REQUEST FOR QUALIFICATIONS

School of Medicine
Clinical Skills and Simulation Suite

Phase 1 – Program Space Analysis Study, Building Systems Analysis, Building Code Analysis, Concept Design (test fit) and Estimate of Probable Construction Costs

Phase 2 – Executive Architect Services for Schematic Design, Design Development Construction Documents, Bidding, and Construction Phases

Project Number: 958091 (Study)
The following changes, additions, or deletions shall be made to the following documents as indicated for this Project; and all other terms and conditions shall remain the same.

1. **REQUEST FOR QUALIFICATIONS**

   Replace Section III.B.3. RFQ Qualification Submittals must be received on or before 3:00 PM, on **July 17, 2018.** Submit four **Six (6)** printed copies and one (1) electronic copy on transferable media (flash/thumb drive preferred).

**END OF ADDENDUM**
University of California, Riverside

Request for Qualifications

School of Medicine
Clinical Skills and Simulation Suite

Phase 1 – Program Space Analysis Study, Building Systems Analysis, Building Code Analysis, Concept Design (test fit) and Estimate of Probable Construction Costs

Phase 2 – Executive Architect Services for Schematic Design, Design Development Construction Documents, Bidding, and Construction Phases

Project Number: 958091 (Study)

June 25, 2018 – July 10, 2018

Advertisement Date: June 25, 2018 – July 10, 2018
Document Issue Date: June 25, 2018
Last day for Questions: July 2, 2018, 12:00 PM
Notice of Intent Request due: July 2, 2018, 12:00 PM
RFQ Submittal Due by: July 12, 2018, July 17, 2018, 3:00 PM
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Attachment A QUALIFICATIONS SUBMITTAL FORM
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Attachment C PROFESSIONAL SERVICES AGREEMENT SAMPLE
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I. ADVERTISEMENT FOR EXECUTIVE ARCHITECT DESIGN SERVICES

The University of California, Riverside (UCR) requests that Architects submit written Statements of Qualifications for providing architectural services for the following proposed project:

School of Medicine Clinical Skills and Simulation Suite
Project 958091
Anticipated Construction Cost: $7,000,000

The University of California, Riverside (UCR), will select a Design Professional to be the University’s Architect of Record for School of Medicine Clinical Skills and Simulation Suite, which is anticipated to be delivered via Construction Manager at Risk with Best Value (CMARBV) delivery method. The University of California, Riverside (UCR) is initiating a multi-phase contract to complete: Phase 1, Programming Services, Concept Design, and Cost Estimating, and Phase 2 Option to enter into a full service contract for Executive Design Professional Services for Schematic Design, Design Development, Construction Documents, as well as Bidding Support and Construction Administration.

The selected entity must be able to start work immediately.

- Phase 1 services will be provided under the University’s Professional Services Agreement (PSA).
- Phase 2 services will be provided under the University’s Executive Design Professional Agreement (EDPA).

Award of the contract for Phase 1 services does not guarantee that the chosen firm will continue through Phase 2.

The complete RFQ packet will be available (in electronic format only) beginning Monday, June 25, 2018, at 2:00 PM. To receive an email copy of the RFQ Documents, email the RFQ Administrator listed below:

Betty Osuna
UCR Contracts Administration
Email: ibeth.osuna@ucr.edu

Or you may visit: http://ae.ucr.edu/business/consultants.html

It would be highly appreciated, but is not mandatory, if interested firms would provide notification of their interest to submit Qualification Documents for this project to the RFQ Administrator via email, by 12:00 PM, July 2, 2018. This will allow the University to ensure that interested parties receive all relevant communications.

Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity and national origin have equal access to contracts and other business opportunities with the University. Each candidate firm will be required to show evidence of its equal employment opportunity policy prior to entering into an agreement with the University.
The University reserves the right to reject any or all responses to this RFQ and to waive non-material irregularities in any response received.

All information submitted for evaluation will be considered official information acquired in confidence, and the University will maintain its confidentiality to the extent permitted by law.

