

**REQUEST FOR QUALIFICATIONS**

**CONSULTING  
EXECUTIVE ARCHITECT  
FOR**

**CAMPUS ADA TRANSITION PLAN**

**UNIVERSITY OF CALIFORNIA,  
SAN DIEGO**

**FD&C Project No. 0767E**

**Qualifications due  
MARCH 30, 2016**

Issue Date – March 15, 2016

## **I. INTRODUCTION**

The University of California, San Diego (UCSD) requests submittals including statements of qualifications from interested consultants to assist Facilities Design & Construction (FD&C) in the preparation of an Americans with Disability Act (ADA) Transition Plan for the UCSD campus. The Transition Plan will address existing campus facilities and identify potential upgrades required for compliance with Title II of the ADA and Title 24 of the California Building Standards Code (CBSC) with respect to disabled access.

## **II. BACKGROUND**

UCSD is a public institution that was founded in 1960. The campus lies alongside the Pacific Ocean in the La Jolla community and is twelve miles north of downtown San Diego. The campus is bisected by the San Diego I-5 freeway. The Main Campus (west of the freeway) includes the academic core and support services including housing and almost all of the existing campus facilities. Existing facilities on the East Campus include academic, research, and clinical/hospital services that provide healthcare services for the University. UCSD has a total enrollment of 31,502 students (as of Fall 2014), its setting is urban, and the campus size is 1,976 acres.

UCSD includes six undergraduate colleges, five academic divisions and five graduate and professional schools.

## **III. PROJECT DESCRIPTION**

The selected Consultant team will assist UCSD in preparing a Transition Plan with regard to Title II compliance and applicable federal and state regulations for campus facilities. For purposes of this project, the scope is limited to site accessibility issues defined as exterior paths of travel between existing structures, and from parking lots and transit facilities to destination buildings. For this project, the limit of work will be a designated area of the campus, to be defined in consultation with the selected team. The University reserves the right to expand the project scope and services as additional funding becomes available. For site conditions and improvements that are deemed non-compliant and require upgrade, the Transition Plan will address priorities, timelines, and budget estimates for all upgrades needed for full compliance.

In addition, separate Campus planning efforts are currently ongoing for both UCSD's existing transportation systems and updates to the campus Disabled Parking Plan. Recommendations should consider these documents, as well as existing campus master plans and integration of sustainable practices while working within limited financial resources. The Transition Plan shall assist the campus in prioritizing required remediation as well as provide applicable alternatives and cost estimates.

#### **IV. SCOPE OF SERVICES**

The selected Consultant will coordinate with Facilities Design & Construction (FD&C), and campus stakeholders throughout the project. The planning process will require interactive FD&C meetings and consultations, as well as public hearing(s), conference calls and presentations.

The selected Consultant should anticipate a minimum start-up period of two weeks for orientation meetings with FD&C prior to project kick-off.

#### **V. JOINT VENTURES/ASSOCIATIONS**

The University will not entertain Joint Ventures or Associations on this project.

#### **VI. CONSULTANTS**

The University is only selecting the Executive Architect at this time. All sub-consultants, will be selected later by the Executive Architect in collaboration with the University.

#### **VII. SUBMITTAL REQUIREMENTS AND SELECTION CRITERIA**

The University of California, San Diego, requests the following for use in the selection of a professional design firm to perform the Scope of Services described herein. Consultants should assemble a team with project experience in ADA Surveys, Transition Plans, implementation and cost estimating of barrier removal design. In the Statement of Qualifications, indicate the experience your firm and team members have had in the following:

- A. Project team to include, at the very minimum, an Architect licensed in the State of California and a Certified Access Specialist (CASp) by the California Division of the State Architect. The Architect and the Certified Access Specialist (CASp) may be one person.
- B. ADA Compliance Survey and Implementation and Costing Plans for higher education campuses and large-scale public facilities.
- C. Program-based accessibility through rescheduling and/or relocation.
- D. Development of custom ADA survey systems and check lists for performing field surveys.
- E. Technical capabilities utilizing database management systems, Geographic Information Systems (GIS) and Computer Aided Drafting (CAD) programs.
- F. Providing implementation plans with detailed steps to be taken to achieve ADA compliance.
- G. Expert witness and code interpretation for ADA requirements.

- H. Conducting stakeholder consultation meetings with interested persons and organizations.
- I. Advisory services when ADA issues arise.
- J. Quality Control / Quality Assurance practices with respect to conducting surveys and managing survey data.
- K. Ability to provide Professional Liability Insurance in the amount of \$1,000,000 Each Occurrence and \$1,000,000 per Project Aggregate.

