

# CAL POLY HUMBOLDT

## REQUEST FOR QUALIFICATIONS FOR COLLABORATIVE DESIGN-BUILD SERVICES

**Bid Solicitation # PW22-2**  
**Energy Research + Sustainability Center; Project #PLY105**  
**California State Polytechnic University, Humboldt**  
**1 Harpst Street, Arcata, California 95521**

### 1 - INTRODUCTION

The State of California, acting through the Board of Trustees of The California State University, hereinafter called Trustees, on behalf of California State Polytechnic University, Humboldt, hereinafter called University, is requesting Statements of Qualifications (SOQ) from interested and qualified Design-Builders (Respondents) to provide design, preconstruction and design-build construction services for the project referenced above (Project).

The delivery method for this Project is a modified form of the Trustees' Design-Build process, called Collaborative Design-Build. This is a two-phased project delivery process: Phase 1-Design and Preconstruction Services to define the Project, hereinafter referred to as Phase 1, and Phase 2-Design-Build Construction Services to complete the design and construct the Project, hereinafter referred to as Phase 2. There will be separate agreements for each phase. This modified process selects the Design-Builder on qualifications and proposed fees (a design competition is not utilized).

During Phase 1 the University will issue a design and preconstruction services agreement, under which the Design-Builder will: complete the programming; develop the schematic design; commit to a guaranteed maximum price (GMP) and schedule; start Design Development; confirm other criteria are appropriate; and obtain University approval. Upon receipt of both the University's approval of the schematic design and the University's authorization to proceed, Design-Builder shall: continue with the design development; publish a set of the Design-Build Construction Documents; and establish and submit a GMP to the Trustees.

During Phase 2, the University will issue a GMP collaborative design-build agreement incorporating: the Design-Build Contract Documents; updated criteria; direct construction cost budget; GMP; contingency; remaining design fees; site management fees; payment and performance bond premiums; overhead and profit; and schedule as agreed upon in Phase 1.

The Trustees are not obligated to proceed with Phase 2 with the selected Design-Builder. The Design-Builder is not obligated to proceed with Phase 2 if it so determines that the budget is not adequate, or for other business reasons. Phase 1 work products and electronic files of the Design-Builder are the property of the Trustees. In the event the Trustees and Design-Builder do not continue into Phase 2, these documents will be used by the University in any manner, including use as bridging documents for subsequent contracts.

### 2 - PROJECT DESCRIPTION

The project for the new Energy Research and Sustainability Center will provide a hub for interdisciplinarity and inclusive collaboration that supports climate action through energy systems research and teaching and justice driven sustainability initiatives. It is envisioned that the new build will also serve as a welcoming place for campus and community partnerships, education, sustainability resources, and convening space for innovation to develop collaborative partnerships for human centered climate action and resilient practices. The ER+SC project will consist of new construction of (23,000 GSF) campus building supporting the new Energy Systems Engineering degree program and other campus academic programs related to clean energy, while also strategically collocating a new sustainability center. The new facility will also be supported by the Schatz Energy Research Center, academic program integration, and the Office of Sustainability.

The project site for feasibility test fit is located just south of the existing Schatz Center building and on the north end of parking lot G14 with access from B Street. The project will require the demolition of the existing Jensen House which will be unoccupied/unused after the Children's Center staff and office space is relocated to the Trinity Annex Children's Center that is currently under construction.

Attached to this RFQ is a *Programming & Feasibility Study Report* for the project.

The Direct Construction Cost Budget is approximately \$17,075,000.

- The contract duration for the Phase 2 agreement is approximately 780 calendar days. The budget and duration will be established in the RFP.
- The contract specifies that liquidated damages are \$2,000 for each calendar day construction completion is late.
- The Design-Builder is required to be licensed in the state of California with a 'B' license and registered to bid public works with the California Department of Industrial Relations (DIR).
- The Design-Builder is required to be prequalified by the CSU Prequalification Program Administrator; refer to RFQ Section 4.
- The Architect is required to be licensed in the state of California.
- ~~The Architect is required to be prequalified by the Trustees, and may visit the following website for more details and contact information: <https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/operations-center/Pages/architectural-prequalification.aspx>.~~

### **3 - SCOPE OF DESIGN-BUILDER'S WORK**

The Trustees will specify the work to be performed by the Design-Builder in the Phase 1 agreement and the subsequent Phase 2 agreement. The services that will be required of the Design-Builder are identified within CSU's sample documents for design, design-build services, and procedure guidelines, all of which are available for download at <https://procurement.humboldt.edu/bids/construction>. By submitting an SOQ, the Respondent represents that it is qualified and capable to provide the requirements of these agreements.

