UNIVERSITY OF CALIFORNIA, RIVERSIDE  
REQUEST FOR PROPOSAL  
SITE FEASIBILITY AND CONCEPT PROGRAMMING STUDY FOR A C-CENTER

Introduction

The University of California, Riverside (UCR) invites the submission of proposals from qualified consultants to assist in preparing a Concept Program and Site Feasibility Study (“Study”) for a proposed multi-purpose campus event center (“C-Center”) project. In addition to the study, other deliverables include concept renderings. The renderings will be used for fundraising purposes. The study is the first phase of a broader effort to develop the identified site with a multi-purpose C-Center. If the site proves feasible, UCR will evaluate a second phase to develop an RFQ process for third party developers to propose on how to best develop the site and associated parking for the benefit of key campus stakeholders.

The selected consultant will produce written documentation that illustrates and justifies the feasibility of the proposed site as well as space requirements for a proposed C-Center. The goal of the Study is to produce a complete site analysis and space program that establishes a prioritized development strategy that meets UCR requirements. The Study will include site analysis and massing studies, space program, and order of magnitude cost estimates. In addition, this effort will include development of a concept program options and order of magnitude costs for an associated parking structure on an adjacent site. The Study process is scheduled to begin the week of April 16, 2012, and be completed by July 31, 2012.

Background

The 1,144-acre UCR campus is located 1.5 miles east of downtown Riverside and is bisected by the I-215/SR-60 freeway. The 610 acres east of the freeway include the undergraduate academic core and most of the existing campus facilities; the 534 acres west of the freeway includes agriculture research fields and support facilities, a large parking lot, administrative facilities (Highlander Hall and Human Resources), the University Extension (UNEX) facility, and International Village student housing. After over a decade of significant growth, UCR’s enrollment now stands at approximately 21,000 students. In the context of this growth, UCR presently lacks a facility to host a variety of events (i.e. athletic, cultural, recreational) on a scale appropriate to the campus or the surrounding Riverside community.

Scope of Services/Deliverables

A: Complete a process and produce a Site Feasibility and Concept Program Study that:

1. Evaluates a site for the proposed C-Center (see location maps).
2. Evaluates the site to accommodate a to-be-developed concept program for an 8,000 seat facility in terms of:
   a. Physical Capacity (e.g. acreage and density, ingress and egress, etc.)
   b. Proximity to existing infrastructure
   c. Need to potentially upgrade infrastructure to support the facility at this site
d. Development of concept program options for structured parking associated with the C-Center concept program on an adjacent site, including ingress and egress to the site proposed for the structure
e. Order of magnitude construction costs to develop a C-Center at the proposed site
f. Order of magnitude construction costs for associated development requirements (e.g. structured parking on Lot 24).
g. All construction costs will be articulated in current dollars

3. Provides a planning/design/construction development timetable for the identified site

B. Complete concept renderings depicting a UCR Campus Center

4. Renderings will include the following:
   a. Conceptual site plan for the C-Center and Parking Structure
   b. Concept C-Center seating diagram/and floor plate plans
   c. Bird’s eye aerial perspective
   d. Interior view of seating area
   e. Eye level view of the primary entry

5. Renderings will be suitable for fundraising purposes.
6. Renderings will be furnished in electronic format for UCR reproduction/publication

Site Feasibility and Concept Program Process
The process will include meetings with UCR stakeholders, UCR leadership, and potential meetings with City of Riverside officials. The consultants will be responsible for producing all meeting minutes and associated handouts in an electronic format consistent with Campus standards. Report submittals will be in Adobe Acrobat PDF format.

Available Information on UCR Capital Programs Website
1. 2005 Long Range Development Plan – Amendment 2
2. 2007 Campus Design Guidelines
3. 2004 East Campus Entrance Area Study
4. 2011 East Campus Electrical Distribution System Review
5. 2002 East Campus Infrastructure Detailed Project Program (DPP)

Proposal Format
The UCR is looking for a creative, responsive, and best qualified facilities planning and design team that will collaborate with the Campus to successfully complete the project. Proposals should be concise and contain a cover letter that highlights the firm and/or teams unique qualifications, and the primary point of contact name, telephone number and direct e-mail address. The proposal should follow sections listed below in order as shown with supporting materials as necessary:

1. **Introduction** – Describe the composition of the team assigned to the project, programing and design philosophy, and how this will contribute to the successful project completion. Explain the firm/team’s unique qualifications for the project, and how the firm will furnish project leadership and management throughout the Study process.
2. **Approach (Study)** – Describe the approach that will be used to complete the Study project within an identified timeframe, specific challenges associated with the project, and how these challenges will be addressed. Summarize the programming methodology that will be used and how the process was successfully utilized on other projects. Outline anticipated work plan, site analysis and programming techniques to be employed, and quality control process. Include a schedule that illustrates how the project will be completed within the identified timeframes. Describe how your team will work with UCR leadership and stakeholders.

