

REQUEST FOR QUALIFICATIONS

CAMPUS FACILITIES PLANNING SERVICES

(Also known as Physical Master Planning)

**California State Polytechnic
University, Humboldt**

March 3, 2022

CONTENTS

Section 1.	Background Information	Page 3
Section 2.	Scope of Services	Page 6
Section 3.	Statement of Qualifications, Instructions, and Format	Page 13
Section 4.	Evaluation and Criteria	Page 16
Section 5.	General Provisions	Page 17
SUBMITTAL REQUIREMENTS		Page 20

**REQUEST FOR QUALIFICATIONS
FOR
CAMPUS FACILITIES PLANNING
SERVICES**

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, HUMBOLDT
1 Harpst Street, Arcata CA, 95521**

SECTION 1 – BACKGROUND INFORMATION

1.1 California State Polytechnic University, Humboldt is a public institution and part of the 23-campus California State University system. The University acknowledges that the land on which Humboldt sits is Wiyot ancestral land, and Humboldt is the unceded territory and traditional ancestral homeland of the Indigenous nations: Hupa, Karuk, Mattole, Tolowa, Wailaki, Wiyot, Yurok, and other original inhabitants of Humboldt County. We respect and share our gratitude to Indigenous communities. With full-time undergraduate tuition of just \$7,863 annually, Cal Poly Humboldt is one of the best higher education values in the nation. The University has about 5,739 students and 490 faculty members and offers a wide array of academic choices, with 57 majors and 10 graduate programs in three Colleges. Faculty members are among the top teachers and researchers in their fields. Programs in natural resources and sciences are nationally known, while visual and performing arts are also popular areas of study. Throughout the curriculum, students find a long-standing commitment to social and environmental responsibility. The University was founded as a teacher's college in 1913 and over the last century has grown from an institution focused solely on teacher education to an accredited university with extensive research facilities. There have been several name changes over the years: We have been called Humboldt State Normal School, Humboldt State Teachers College, Humboldt State College, CSU Humboldt, Humboldt State University and, since January 2022, California State Polytechnic University, Humboldt or Cal Poly Humboldt.

Cal Poly Humboldt students have many opportunities for hands-on learning with professors engaged in research and community service. The Coral Sea, for example, is an oceangoing vessel used primarily for undergraduate research. Students can study with the world's foremost experts on redwood trees and with leading experts in sustainable energy systems. In our cutting edge Fire Lab, students study the properties of forest fires, and in the Schatz Energy Research Center student engineers are working on real-world issues like bringing sustainable lighting to the developing world and microgrid technology. Students create their own theater productions, study the mechanics of walking in the Human Performance Lab, work with young children in the Child Development Lab and more. Possibilities abound for real-world research experience available to undergraduates—something few other universities can boast.

Outside the classroom, our students enjoy a rich campus life. They are involved in more than 85 campus clubs and have access to a state-of-the-art recreational facility. Each year, Center Arts brings nationally recognized performers and speakers to campus, and we have 11 NCAA Division II athletic teams.

Cal Poly Humboldt has grown from the State Normal School established in a single building in 1913 to the 144-acre campus and nearly 2.4 million gross square feet it is today. As land was gradually acquired for new campus buildings, the campus incorporated the existing Arcata city street grid, along with a series of topographically complex parcels of land and forested areas that give the Humboldt campus its character and distinction. Development has concentrated on the northern areas of the campus, while

more recent development includes the southern half of the university's land holdings. The Facilities Plan process will serve to identify aspects of the physical campus in both the northern and southern portions of the university land holdings as well as off site locations that can be improved over both the short and long term to support its goals.

1.2 Purpose

To provide the highest quality and affordable college education built on the contributions of diverse students, staff, and faculty who are committed to a just and sustainable world.

1.3 Vision

Humboldt State University will be a campus for those who seek above all else to improve the global human condition and our relationship with the environment. Toward this:

We will be the premier center for the interdisciplinary study of the environment, climate crisis and resilience to climate change, and the conservation of ecological systems and natural resources. Our focus will continue to be on sustainability through environmental, economic, and socially responsible action.