The following is a brief overview of the services the Design-Builder will be required to perform, if awarded both the Phase 1 and the Phase 2 agreements:

1. Provide cost estimates per CSU schematic design level requirements, review and confirm the initial budget and provide continuous cost management to assure the schematic and final design remains within the budgeted cost estimate.
2. Fully program the Project.
3. Schedule the Project, as appropriate, to conform to Project scope and Trustees' parameters.
4. Confirm all other Project criteria are appropriate and fully detailed.
5. Develop the schematic design deliverables per the CSU requirements and assist with presentation to the CPDC committee and the Board of Trustees.
6. Commit to a GMP at the end of schematic design, or during Design Development, as agreed by the Trustees.
7. Provide Phase 1 services per CSU guidelines and as necessary to bid and construct the Project.
8. Procure all agency review, peer review and local agency approvals as required.
9. Provide construction planning, phasing, and scheduling during Phase 1 through Phase 2.
10. Develop and maintain a Project schedule that incorporates all tasks and approvals of all involved parties necessary to complete the Project within the contract durations.
11. Provide preconstruction and construction quality assurance.
12. Incorporate Design-Assist and Design-Build trade contractors as appropriate and as proposed.
13. Publicly advertise and prequalify trade contractors to comply with Trustees' standards.
14. Comply with requirements to subcontract a minimum of three percent (3%) of the Project to DVBE subcontractors.
15. Develop Trade Contractor Bid Packages and receive bids in the most logical, competitive, and seamless manner.
16. Pay prevailing wages and comply with prevailing wage laws.
17. Manage and administer the Project construction phase to achieve construction completion within the contract time and budget and with high quality workmanship.

#### 4 - DESIGN-BUILDER SELECTION PROCESS

The Trustees will select the Design-Builder using a two-step process. The first step in the selection process focuses on selecting the most qualified firms. The Trustees issue this RFQ, to which respondents may submit SOQs to the Trustees. The Trustees will appoint a selection committee to review and score the SOQs. The highest scoring four firms above the minimum qualifying score (50% of total maximum points) with all required qualifications will continue in the selection process. Unsuccessful firms will be notified.

The second step in the process will focus on the selection of the firm with team members that are most suited to the Project. The Trustees will issue the Draft Request for Proposals (RFP) to the short-listed finalists, and hold pre-proposal meetings, after which the Trustees will issue the Final RFP. The Trustees' selection committee will score the proposals from the finalists, conduct interviews, and perform reference checks. The Trustees will award a Phase 1, Design and Preconstruction Services agreement for schematic design to the highest scoring firm, who will become the successful Design-Builder. The judgment of the Trustees in this selection process is not subject to appeal.

All Respondents must be prequalified with the Trustees one day prior to the SOQ due date, or their SOQ submission will not be considered. The last day to submit an application for prequalification online to the CSU Chancellor's Office is indicated on the enclosed schedule. Each Respondent's prequalification rating must be greater than the budgeted Phase 2, Design-Build Construction Services agreement amount for this Project. For information regarding prequalification, go to: <https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/operations-center/Pages/contractor-prequalification.aspx>, and click on the link for PlanetBids. Direct any prequalification questions to the Trustees' Prequalification Administrator at [cocm.prequal@calstate.edu](mailto:cocm.prequal@calstate.edu).

#### Joint Venture Affidavit

If two or more prospective firms desire to submit a proposal as a joint venture on this project, they must file an affidavit of joint venture with the Trustees at least five (5) Days prior to the date and time set for opening SOQs, on a form obtained from the Trustees. The affidavit of joint venture will be valid only for the specific project for which it is filed. Each party to the joint venture must be prequalified, as provided herein, at least one (1) Business Day prior to the date and time set for submitting the SOQs. If the Trustees announce that the joint venture is the successful Proposer in response to the Request for Proposals, the joint venture shall obtain the joint venture license prior to Trustees' award of the Contract (Business and Professions Code sections 7029 and 7029.1).