3. **Approach (Renderings)** – Explain the approaches that could be taken to provide the identified renderings to UCR of appropriate character to support future fundraising activities.

4. **Statement of Qualifications/Team Description and Relevant Professional Experience**
   Provide names and educational background of each team member, professional registrations, including sub-consultants. Describe experience and proposed role for each team member, and furnish a project team organization chart. The person responsible for the Study project management and coordination and communication with UCR. Team members described will be only those assigned to and working on the project.

5. **Project Experience** – List projects in chronological order in which team members were involved. Indicate who from the team was involved with each project and their role, and show whether project was done by the firm or by team member when employed in another firm. Additional consideration may be given to proposed team members and firms that have successfully worked together on previous projects.

6. **Other Considerations** – Describe the firms’ approach to working with various Campus representatives associated with the project that includes multiple stakeholders (e.g. Intercollegiate Athletics, Student Services, Events Management, etc.). Summarize the quality control process that will be utilized for the Study, and illustrate the team’s ability to complete both the Study on time and within budget.

7. **Illustrative Materials** – Provide images and/or drawings that illustrate the team’s capabilities with similar site evaluation and concept programming projects. Include a brief project narrative that describes the Study, highlights unique features, and identifies a proposed or actual completion date. Materials are limited to projects referenced in other sections.

8. **References** – Provide names, addresses, and telephone numbers of previous clients who may evaluate referenced work from items 4 & 5 above

The proposal should: be fully self-contained, be printed on 8-½”x11” pages (with fold-out pages to 11”x17” in size, if required), have a minimum 10 point font size, and be either coil or comb bound. Covers and tabs may extend beyond the 8-½” dimension. Digital versions of the proposal should also be provided in Adobe Acrobat PDF Format.
Qualifications

Highest consideration will be given to consultants with a demonstrated understanding of multi-purpose C-Centers in campus environments. Consideration will also be given to firms with demonstrated experience in planning and data gathering, analytical methodologies, design abilities, reliable construction cost estimating, concept rendering capability, and experience with a track record of having delivered similar studies within the past 10 years.

Selection Process/Criteria

All proposals will be examined for merit and ranked by a selection committee according to quality and responsiveness. The top proposals will be placed on a short list of finalists. **Shortlisted firms will be required to submit a fee proposal at the time of the interview.** Upon completion of the interviews, fee proposals will be evaluated. The firm selected as first choice will be notified and asked to negotiate final terms of the contract. Authorization to proceed with the project will occur thereafter. Only key individuals representing the particular firm and/or team should attend the interview. Presenters shall only consist of those directly involved with and responsible for completing the Study.

The selection committee is seeking project teams that exhibit strong site evaluation and programming abilities and have demonstrated experience with comparable projects within a campus setting. Major considerations in the team/firm selection will be based upon the following:

1. Team/Firm site evaluation and programming experience with similar university facilities.
2. Experience of key individuals.
3. Quality of design and sustainability practice.
5. Demonstrated ability to complete Studies on time and within budget.
6. Experience working with campus representatives (students, faculty and staff), in a collaborative effort.
7. References

Schedule for Firm Selection

- Announcement of RFP: March 12, 2012
- Letter of Interest/Proposals: March 30, 2012
- Shortlist: Week of April 6, 2012
- Interview and Final Selection: Week of April 13, 2012

Submittal Instructions (PLEASE READ CAREFULLY)

Eight (8) copies of the proposal materials (including one reproduction copy) shall be submitted by 4:45 p.m. on March 30, 2012, at the Capital Programs Division offices (address below) or they will be rejected. No proposals will be accepted after 4:45 p.m. on closing date. POSTMARKS ARE NOT ACCEPTED. Also include one digital copy (e.g. CD or flash drive)
with the proposal material in Adobe PDF file format. All contact information must be on the disk.

Submittals should be sent to:

Timothy D. Ralston, AIA
Associate Vice Chancellor – Capital Programs
1223 University Avenue, Suite 240
University of California, Riverside
Riverside, CA 92507
Tel: (951) 827-2432
Fax: (951) 827-2402
Email: timothy.ralston@ucr.edu

**Project Location Maps (enclosed)**