We will be a center for the interdisciplinary study of just global societies. We will approach our work with an equity mindset and continue to emphasize inclusion across multiple dimensions of our university, modeling what we want to see in the world.

We will serve as a regional center for the arts inclusive of diverse arts traditions and contributions, and will fully engage with community arts partners and employers on behalf of our students. As a designated Hispanic-Serving Institution (HSI) and as a Minority-Serving Institution (MSI), we will be an institution in which Black, Indigenous, and Persons of Color (BIPOC) students thrive.

We will partner with Indigenous communities to address the legacy of colonialism, and create space nurturing of traditional ecological knowledge (TEK), pedagogies, and curricula responsive to their identified needs.

We will be exemplary partners across our region and state by integrating community engagement and contributing to workforce development in our academic enterprise and beyond.

1.4 Core Values and Beliefs

The following values and beliefs serve as our guiding "north stars" for accomplishing our collective purpose and goals:

Connection to Place. We value place-based teaching, learning, and scholarship, taking our educational enterprise outside and into our communities.

Creativity. We believe creativity is central to human and organizational growth and responsible collective action.

Decolonized Knowledge. We value diverse systems of knowledge and ways of knowing. We believe in centering stories and knowledge that have been marginalized in oppressive social arrangements.

Human Dignity. We believe in the dignity of all and in equitable treatment, opportunities, and outcomes.

Free and Critical Inquiry. We value academic freedom, reflexivity, and serving as a repository of

accumulated knowledge that is accessible to the broader community.

Shared Governance and Participatory Planning. We believe that our collective processes and outcomes will be strongest when they emerge from shared governance and collaboration.

Social Responsibility and Civic Engagement. We value contributions in the public interest and environmental, economic, and social responsibility in our work toward viable and sustainable communities.

1.5 Strategic Focuses

The following focuses are culminated and connected to our purpose, vision, core values & Beliefs in our [“Future Forward” Strategic Plan 2021-2026](#)

The Academic Road Map. The purpose of the Cal Poly Humboldt Academic Roadmap is to provide recommendations for advancing academic excellence and access. The Humboldt Academic Roadmap promotes distinctive, innovative academic programs and ways of instruction centered on the curricular needs for well-prepared students, including our support and development of programs that assist Humboldt in achieving the polytechnic designation. Equity, diversity, and social and environmental justice are key principles that will underpin every aspect of academic programs at HSU. This Roadmap is a guide for advancing HSU’s academic vision.

Community Collaboration & Shared Success means that Humboldt and its surrounding community (defined as the local service area) work together, share resources, communicate openly, and create an inclusive and welcoming environment in order to ensure that they both achieve their objectives.

Employee Engagement & Success means ensuring all Humboldt employees—faculty, stateside and auxiliary staff, administrators, and student employees—have what they need to be involved in, enthusiastic about, and committed to their work and to Humboldt. Their success is supported throughout their experience with Humboldt, from recruitment through departure.

Future Proofing Humboldt focuses on how to create the type of university that can adapt and thrive in the future and respond effectively to internal and external challenges and opportunities. With students at the center, we look to create the type of organizational environment that provides the educational experience students want and need now and in the future

Resources Stewardship & Sustainability promotes goals that appropriately generate, manage, and invest resources towards the purpose of the University and its adopted guiding plans, through the common lens of “student first”, equity, inclusivity, and sustainability.

Student Experience & Success will identify and build strategies that promote positive and meaningful student engagement experiences and success. We will discuss ways to further integrate student support, consider needs of holistic student development, and focus on diversity, equity, and inclusion work.

