

REQUEST FOR QUALIFICATIONS FOR COLLABORATIVE DESIGN-BUILD SERVICES

**Bid Solicitation # PW25-1
Science Renovations, PLY102
California State Polytechnic University, Humboldt
1 Harpst Street, Arcata, CA 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 CSU Board of Trustees (BOT) approval. Upon receipt of both the BOT 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 Science Complex consists of buildings A, B, C and D (Alister McCrone Hall). The University seeks to create a welcoming hub for the science programs that are centered around justice, equitable and regenerative values, capturing the spirit of Humboldt.

This Science Renovation project will target select renovations within the existing Science A building per Phasing Strategy 3 - Targeted Renovation as described in the Science Complex ABCD Feasibility Study.

Science A is an existing, 63,995 gsf, Type II-B building, consisting of four floors and a mechanical penthouse. The building was originally constructed in 1951. In 1960, the building received an east wing addition.

This strategy includes two project scenarios; Tier 3-a as the basis of the scope of work with an add alternate scope of work titled, Tier 3-b.

Tier 3-a will consist of the following spaces in the Science A building:

- Organic/Inorganic Chemistry rooms 552, 555, and 556, CIRM CNRS rooms 453 and 455, Anatomy and Zoology rooms 452, 454, and 456, and Physics rooms 370, 372, and 374 A/B.

Tier 3-b: add alternate

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physics rooms 467 and 475

The renovations will include lab casework, fume hood upgrades, related mechanical, electrical, plumbing revisions along with architectural finishes, accessibility improvements, and more as addressed in the feasibility study.

The Direct Construction Cost Budget is approximately \$ 26,404,000.00.

- The contract duration for the Phase 1 agreement is approximately 276 calendar days. The budget and duration will be established in the RFP.
- Liquidated damages will be established in the RFP.
- 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://www.humboldt.edu/strategic-business-services/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.

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	January 28, 2025
RFQ Conference (Non Mandatory) see section 10	February 11, 2025
Last day to submit application for prequalification on PlanetBids	February 18, 2025
Last day to submit RFQ questions	February 20, 2025
Last day to submit Affidavit of Joint Venture form	February 27, 2025
RFQ Addenda issued (if required)	February 27, 2025

Statement of Qualifications due	<i>March 6 2025</i>
Proposer Shortlist published by e-mail	<i>March 13, 2025</i>
RFP distributed to shortlist	<i>March 13, 2025</i>
Technical Proposals due date and time	<i>April 14, 2025</i>
Cost Proposals due date and time	<i>April 21, 2025</i>
Proposing firms interviewed (Week of)	<i>April 28, 2025</i>
Successful Proposer announced	<i>May 6, 2025</i>
Phase 1 (design and preconstruction services) agreement executed	<i>May 14, 2025</i>
Schematic design BOT submittal due	<i>TBD</i>
Contraction duration	<i>TBD</i>

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 a digital file in PDF format per the instructions in item 6 below. Add the Project Name, Project No., and Campus.
6. Deliver the SOQ via email or electronic file transfer to the Managing Office for the Selection Process identified herein prior to the date and time indicated in the Selection Process schedule. Respondents must submit a Statement of Qualifications (SOQ) in two parts. See section 8 – SOQ Required Information and Scoring.

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 of the Project in the subject line. The campus contact for the Managing Office for the Design-Build Selection Process is:

Campus Contact Name	<i>Addie Dunaway, Procurement Specialist</i>
Campus, Dept.	<i>Cal Poly Humboldt, Contracts & Procurement</i>
Address (mailing):	<i>1 Harpst Street Arcata, CA 95521</i>
Telephone:	<i>707-826-3304</i>
E-Mail:	<i>addie.dunaway@humboldt.edu</i>

8 - SOQ REQUIRED INFORMATION AND SCORING

Provide the following information in your SOQ. Each criteria 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 criteria. Provide concise and complete responses; **non-requested information and lengthy responses are discouraged**. The content of the SOQ shall be organized into three sections, focusing on the key aspects of the project team as outlined below.

Required Information : **Maximum Score**

SOQ (Maximum of (3) A3 pages (11" x 17")):

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| 1. General Contractor Information | 70 points |
| a. Organization Information: Include the contractor's full legal name, type of business entity, physical mailing address, phone, fax, email, website, and address of the office managing the project. Provide contact information for the project manager. | |
| b. Experience: Highlight relevant projects, including location, size, cost, year of completion, and relevance to the proposed project. Provide reference from prior owners and architects. Emphasis should be placed on design-build experience. | |
| 2. Architects Information | 80 points |
| a. Organization Information: Include the architects full legal name, type of business entity, mailing address, phone, fax, email, website, and address of the office managing the project. Provide contact information for the project manager. | |
| b. Experience: Highlight relevant projects, including location, size, cost, year of completion, and relevance to the proposed project. Provide reference from prior owners and contractors. Emphasis should be placed on design-build experience. | |
| 3. Unique Qualifications | 40 points |
| a. Explain the respondent's unique qualifications to perform on this project. Address specific challenges such as scaling, production, or project-specific requirements. | 30 points |
| b. Disabled Veteran Business Enterprise (DVBE) Experience: Summarize past success in incorporating DVBE subcontractors in past projects. | 50 points |
| c. Project Specific Requirements: Describe special design and construction skills or unusual conditions that are critical to project success. | |

Appendices (8.5" x 11" single sided pages)

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| 4. Cover Letter | 0 points |
| a. Letter shall confirm that the 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. | |
| b. 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. | |
| 5. Resumes of the essential member of the project team | 0 points |
| 6. Copy of Respondent's CSU prequalification letter. | 0 points |
| 7. Composite weighted Safety Score | 50 points |
| a. The Trustees' prequalification letter 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. NOTE: OCIP Requirement - Prime Contractors must hold an EMR of 1.00 to participate in the Statement of Qualification process regardless of Safety Composite Score. | |
| 8. Copies of Respondent's California Contractor's License and DIR public works registration number. | 0 points |
| 9. Prevailing Wage Penalty History | 40 points |

- i. 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.
- b. Experience within 100 miles of the project **10 points**
- c. Signed Addenda Acknowledgement **0 points**
- d. General Design-Build Experience **50 points**
 - i. Provide information on Respondent's general design-build experience for similar projects in higher education that may be beneficial to a renovation project.
 - ii. Describe how this experience is relevant and similar in size and complexity to the proposed project.
 - iii. The emphasis should be on demonstration of design-build experience.
- e. References **0 points**
 - i. Provide project owner references for the responding contractor team and include contact information for each project owner reference (provide project owner names and owner point-of-contact names and respective email address and telephone numbers). List and describe the project experience of the general contracting firm on renovation projects including location, size, cost, and year of completion.

TOTAL Maximum Points 420 points
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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 a.m. (PDT), Tuesday, February 11, 2025

RFQ Conference Location: [Join Zoom Meeting Info](#)

-End of Request for Qualifications-