qualifications: ..... 20 Points**  
Overall quality of the Statement of Qualifications, which demonstrate clarity of the **Respondent's** understanding of the purpose, service, scope and objectives of this RFQ.



Glenn Hall - Building to be replaced by New Business Building.

Tehama Hall - Some occupants will move to New Business Building.

Trinity Hall - Some occupants will move to New Business Building.

New Building Site



UPDATED 5.04.2018

# DIRECTORY

25 Main	G6	Facilities Management & Services	A6	Modoc Hall	F4	Student Services Center	C6
35 Main	G6	Gateway Science Museum	G4	Nettleton Stadium	B2	Sutter Hall	D4
Acker Gymnasium	C4	Glenn Hall	D5	O'Connell Technology Center	C6	Tehama Hall	D4
Albert E. Warrens Reception Center	E4	George Petersen Rose Garden	D5	Performing Arts Center (PAC)	E6	Trinity Commons	D6
Alumni Glen	E5	Harlan Adams Theatre	E7	Physical Sciences Building	F5	Trinity Hall	D6
Arts & Humanities Building	E6	Holt Hall	E5	Plumas Hall	C4	University Information Center	E7
Aymer J. Hamilton Building	G4	Kendall Hall	E6	Roth Planetarium	C6	University Housing	E4
Ayres Hall	F6	Konkow Hall	C1	Sapp Hall	E7	Yolo Hall	B4
Bell Memorial Union (BMU)	D6	Langdon Engineering Center	C6	Selvester's Café-by-the-Creek	E5	University Police	D7
Butte Hall	D4	Lassen Hall	D4	Shasta Hall	D4	University Stadium	C3
Colusa Hall	D5	Laxson Auditorium	E6	Shurmer Gymnasium	C4	Whitney Hall	D4
Continuing Education	D5	Mary Lemcke Camellia Garden	E5	Sierra Hall	D7	Wildcat Recreation Center (WREC)	B7
Creekside Plaza	E5	Mechoopda Hall	C1	Soccer Stadium	B1		
Esken Hall	C2	Meriam Library	C6	Student Health Center	C3		