II. PROJECT INFORMATION AND REQUIREMENTS

A. PROJECT BACKGROUND & DESCRIPTION

At UC Riverside, School of Medicine (SOM) instructional and clinical simulation activities occur primarily in the School of Medicine Education Building. As the SOM increases enrollment, however, the existing space will no longer be sufficient to meet its need. In order to continue to provide a quality learning and working environment for the growing SOM, UCR proposes to undertake a capital project to provide additional high quality instructional and office space.

The project will complete construction of a Clinical Skills and Simulation Suite (CSSS) in approximately 10,000 square feet in Orbach Library basement, which is presently used for library purposes. The CSSS will include mock exam rooms, multiple simulation rooms, wet and dry small instructional spaces, as well as control rooms with heavy Audio/Visual/Telecommunications needs.

The project is also planned to include the renovation of vacated spaces in the SOM Education Building, approximately 2,500 square feet, to meet the school’s need for instructional and study spaces, and clinical administrative offices. Renovation of the SOM Education Building spaces will occur after construction has been completed in Orbach Library basement, as the existing clinical skills and simulation functions will need to continue and cannot be vacated until the new CSSS suite is operational.

B. SCOPE OF SERVICES

PHASE 1

1. The successful Design Team will work with the University in programming and designing clinical examination rooms, medical simulation training rooms, computer control rooms, general assembly classroom spaces, laboratory support spaces, and administrative space that will meet the present and future needs of the University while adhering to the Campus Design Guidelines, Campus Physical Design Framework, and LRDP.

2. Verify existing building conditions and configuration as it relates to the scope and requirements of the proposed improvements, current codes and UC policies.

3. Conduct an analysis of the existing building infrastructure systems to verify configuration, capacities and condition, and make recommendations on any required upgrades or enhancements that would be required as a result of the proposed project, and include those recommendations in the estimate of probable costs.

4. Prepare conceptual test fit plans and elevations demonstrating how the program elements can be successfully integrated within the existing floor area, taking into account existing conditions, current code requirements including egress, building systems, etc.
5. Sustainability: The Architect will have primary responsibility for implementing the UC-system’s sustainability goals as they relate to this project, including LEED Certification, as well as implementing Fundamental Commissioning with the option to attempt Enhanced Commissioning. The project must meet the new minimum mandatory requirements of the 2016 Building Energy Efficiency Standards Code, Title 24, Part 6 and Associated Administrative Regulations in Part 1, and UCOP Green Building Policy.

6. Prepare cost estimate(s) of probable construction costs for each of the projects components at various levels of development.

PHASE 2

1. Full Architectural and Engineering Services in accordance with the terms of the EDPA as required for Schematic Design, Design Development, Construction Documents, Bidding, and Construction Phase through and including the 11th month warranty walk.

C. SCHEDULE

Consultant selection: 3 – 4 weeks.

Phase 1 – Program Space Analysis, Building Systems Analysis, and Cost Estimating work is to begin shortly after selection and is projected to commence in August 2018 and be completed in 10 – 12 weeks.

Schedule for the Phase 2 – Executive Architect Services work is anticipated to commence shortly thereafter with documents being “Bid Ready” in 16 - 20 weeks including all reviews and approvals having been completed, including accessibility review.

D. CONTRACT REQUIREMENTS

1. All services to be provided by the consultant shall be in accordance with the issued University Contract Documents, Professional Services Agreement (PSA) and/or Executive Design Professional Services Agreement (EDPA)- whichever is applicable at the time services are rendered.
   a. Note any exceptions to the attached agreements (IE; PSA or EDPA) that would prevent your firm from executing the Agreement in your response. We cannot accept any request to include language to limit liability with regards to insurance and/or modify the indemnification clauses.