If the Trustees award neither the Phase 1, Design and Preconstruction Services agreement, nor the Phase 2, Design-Build Construction Services agreement, Respondents will not be entitled to recover any monetary awards of any type whatsoever. The Trustees reserve the right to reject all responses to this RFQ. The Trustees may terminate the Design-Builder's Phase 1 agreement prior to completion and seek to complete the Project by other means or abandon the Project. There is no guarantee the Trustees will award the Phase 2 agreement.

#### 5 - TENTATIVE SELECTION PROCESS SCHEDULE

Schedule Activities	Schedule
RFQ Advertised	03 November 2022
RFQ Available	10 November 2022
RFQ Conference (Non Mandatory) see Section 10	17 November 2022
Last day to submit application for prequalification on PlanetBids	01 December 2022
Last day to submit RFQ questions	07 December 2022
Last day to submit Affidavit of Joint Venture form	08 December 2022
RFQ Addenda issued (if required)	12 December 2022
Statement of Qualifications due	15 December 2022 @ 3:00 PM
Proposer Shortlist published by e-mail	22 December 2022
RFP distributed to shortlist	22 December 2022
Pre-Proposal Meetings	05 January 2023
Last day to submit RFP questions	31 January 2023
Proposals due date and time	07 February 2023 @ 3:00 PM
Proposing firms interviewed (Week of)	27 February 2023
Successful Proposer announced	08 March 2023
Phase 1 (design and preconstruction services) agreement executed	05 April 2023
Schematic design BOT submittal due	16 May 2023
CSU Board of Trustees Meeting	11 July 2023
Phase 2 (design build) agreement executed	09 August 2023

Phase 2 start date (NTP)	09 August 2023
Notice of Completion	September 2025
Design-Build contract duration	910 calendar days

The above schedule is a proposed schedule that is subject to change. The Phase 1 and Phase 2 agreements, if awarded, will identify the schedule commitments. Any changes to the schedule for the RFQ/RFP process will be issued to all Respondents/Proposers via addenda.

## 6 - INSTRUCTIONS FOR SUBMITTING AN SOQ

**Statement of Qualifications must be received in the Managing Office shown herein before the date and time shown in the Selection Process Schedule.**

Respondents for this Project shall submit a Statement of Qualifications in accordance with the following instructions:

1. Provide all information requested in this RFQ.
2. Provide information as it pertains to your team. When referencing projects that were joint ventures, or individual efforts, indicate such and explain each JV member firm's role in the project.
3. The SOQ should be well organized, as concise and complete as possible, while still providing the requested information.
4. Where contact information is requested, include the company name, address and a company representative's name, phone number and e-mail address.
5. Submit one digital file in PDF format. Deliver the SOQ via email or electronic file transfer to the managing office person identified herein prior to the date and time indicated in the Selection Process Schedule

## 7 - MANAGING OFFICE FOR THE SELECTION PROCESS

Respondents shall direct all communications concerning the selection process to the Managing Office for the Selection Process. In e-mail communications, place the name and solicitation number of the Project in the subject line. The campus contact for the Managing Office for the Design-Build Selection Process is:

Campus Contact Name	Addie Dunaway, Procurement Specialist
Campus, Dept.	California State Polytechnic University, Humboldt - Contracts and Procurement
Address (mailing):	1 Harpst Street, Arcata, CA 95521
Telephone:	(707) 826-3304
Fax:	(707) 826-3312
E-Mail:	<a href="mailto:addie.dunaway@humboldt.edu">addie.dunaway@humboldt.edu</a> and <a href="mailto:procure@humboldt.edu">procure@humboldt.edu</a>

## 8 - SOQ REQUIRED INFORMATION AND SCORING

Provide the following information in your SOQ. Each question will be scored against an ideal response which, in the opinion of the Trustees' Selection Committee, would receive the maximum number of points possible, as indicated herein. When describing experience, indicate if the experience is of the firm and/or the individuals proposed for the project. The SOQ evaluation is weighted towards the experience of the firm and not of the individuals proposed for the project. If all information is not provided, the SOQ may not be considered. The Trustees may, at its discretion, call the contacts provided or others as may become known for reference checks. SOQs should be organized with numbered tabs corresponding to the following questions. Provide concise and complete responses; **non-requested information and lengthy responses are discouraged.**