1.6 Polytechnic Planning

Polytechnic planning is a critical consideration and driving influence in the future decision making and direction of the university. In January 2022, Humboldt State University became California State Polytechnic University, Humboldt; the CSU and State of California’s third polytechnic university. This

designation was the product of extensive planning that culminated in the [HSU Polytechnic Prospectus](#). The prospectus communicated two main Ideas. First, what our university is currently doing that aligns itself to being considered a polytechnic university, and second, what the university plans to do to transform into a thriving polytechnic university. The prospectus centers around four core themes. Academic Programming, Inclusive Student Success and Diverse Student Engagement, University Financial Outlook, Enrollment Growth and Equity in Access.

Although our current enrollment is 5,739 students, as recently as 2016 we had an enrollment of 8,436, and because of our polytechnic designation, we anticipate an enrollment of 8,700 in 2026 and 12,000 in 2030. This increase in enrollment requires significant planning activities.

SECTION 2 – SCOPE OF SERVICES

2.1 Most Recent Facilities Plan

The University had completed the 2004 Master Plan, a strategy for modifying the physical campus to accommodate growth and change over the next 30 to 40 years. At the time of the plan, the scope included studies of our existing conditions, property acquisition, land use, open space and pedestrian circulation, programmatic areas of campus, vehicle circulation and parking, design guidelines, and implementation.

2.2 The Proposed Campus Facilities Plan

The University is requesting proposals for the development of a new campus facilities plan. The intent of this facilities plan is to guide the University in development and decision making for future campus needs as it relates to the various planning efforts already established and the University's transformation into California's third polytechnic. The University is seeking campus facilities planning services that will require the full range of professional disciplines normally associated with planning of this type. The University is interested in working with a facilities planning team (the Consultant) familiar with working together and having a history of achieving previous successful comprehensive campus facilities plans. The Consultant will be expected to retain all necessary sub-consultants as required for services.

The following elements shall form the organizational framework for the Campus Facilities Plan scope of work:

- Incorporation of Vision Statement, Purpose Statement and Strategic Plan
- Address polytechnic transition associated with Facilities
- Enrollment Growth and Demand Analysis and determination of sustainable growth
- FTES Distribution and Projections Analysis
- Campus Facilities Plan FTE Capacity
- Incorporate State University Administrative Manual (SUAM) space standards and utilization parameters

2.2.1 Overall Objectives of the Facilities Plan

Under the context of growth relative to existing campus operations and transformation to a polytechnic university, the objectives of the Facilities plan are as follows.

- Support the academic and research purpose of the University.
- Highlight our campus as a living laboratory
- Establish the connection between the university and the Indigenous land on which we reside.
- Make a clear visual connection between the university's purpose and the Humboldt region's values
- Re envision the architectural presence of the university to be consistent with our current vision, values and inclusivity.
- Accommodate growth for the University's enrollment plan and associated administrative, support, and other auxiliary services.
- Establish a unifying framework for the University that optimizes land use, articulates a distinctive character, iconic image, quality, and sense of place.
- Integrate campus with surrounding community, open space, public transportation and property assets.
- Optimize the future use of campus land and facilities.
- Enhance the campus experience while fostering a safe, secure and accessible campus environment.
- Identify potential property acquisitions.

- Foster a unique, inviting and pedestrian-friendly campus experience including student centric community building spaces both interior and exterior
- Improve user circulation, traffic flow, and wayfinding.
- Incorporate climate adaptation design elements to remove infrastructure vulnerabilities to local climate change hazards of greatest concern.
- Establish landscaping standards that incorporate native plants and efficient water use in balance with campus as a living lab and our exterior specimen collection used for academic courses in botany and forestry.
- Mandate sustainability, energy efficiency, and technology into the Facilities planning
- Reflect an understanding of university planning that has been achieved to date, including the Strategic Plan 2021, Academic Road Map and Polytechnic Planning.
- Contribute to the efforts of realizing the plan through the California Environmental Quality act (CEQA)

2.2.2 Overview of Services

The Facilities Plan shall be developed with an understanding of the characteristics of the current campus; as well as the climate change impacts that will shape our future campus; and incorporate concepts that take into consideration sustainable practices, economics, inclusivity, and history of the campus including the occupation of indigenous land. The selected team will work closely with applicable University staff and solicit feedback from a broad range of campus and community constituencies.