2. University requires evidence of insurance coverage: general liability, automobile liability, and worker’s compensation. If consultant does not currently have coverage in accordance with University requirements, listed below, documentation shall be submitted indicating that such coverage will be in place prior to execution of the Consultant Agreement.
Commercial Form General Liability Insurance* - Limits of Liability
Each Occurrence - Combined Single Limit for Bodily Injury and Property Damage $1,000,000
Products - Completed Operations Aggregate $2,000,000

Personal and Advertising Injury
General Aggregate $2,000,000

Business Automobile Liability Insurance* - Limits of Liability
Each Accident - Combined Single Limit for Bodily Injury and Property Damage $1,000,000

Workers’ Compensation and Employer’s Liability**
Workers’ Compensation: (as required by Federal and State of California law)
Employer’s Liability:
Each Employee $1,000,000
Each Accident $1,000,000
Each Policy $1,000,000

Professional Liability Insurance* – Limits of Liability
Each Occurrence $1,000,000
General Aggregate $2,000,000

*This insurance must be (i) issued by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's) or (ii) guaranteed, under terms consented to by the University (such consent not to be unreasonably withheld), by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's). Further, the deductible, or retained limit, for each coverage shall not be more than $100,000.

**This insurance must be issued by companies (i) that have a Best rating of B+ or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's); or (ii) that are acceptable to the University.

III. RFQ SUBMITTAL PROCESS

A. RFQ SELECTION CRITERIA

The Screening Committee will be seeking project teams with experience in comparable projects and delivery method. Applicants should clearly highlight such projects and their similarities to the proposed project. Specific responses are preferred over those stressing breadth of experience or general qualifications. Submittals should focus on relevant experience of the proposed staff. The following will be major considerations in selection of the Executive Architect:

- Experience with substantial renovations within an existing occupied building, and ability to phase and sequence construction activities to reduce impacts to the occupants and minimize disruption to on-going activities.
- Knowledge and experience of clearly documenting phasing in the Construction Documents, delineating required temporary utilities, and modifications of utilities as required by phasing and temporary construction.
- Experience with similar type multi-story concrete buildings.
- Experience with buildings in a campus setting with campus provided central plant utilities/infrastructure.
- Experience with code analysis and resultant impacts on design and construction.
- Experience with space programming and efficient design demonstrating an ability to maximize space utilization.
- Experience with instructional laboratories and related support spaces and functions from both a design and code compliance standpoint.
- Strongly preferred is Design Team experience working in a college or university environment, with medical education space including specialized equipment.
- Experience with assessing existing building systems and successfully integrating them with new construction.
- Experience with design and certification of LEED Interior Design & Construction (ID+C) projects.
- Experience meeting project milestones and schedule, taking into account University processes, participation, and review.
- Proximity to the Riverside campus – it is preferred that the Executive Architect’s services to the project be provided primarily by an office within 100 miles of the UC Riverside campus.

B. RFQ SCHEDULE

In accordance with established University procedures, UC Riverside will review all submittals in response to the RFQ and will select the most qualified firm for the listed project.

1. The complete request for qualifications (RFQ) packet will be available at http://ae.ucr.edu/business/consultants.html on Monday, June 25, 2018, at 2:00 PM.

2. Questions may be addressed by email to Betty Osuna at ibeth.osuna@ucr.edu. The last day questions will be received will be July 2, 2018, 12:00 PM.

3. RFQ Qualification Submittals must be received on or before 3:00 PM, on July 17, 2018. Submit four Six (6) printed copies and one (1) electronic copy on transferable media (flash/thumb drive preferred) to:
C. RFQ SELECTION PROCESS
The selection process will proceed as follows:

1. Entities are encouraged to submit a Notice of Intent as indicated in the Request for Qualifications Advertisement. The Notice of Intent should be in the form of an email to the RFQ Administrator (with copy to University’s Representative; Mihai Gavan at Mihai.Gavan@ucr.edu) announcing an entity’s intent to submit Qualification Documents for this project.

2. Entities must submit all required documents by the given deadlines, as required in the Request for Qualifications Advertisement.

3. The University Screening Committee will evaluate each RFQ Submittal and will rank the prospective firms according to the criteria provided in the RFQ Questionnaire & Submittal Form (Attachment A).