### Required Information:

- |   | <b>Maximum Score</b> |
|---|----------------------|
| 1. Cover letter confirming that Respondent's SOQ submittal is in response to this RFQ and agrees to enter into schematic design and design-build contracts if selected, and all information in the SOQ is accurate under penalty of perjury.<br><br>Describe any lawsuits to which you have been a party with any of your Project owners in the last 5 years. Describe if you were the plaintiff or defendant, a brief summary of each case, and the outcome. If there have been none, make that statement. | 0 points             |
| 2. Organization Information, provide this information separately for the General Contractor and the Architect:  | 0 points             |

- Identify Respondent’s full legal name, type of business entity, physical and mailing address, phone, fax, e-mail, and website.
  - Provide the address of the office that will manage this Project, and contact information of the project manager including email address of the primary contact for this SOQ.
3. Copy of Respondent’s CSU prequalification letter. 0 points
  4. Copies of Respondent’s California Contractor’s License and DIR public works registration number. 0 points
  5. Project Specific Requirements: 50 points  
 In accordance with the project description relative to the proposed program (academic facility, in particular, engineering laboratories; support spaces; and classrooms/work spaces), describe any project specific experience your team members have had with these special design and construction skills or requirements.
  6. Respondent’s general design-build experience for projects that the firms (GC and AE) have worked on together: 80 points
    - Describe projects that are similar in size and complexity, and show how these projects are relevant to the proposed project.
    - Provide a matrix indicating all proposed team members and their joint project experience, if any. Give titles, names and positions.
    - Provide project owner references for the responding architect and contractor team, and include contact information for each project owner reference (provide project owner names and owner point-of-contact names and respective e-mail addresses and telephone numbers).
  7. General Contractor’s Higher Education Academic and Technology Experience: 70 points
    - List and describe the project experience of the general contracting firm relative to technology infused projects in a higher education environment. In particular, focus on academic space, laboratories, work spaces/offices, and projects situated in a constrained site. Include location, size, cost and year of completion.
    - Describe how this experience is relevant and similar in size and complexity to the proposed project.
    - The emphasis should be on demonstration of design-build experience.
    - Provide owner and/or architect references and contact information for these projects.
  8. Architect’s Higher Education Academic and Technology Experience: 80 points
    - List and describe the project experience of the design firm relative to technology infused projects in a higher education environment. In particular, focus on academic space, laboratories, work spaces/offices, and projects situated in a constrained site. Include location, size, cost and year of completion.
    - Describe how this experience is relevant and similar in size and complexity to the proposed project.
    - The emphasis should be on demonstration of design-build experience.
    - Provide owner and/or contractor references and contact information for these projects.
  9. Respondent’s experience utilizing DVBE subcontractors. 30 points
  10. The Trustees’ prequalification letter (see #4 above) will also indicate the Respondent’s Composite Weighted Safety Score. The Trustees will rank each responding firm according to this Composite Weighted Safety Score. Two points will be awarded for each point above the minimum Composite Safety Score of 25. 50 points
  11. Respondent’s unique qualifications to perform on this Project. 40 points
  12. Respondent’s experience within 100 miles of the Project for both the contractor and architect. 10 points

13. During the past five (5) years was your firm (GC or AE) required to pay penalties for failure to pay prevailing wages? If yes, please provide a description of each instance and the amount of penalties paid. 40 points

<b>TOTAL Maximum Points 450 points</b>
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### 9 - QUESTIONS

Respondents must submit all questions regarding this RFQ in writing by e-mail or mail to the Managing Office for the Selection Process, and received no later than the due date indicated in the Selection Process Schedule. The Trustees will not consider questions received after the due date. Written responses to submitted questions will be sent by the Trustees to all registered Respondents. Respondents may request clarifications verbally, however, the Trustees will not consider verbal responses binding.

### 10 - RFQ CONFERENCE

The Trustees will hold a non-mandatory conference to discuss this RFQ and the delivery process on the date(s) indicated in the enclosed schedule. Below are the details for these meetings.

RFQ Conference Time: 11:00am  
RFQ Conference Location: ZOOM Meeting Linked [HERE](#)  
Meeting ID: 858 3549 9265  
Passcode: 722565

### 11 - ATTACHMENTS

ATTACHMENT 1      *Energy Research & Sustainability Center, Programing & Feasibility Study Report dated 17 August 2022*

-End of Request for Qualifications-