The plan should consider short-term, mid-term and long-term time frames. All recommendations should consider the current and potential future fiscal constraints. The plan should look at potential campus site development (i.e., placement options for new buildings, facilities, and infrastructure) and address renovation, remodeling and repurposing of existing facilities and infrastructure. The Facilities Plan shall address both the main University campus as well as existing and potential off site locations.

The Facilities Plan should include, at a minimum, the following types of elements and services, many of which are interrelated. The consultant shall utilize the work of the Strategic Plan, the Academic Road Map, the Enrollment Plan, The Climate Action Plan and current planning found in Cal Poly Implementation:

Academic Planning

- Identify current and potential future academic facility needs
- Discuss how current elements of the campus facilitate or hinder academic goals including innovative educational offerings and degree completion
- Define what efforts could best improve the campus's alignment with its academic purpose

Student Quality of Life

- Discuss how current elements of the campus facilitate or hinder student recruitment, engagement/retention, basic needs support and campus safety.
- Define what efforts could best improve the campus's alignment with its focus on a quality student life
- Identify projects that could have a positive effect on cultural populations on campus and look at ways to help grow and embrace these student communities
- Connect retention strategies through the physical environment. This effort should be sensitive to preserving the identity of Humboldt as a rural area but also sensitive to the

urban origin of many of our students.

Employee Quality of Life

- Identify proposed changes that could have a positive effect on the quality of life for employees

Livability

- Identify current and proposed elements of the campus (facilities and land spaces; structured and unstructured) that provide a sense of livability for students, employees, community members, and visitors alike

Transportation, Mobility, Vehicles, Campus Access, Bicycle and Pedestrian Circulation

- Examine the current modes of transportation on campus (private automobile, bus, public transit, bike, etc.); consider the relationships with the campus and the surrounding communities. Consider also the connection with offsite university locations to the campus and our campus populations.
- Address current and future needs for vehicles and transportation
- Integrate transportation demand management and sustainable transportation into the built environment. This will also include the growth of sustainable transportation modalities
- Develop solutions to promote access equity to all populations of campus users

Signage and Entryways

- Review current building identification, wayfinding and informational signage
- Suggest improvements that are needed to provide adequate information for campus users (including visitors)
- Identify primary and secondary campus entry points; identify needed improvements
- Establish a new architectural approach to our campus signage and exterior monuments

Community Integration

- Identify critical and common use intersections between the campus and the community. discuss improvements such as signage, pathways, lighting and accessibility
- Address the relationship between the campus and surrounding areas; consider ways to make the campus more user friendly and inviting to the community

Land Use

- Look at current land use (academic, housing, administrative, sports/recreation, community use, green space, natural habitats, etc.); identify areas of opportunities.
- Catalog areas/sections of campus for use and determine if there is a predominant use category
- Investigate the need to strengthen/weaken or better define identified predominant use areas
- Develop a Landscape Plan, which shall provide an overview of the campus landscape plan and conditions; a framework to strengthen and improve the campus landscape fabric, plant standards that balance native plantings with specimen collections and academic use of the landscape as a living academic collection. Suggest areas to maintain, improve, highlight, or minimize. Identify areas of invasive remediation. Incorporate a standard to identify plantings with their common names, scientific names, and indigenous names.
- In connection with transportation and campus access, understand parking needs in the context of other sustainable transportation options as primary modalities.

Utility Infrastructure

- Examine the condition of the current campus utility infrastructure based on 2015 critical infrastructure study, and ongoing facility condition reports on infrastructure.
- Develop a utility plan for campus based on planned development and age of systems.

Space Utilization and Space Needs

- Analyze and catalog current use of space utilization within facilities.
- Base utilization analysis on State space parameters and metrics as developed by the Chancellor's office, Capital Planning Design and Construction.
- Determine projected future space needs taking into consideration trends in on-campus and

distance education as well as future technology changes.