### **VIII. SUBMITTAL FORMAT**

The submittal should be concise (maximum of 10 pages excluding sample materials) and contain the following sections in order as shown:

1. **Introduction** – Describe philosophy of firm and areas in which the firm excels and unique qualities about the firm’s goals and objectives relative to this Transition Plan.
2. **Approach** – Describe specific techniques to be employed. Outline anticipated work plan and schedule. Describe how your team will work with UCSD FD&C, staff, faculty, students and other stakeholders.
3. **Statement of Qualifications/Team Description and Relevant Professional Experience** – Provide names and educational background of each team member, including sub consultants, if applicable. Describe experience and proposed role for each team member.
4. **Project Experience** – List similar projects such as this Transition Plan in reverse chronological order in which team members were involved. Indicate whether project was done by firm or by team member when employed in another firm.
5. **References** – Provide names, addresses, and telephone numbers of previous clients who can evaluate completed work of a similar nature.
6. **Sample Materials** – Provide a limited representation of previous ADA compliance reports and promotional exhibits to help the University understand your experience in developing an ADA Transition Plan.

### **IX. ANTICIPATED SCHEDULE**

- RFQ Issued March 15, 2016
- Submittals Due: March 30, 2016
- Short List Notification: April 4, 2016
- Interviews: Week of April 18, 2016

## **X. DELIVERABLES**

Deliverables will include but are not limited to the Transition Plan (which shall contain the Survey Data Reports) and the Survey Database. Descriptions of the deliverables are presented below with tentative submittal dates (to be finalized with Consultant). For each deliverable, an electronic copy including design files must be included along with the required number of hardcopies, if any.

- A. Draft Survey Reports – To be submitted to FD&C by June 30, 2016 for inclusion in one or more appendices to the Transition Plan.
- B. Final Survey Database – The survey data shall be submitted at completion of the surveys in an electronic format approved by the University.
- C. Draft Transition Plan - One (1) copy to be submitted to FD&C by August 30, 2016.
- E. Final Draft Transition Plan – One (1) copy to be submitted to FD&C by September 29, 2016.
- F. Final Transition Plan – Two (2) copies to be submitted to FD&C by October 27, 2016

## **XI. STATEMENT OF UNDERSTANDING**

All short-listed firms will be required to sign a Statement of Understanding. By signing the document it is acknowledged that a draft copy of the standard Professional Services Agreement (PSA) has been read, and with reservation of rights, the terms and conditions are generally agreed upon.

## **XII. PROCEDURES FOR SUBMISSION**

Firms wishing to be considered should submit electronic materials, under a coversheet, indicating their past experience in the programming and cost estimating of university facilities or other comparable institutional facilities, including references and University Statement of Qualifications - Attachment B (Attachment A is not required for this submittal). One electronic copy on CD or flash drive, in pdf format, should be submitted, with any graphic images, spreadsheets or pages larger than 8.5” x 11” submitted in landscape view. No paper copies requested. Proposals are due no later than 4:00 p.m., March 30, 2016.

Submit proposals to:

**Mailing Address:**

University of California, San Diego  
Jennifer Mora, Contracts Analyst  
Office of Facilities Design and Construction  
9500 Gilman Drive MC 0916  
La Jolla, CA 92093-0916

**Delivery or Overnight Mail Physical Address:**

University of California, San Diego  
Jennifer Mora, Contracts Analyst  
Office of Facilities Design and Construction  
10280 North Torrey Pines Road, Suite 465  
La Jolla, CA 92037

Hours of business: Monday through Friday, 8:00 a.m. to 4:30 p.m.

Technical questions or questions regarding the scope of the project should be directed to Mark Rowland, Principal Architect / Project Manager, at (858) 822-0725. UC San Diego requests that interested firms refrain from contacting any other party regarding this project.

UC San Diego encourages the participation of Small, Disadvantaged, Minority-owned, Women-owned and Service/Disabled Veteran-owned Business Enterprises (S/D/M/W/DVBE's) and is committed to promote a diverse pool of firms for our building programs.

Every effort will be made to ensure that all persons have equal access to contracts and other business opportunities with the University within the limits imposed by law or University policy. Each candidate firm may be required to show evidence of its equal employment opportunity policy. The University of California is an Equal Opportunity Employer – minorities and women are encouraged to apply for consideration.