

REQUEST FOR QUALIFICATIONS

AS-NEEDED

MECHANICAL ENGINEERS

For

VARIOUS MAINTENANCE PROJECTS

FACILITIES MANAGEMENT

UNIVERSITY OF CALIFORNIA, SAN DIEGO

Proposals due

Monday, January 6, 2020

Issued: Friday, December 6, 2019

I. OVERVIEW

The Facilities Management Project Management unit at the University of California, San Diego (UC San Diego) requests written responses to this Request for Qualifications (RFQ) for the selection of As-Needed Mechanical Engineers.

Under the direction of the Facilities Management Project Manager the Mechanical Engineer will assist with pre-design, project programming, construction documents, and bid and construction administration on an as-needed basis for select maintenance projects managed by Facilities Management. Projects will primarily be located at the UC San Diego La Jolla campus and fall under the jurisdiction of the Campus Building Official and Campus Fire Marshal.

II. PROJECT INFORMATION

A. BACKGROUND

UC San Diego is located adjacent to the communities of La Jolla and University City within the northern portion of the City of San Diego. The UC San Diego main campus, which includes the Scripps Institution of Oceanography, is 1,158 acres in size. Interstate 5 (I-5) bisects the main campus.

B. OVERVIEW OF POTENTIAL PROJECTS

Projects will address maintenance items via replacement, repair or modification to existing mechanical systems and infrastructure ranging in size and complexity. Construction budgets are estimated to range between \$450,000 and \$1,000,000.

Time will be of the essence for these projects. Depending upon the requirements of the University, construction may need to accommodate the academic calendar and may be executed in multiple phases if deemed necessary.

III. SCOPE OF SERVICES

The University wishes to engage the selected Mechanical Engineers for the following services including, but not limited to the following activities:

- Project program confirmation and basic engineering services, including field investigation, schematic design, design development, construction documents, cost estimates, scheduling, agency review, the bid/award process, and construction contract administration services.

- The anticipated project delivery method is Design-Bid-Build. At the University's discretion other delivery methods may be explored dependent on project requirements.

Services are intended to begin January 2020 and multiple projects may run concurrently. The Mechanical Engineer and their consultant teams will be expected to have adequate resources to commit to accelerated design schedules.

IV. SELECTION CRITERIA

The University of California, San Diego requests the submittal material noted below for use in the selection of engineering firms to perform the Scope of Services described in Section III.

Respondents must be licensed business entities within the State of California and must be able to dedicate one representative as the main point of contact for the duration of the contract term.

- Demonstrated experience and excellence in the planning, design and construction administration of comparable mechanical projects in accordance with current California Building Code and Title 24 requirements.
- Demonstrated success with target value based design on comparable projects.
- Demonstrated experience assessing existing mechanical systems/infrastructure and providing scope recommendations based on condition, functionality, and remaining lifespan.
- Demonstrated experience meeting challenging schedules during both design and construction phases within an existing operational building.
- Proven scheduling and cost management capabilities. List software platforms used for current and future compatibility.
- Qualified Principals and Project Team Members, including a clear definition of the primary responsibility of each.
- Demonstrated ability to prepare an outline of the basic work plan to accomplish the work.
- Definition and track record of Outreach Program to local small and disadvantaged sub-consultant businesses. (S/D/W/M/DVBE, see Section VII)
- At a minimum, ability to provide Professional Liability Insurance in the amount of \$1,000,000 Each Occurrence and \$2,000,000 per Project Aggregate.

V. SELECTION AND CONTRACT REQUIREMENTS

A. SELECTION

The University intends to select three (3) As-Needed Mechanical Engineers based on Section IV. It is anticipated that the projects will be rotated between the selected firms, dependent on each team's ability to respond to project schedule requirements, the project team members proposed for the project, alignment with the firm's experience, and the type of project. There is no minimum guarantee as to number of projects assigned to the selected firms.

B. CONTRACT REQUIREMENTS

All consulting services to be provided by the selected Mechanical Engineers shall be in accordance with the standard University Contracting procedures, which have been approved by the Office of General Counsel.

The selected Mechanical Engineers will perform work under an Executive Design Professional Agreement Lite (EDPA-Lite) or Executive Design Professional Agreement (EDPA) with the University, with authorizations for various projects thereafter. Services based on this RFQ may be initiated at the University's option through December 31, 2022.

The University seeks to contract with a single executive design professional entity and will not entertain contracting with a Joint Venture or Associations for these projects.

VI. STATEMENT OF UNDERSTANDING

All Shortlisted firms will be required to sign a Statement of Understanding. By signing the document it is acknowledged that a draft copy of the standard Executive Design Professional Agreement Lite (EDPA-Lite) or Executive Design Professional Agreement (EDPA) has been read, and with reservation of rights, the terms and conditions are generally agreed upon. Additionally, notwithstanding this is a qualification based selection process, it is understood that fees for basic services are expected to fall within the Professional Services Fee Guideline which will be provided to all shortlisted firms.

VII. PROCEDURES FOR SUBMISSION

To be fully considered, the respondent firms shall comply with the following instructions:

A. FORMAT

One electronic copy on CD or flash drive, in pdf, should be submitted, with any graphic images, spreadsheets or pages larger than 8.5” x 11” submitted in landscape view. No paper copies or emailed submittals will be accepted.

Proposals are due no later than 4:00 p.m., Monday, January 6, 2020.

US Postal Service Mailing Address:

University of California, San Diego
Jessica Cuevas, Senior Contracts Administrator
Office of Capital Program Management
9500 Gilman Drive MC 0916
La Jolla, CA 92093-0916

Delivery or Overnight Mail Physical Address (e.g. FedEx):

University of California, San Diego
Jessica Cuevas, Senior Contracts Administrator
Office of Capital Program Management
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.

B. REQUIRED RESPONSE ITEMS

The RFQ submittal shall contain the following response items:

▪ **LETTER OF INTEREST**

Provide a letter that expresses the respondent’s interest to serve as an as-needed Mechanical Engineer, and also describes the respondent’s perceived leadership and design strengths in light of the qualifications criteria.

▪ **RESPONDENT’S QUALIFICATIONS**

The respondent is to complete and submit Standard Forms 330, University of California Consultant Experience Form (Attachment A), and a University Statement of Qualifications (SOQ) form (Attachment B).

- **RESPONSE TO SELECTION CRITERIA**

Describe how and to what extent, the respondent firm satisfies, or intends to satisfy, each of the selection criteria in Section IV above. The narrative should explain the respondents understanding of the approach to work with the University, and how work will be undertaken.

- **RESUMES**

Submit key resumes (e.g., Project Manager, Designer, Project Principal). Include all relevant experience with similar projects, and indicate the role or duties performed on each project.

- **REFERENCES**

Provide references for the designated qualified individual(s) within the company from Owners, Consultants, and Contractors (9 total maximum). Also provide references for the company. References can be listed on the Statement of Qualifications Form, Attachment B to this RFQ.

- **STANDARD BILLING RATE SHEET**

Provide an itemized rate schedule that identifies hourly rates and expenses, including any proposed cost-plus charges on sub-consultant work. Rates are good for at least one year. Inflation/Cost of Living adjustments will be considered at renewal date each year.

Technical questions or questions regarding the scope of the project should be addressed to Jessica Cuevas, Senior Contracts Administrator, at Capital Program Management, at (858) 534-1991. 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.