Residence and Dining Facilities

- Review current on-campus housing and dining and their adequacy for future needs.
- Analyze and develop a Housing Plan, including phasing recommendations and pro-formas to support Housing build-out to achieve the University's goals.
- Identify where improvements/changes are needed to accommodate our campus community and future growth.
- In alignment with our growth, Identify opportunities and demand for off campus housing for students, faculty and staff.

Competitive Athletics and Recreational Sports

- Review current athletic and recreational sport venues for current and future needs.

Renovation, Remodeling and Reuse of Existing Facilities

- Discuss the best way to reuse/repurpose existing facilities to fit within strategic needs (utilize and build upon data from existing Facility Condition Assessments).

Students and Staff with Accessibility Needs

- Consider the University's long standing commitment to being a university that goes above and beyond the "Americans with Disabilities Act".
- Incorporate elements that continue to ensure that all aspects of the physical campus and campus life make this an "accessible institution".

Sustainability

- Take into account the university's commitment to sustainability initiatives including the Climate Action Plan 2.0, LEED Gold building standards, and the integration of sustainability into campus culture, academics, and social justice.
- Consider impacts to quality-of-life, the environment, and the budget

Architectural and Site Design Guidelines

- Review the University's non-formal design guidelines which have evolved over time and consider how the university can integrate decolonization that incorporates the indigenous context of where we reside and speaks to the balance of the natural and built environment. Within this context the guidelines will acknowledge the issues with mission style architecture and the future presentation of our campus.
- Develop a more formal guide to maintain the past, present, and future design vocabulary of campus facilities:
 - Develop new design guidelines for building design and landscape design.
 - Define and enhance architectural character of campus:
 - Building entrances, pedestrian orientation and signage
 - Scale and massing
 - Material palette
 - Architectural context and stylistic vocabulary
 - Unifying and distinguishing design elements
 - Natural lighting and artificial lighting
 - Natural ventilation
 - Sustainability performance metrics
 - Address building setbacks, general building envelopes, area, height limits, service access and necessary parking for future building sites/additions.
 - Revise the existing campus design standards to address building materials, bulk, height, massing, articulation and architectural design, and sustainability to increase density and enhance sense of place.

California Environmental Quality Act (CEQA)

- The consultant will collaborate with the University to draft a CEQA consultant scope of service
- Once the university secures CEQA consultant services separate from the Campus Facilities Plan Consultant, the Campus Facilities Plan Consultant will collaborate with the CEQA Consultant.

Summary

- Cost Issues – where possible, provide schematic cost estimates for short-term and potentially mid-term recommendations
- Implementation, Phasing, and Process – where possible, suggest a timeline (including any phasing) for implementation of short-term and potentially mid-term recommendations

2.2.3 Supplemental Reports Requested

More in-depth studies regarding some of the areas identified above will be necessary in order to prioritize projects and allocate resources for the near term.

2.2.3.1 Facilities Survey Report: Facility Condition Assessments

Reports will be provided for all campus buildings and infrastructure. While these FCA reports are very detailed, a higher-level summary and analysis (aligned to support the University's academic goals), is needed in order to strategically determine which buildings merit renewal and which should instead be targeted for replacement.

2.2.3.2 Five-year Plan

The five year plan will be informed by the FCA's, the Critical Infrastructure Plan and Facilities Plan Report. Recommendations will be solicited to identify priorities for Capital Budget Projects (major capital projects) and Capital Renewal Projects (infrastructure improvements and deferred maintenance).

2.2.3.3 Campus Accessibility

A survey of existing conditions (and campus historical surveys) regarding accessible paths of travel from public access, public transportation, parking lots, etc. to the entries of all existing buildings is required. Existing campus database will serve as a basis for the report, to be augmented with field investigation and analysis.

2.2.3.4 Housing Facilities Plan

Consultant shall develop a comprehensive evaluation of current housing facilities and recommendation as to needs for new development including location(s), type of housing and amenities. This will include market analysis, financial review and economic modeling work, and shall include analysis of existing buildings, development of planning options to add and/or replace housing, phasing of options, pro-forma analysis, and cost options. Existing campus database will serve as a basis for the report. The Market analysis will consider availability off campus housing stock for all populations of the University.

2.2.4 Detailed Scope of Services

The anticipated scope of services includes the following:

- Meetings with Facilities Working Group (Steering Group) to review and refine the scope of the desired Facilities Plan
- Meetings with designated University groups to gain information for use in the development of the Facilities Plan

- Meetings with designated Community groups to gain information for use in the development of the Facilities Plan
- Development and delivery of a draft and final Facilities Plan including:
 - Summary, executive level plan
 - Detailed, complete plan
 - Presentation

The Facilities Plan Consultant shall provide professional services for this project as defined in the University’s service agreement. Once the agreement is finalized, payment will be based on time and materials with a not to exceed amount.

2.2.5 Project Team

The Facilities Planner shall assemble from its organization and from any needed or desired consultants the individuals it feels will best fit the requirements of the project. The Facilities Planner shall indicate the responsibilities of each project team member and provide information about how those members are qualified for their role in this project.

2.2.6 Deliverables

Deliverables will include: concept design drawings; proposed phasing plans; presentation documents as required to relay concepts/design ideas; review of existing conditions to determine needs and requirements for proposed work; and other items required for a completed Facilities Plan report. Final report and accompanying presentation shall be in booklet and digital form. The University may use the report or presentation partially or in its entirety for any future University presentations.

2.2.7 Project Milestones

Major project milestones are as follows:

- Start of Facilities Planning process: April 2022
- Draft Facilities Plan/Presentation: May 2023
- Final Facilities Plan: June 2023 – September 2023

In general, it is the University’s desire for the Facilities Plan to be completed within 14-18 months after the start date.

SECTION 3 – STATEMENT OF QUALIFICATIONS, INSTRUCTIONS, AND FORMAT

3.1 General Information: California Polytechnic University, Humboldt (“Owner”) is soliciting Statements of (“Qualifications”) for selection of a facilities planning firm (“Facilities Planner”) to undertake the **Cal Poly Humboldt Facilities Plan Project** (“Project”) in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (RFQ). The Owner is interested in selecting a firm that has direct experience in the Facilities planning of facilities for institutions of higher education.

3.2 Selection Process:

Collecting Statements of Qualifications in response to this RFQ is the **first phase** in selecting a Facilities Planner. This RFQ provides the information necessary for respondents to prepare and submit Statements of Qualifications for consideration and initial scoring by the Owner. The Owner will select up to five (5) of the top ranked qualified respondents.

The **second phase** will invite the selected respondents to participate in an interview with the Owner to confirm and clarify the qualifications submitted and to answer additional questions. The Owner will communicate interview date, time and additional information desired to the invited respondents. The Owner will then score the interviewed respondents and integrate the score as cumulative with the scores achieved from the statement of qualifications.

After selecting the most qualified respondent the Owner will negotiate the detailed professional services to be provided by the Facilities Planner and a suitable fee for those services.

3.3 Requirements

In general, each Statement of Qualifications shall provide a description of the professional and technical experiences, background, qualifications, professional licensing and expertise of the firm's key personnel assigned to this project. The Respondent shall indicate that the Respondent possesses demonstrated skills and experience in all areas of the project scope.

3.3.1 General Qualification Submittal Instructions

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

3.3.2 Response Format

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

Cover Letter: Provide a cover letter that references the RFQ and confirms that all elements of the RFQ have been reviewed and understood.

Table of Contents: A table of contents shall be included in the Statement of Qualifications

Respondent's Qualifications/Experience: This section shall contain responses to all items specified in the Requirements section above and in the Scope of Work. Include a general overview of the firm's qualifications.

Previous Planning Efforts: Respondent shall provide a list of previously completed services similar to the requirements of this RFQ. Include the locations, and a brief description of services provided.

Include up to three samples of previous work similar in size and scope which would indicate the Respondent's quality of work and expertise in University Facilities Planning. These samples shall be provided in electronic format only --- no paper is desired.

Resumes: Provide resumes of experience, qualifications and license information of each key professional to be assigned to this project, as well as any subcontracted personnel. Each key professional assigned to the project must have at least five (5) years' experience in the architectural design and development of a University Facilities Plan.

Organizational Capability and Commitment: This section should demonstrate an overall understanding of the requirement, the Respondent's ability to meet the requirements, and Respondent's commitment of resources to be applied to this requirement. Include an organizational chart showing, at a minimum, the key personnel to be assigned to the project and their reporting relationship within the organization.

Work Plan/Methodology: Respondents should provide a detailed conceptual approach to the methodology to be used in response to Section 2 - Scope of Services. Include the name of the responsible individual who will lead the contract with the University for coordination and execution of the project, the location where management and coordination of services will be performed and a tentative schedule.

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 no exceptions taken.

Statements 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. Respondents should emphasize the Respondent's demonstrated capability to perform work of this type. Expensive bindings, colored displays, promotional materials, etc. are not necessary or desired. However, technical material describing the proposed services should be concentrated on completeness and clarity of content.

3.3.3 Statement of Qualifications

Respondent must provide a Statement of Qualifications describing the firm's experience. Evidence must include, but is not limited to, the following:

Experience

- Architectural Firm - Respondent must have completed at least 5 campus Facilities plan of similar scope for a university within the last 10 years. Submit a list of projects similar to this project; include a brief description of the project and services provided. Include the location, name of the university, names and telephone numbers of the owners' representative for previous work. Architect of record must have a valid license in the State of California. At least one member of the project team must be a LEED accredited professional.
- Primary Contact Professional Experience-Identify the Primary Contact Professional who would be assigned responsibility for this project. Provide evidence of a minimum of 10 years' experience in Facilities planning of projects of similar size and scope. Identify other personnel with the percentage of time they would be working on this project.
- Engineering and Sub Consultants-Identify electrical, mechanical/plumbing, structural and civil engineering consultants, as well as estimating, telecommunications, fire alarm, and/or other specialty consultants to be retained for this project. Ideally all consultants will be based in

California, with a strong knowledge of California building codes. Identify similar project experience for each consultant to be retained. Landscape Architect must be based in California, licensed in California, and familiar with Northern California's regional landscape and planting requirements.

Resume Requirements

- Provide a brief history of the firm, number of professionals on staff, services offered (areas of expertise). Provide individual resumes of all key contact personnel including all architects of record and engineers of record. Include educational background, professional licenses, applicable certifications (such as LEED), and relevant project experience.

SECTION 4 – EVALUATION AND CRITERIA

Statements of Qualifications will be evaluated by an Evaluation Group comprised of members of the Facilities Working Group. The selection of a firm to provide professional services in connection with the Facilities Plan shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

All Statements of Qualifications shall be reviewed to verify that minimum requirements have been met. Statements of Qualifications that have not followed the requirements in this Request for Qualifications, do not meet minimum content and quality standards, or take unacceptable exceptions to the model contract, may be eliminated from further consideration.

4.1 Point Scoring Criteria

Respondents will be evaluated on the qualifications listed previously and the following evaluation criteria.

TOTAL POSSIBLE POINTS: 120

- **Firm Architectural Experience and Engineering** **40 points**
Architectural experience with comparable projects that demonstrates an understanding of campus Facilities plans preferably for higher education institutions.
Engineering experience with comparable projects that demonstrates an understanding of campus Facilities plans preferably for higher education institutions. Respondent's sample work will be evaluated.
 - **Sub Consulting Experience** **20 points**
Include specific information and experience of proposed sub consulting. Consideration will be given to the use of firms with strong experience in the Pacific Northwest region. Consideration will also be given to sub consultants with experience in indigenous inclusion and knowledge of regional indigenous lands and relationships. Direct consulting with local tribes should be considered.
 - **Personnel Experience** **20 points**
Key personnel must have been successfully involved with architectural consulting services related to campus Facilities plans of similar scope and magnitude. This includes technical expertise, professional and project-specific experience.
 - **Methodology** **40 points**
Methodology by which the project will be undertaken will be evaluated. The Statement of Qualifications will be evaluated on the overall work plan including tentative timetable for completion, and proposed strategic methodology for management and execution for the project. The University is particularly interested in a data-driven analysis, used as the basis for development of options and strategic decision-making. The Statement of Qualifications will also be evaluated on the Respondent's responsiveness in satisfying the University's emphasis on sound project management techniques.
- Total Possible Points-120

4.2 Procedure for Responses

Firms interested in providing a Statement of Qualifications to the University should see the Submittal Requirements at the end of this RFQ for procedures on how to submit.

SECTION 5 – GENERAL PROVISIONS

5.1 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://procurement.humboldt.edu/bids/construction>

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

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

- Service Agreement with University
- The Contract Riders, Exhibits and Appendices listed in the Agreement
- Request for Qualifications (RFQ) and any Addenda
- Respondent's Statement of Qualifications

5.2 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) and distributed by email.

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.

5.3 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 publishing posting addenda which will be distributed by email.

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 with the University for and or all addenda. Addenda will be numbered consecutively.

5.4 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.

5.5 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. If a submission response(s) is unclear, the University may, but is not required to, request additional information or clarification of the respondent.

Oral communications of CSU officers and employees concerning this RFQ shall not be binding on the CSU and shall in no way excuse the contractor of his/her obligations as set forth in this RFQ.

5.6 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.

5.7 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, in order 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, or if the parties are unable to reach a final agreement, the University reserves the right to terminate negotiations and proceed with secondary and tertiary ranked finalists.

5.8 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 – Respondents should note that marking submission 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. Respondents believing their materials to be proprietary or confidential must provide a listing, by submission 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

submission as confidential, or submission that have had every page identified as confidential, will not be accepted and may cause the submission to be rejected.

5.9 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.

5.10 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 5.5 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.

5.11 Insurance Requirements

The insurance requirements that appear in Rider A, Section 9 of the Service Agreement, referenced in Section 5.5 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, in order 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.

5.12 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.

5.13 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.

5.14 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.

5.15 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.

SUBMITTAL REQUIREMENTS

Managing Office / Trustees’ Representative

Managing Office for the Request for Qualification Process:

Campus: Humboldt State University, Contracts and Procurement, Addie Dunaway
Address: 1 Harpst St., Arcata, CA 95521

Questions related to this RFQ shall be directed in writing to the Trustees’ Representative named below.

Name: Addie Dunaway, Procurement Specialist, Contracts & Procurement
Telephone: (707) 826-3307
E-mail: addie.dunaway@humboldt.edu *and* procure@humboldt.edu

Submittals Deadline

Qualifications are due no later than:

3:00 pm, April 8, 2022

Qualification Submittal

Proposers must submit one electronic copy of the qualification via email, with the following clearly marked in the subject line:

“Proposer’s Firm Name –Qualification Submittal – RFQ #XX-X Facilities Planning, Project #PLY200”
If the file size is too large for one e-mail, please submit in multiple emails with “#1 of total number of emails” included in the subject header, OR use a reliable and secure document sharing platform

Delivery of Proposals

Proposals must be emailed to the email address below at or before the due date and time.

E-mail: addie.dunaway@humboldt.edu *and* procure@humboldt.edu

Responsibility for Timely Delivery of Proposals

The Proposer is solely responsible for ensuring delivery via email no later than the date and time specified. The proposer is encouraged to ensure receipt of email via common email tools or contact the Contracts & Procurement Office.

END OF RFQ