4. The Screening Committee will prepare a ranking of the firms, having applied the criteria shown in Attachment B. The Screening Committee shall recommend no fewer than three (3) of the firms, order of rank to the Associate Vice Chancellor / Campus Architect for review.

   Note: The University reserves the right to interview more than 3 firms if the University determines it is in the University’s best interest to do so.

5. The University will notify the short-listed firms that they have been selected for a Presentation/Interview with the University’s Selection Committee. Notice shall be in writing, and will include the time and date for the presentation/interview (currently anticipated for the beginning of August, 2018) and description of further requirements related to the interview. Firms should be prepared to discuss their project approach and work plan.

The University may request that firms include selected sub consultants in this interview. At its sole discretion, the University may request a second interview with one or more firms prior to Design Professional selection.

6. If the University receives submissions from fewer than three qualified firms, the University may select from among the available qualified firms.
D. RFQ SUBMITTAL FORMAT

Submittal Format (Electronic plus four printed copies, maximum of 30 pages of content excluding UCR required forms, cover letter, tabs/divider pages)

Section 1: Cover Letter (maximum 2 pages) (10 points possible).
The Cover Letter should introduce the team and provide a brief history of the firm, including:
1) Number of years in business as the current entity or its legally-recognized predecessor.
2) Number of employees (aggregate of all office locations).
3) The individuals proposed to fill the following roles, at a minimum:
   a) Designated principal-in-charge, authorized to make contractual commitments on behalf of the firm;
   b) Designated project lead, responsible for delivery of services to the University in connection with the SOM CSSS project;
   c) Designated technical lead for the project.
4) The firm’s office location that will be the firm’s primary base for delivery of services to the University in connection with the CSSS project.

Section 2: Project Team and Qualifications (30 points possible).
1) Team Organization Chart.
2) Explain the role of each individual and each proposed consultant, and explain how the individual’s past experience is directly relevant to his/her proposed role and the specific services as described in the RFQ Advertisement.
3) Describe the Team’s, or Team members’, experience in working together on projects comparable to SOM CSSS.
4) Resumes for each proposed team member, indicating individual’s experience relevant to the requirements of the CSSS project and relevant contact information such as their email address.

Section 3: Describe relevant project experience (30 points possible).
1) Describe a minimum office (5) projects comparable to CSSS in which the firm has had a leading design role (as either Architect of Record or Master Architect);
   a) For each of the projects cited under item 1) above, provide no more than four (4) pages containing the following information: brief project description, including owner, location and dates of engagement;
   b) No more than two (2) photographs or diagrams e.g. plans, conveying features relevant to the requirements of CSSS, as described herein;
   c) The firm’s scope of work, including services and deliverables
2) Work product examples demonstrating design responses and graphic abilities, particularly as relevant to the preparation of design documents
3) Key personnel assigned to the project;
4) Construction Contract sum.
5) Start and completion construction dates.

Section 4: Project Understanding (30 points possible).
1) Understanding of the Architect role, scope of services and deliverables, based on
information provided herein. Describe how Team would work with the University to achieve the project goals. Describe proposed approach and work plan, consistent with schedule and other information provided herein.

E. NEGOTIATION AND AWARD OF CONTRACT

1. The University will negotiate a contract for scope of services and compensation with the firm found highest-ranked among qualified firms for services and compensation.

2. Negotiations shall begin no later than 14 days after the identified firm has been notified of the University’s finding.

3. In the event that the University is unable to successfully reach agreement with the first-identified firm, the University may terminate negotiations with that firm and enter into negotiations with the next qualified firm, in the same manner as prescribed above.

4. In the event that the University is unable to successfully reach agreement with the second-identified firm, the University may terminate negotiations with that firm and enter into negotiations with the next qualified firm, in the same manner as prescribed above.

5. In the event that the University is unable to successfully reach agreement with the successively ranked firm, the University may opt to negotiate with successively-ranked firms until arriving at mutually-satisfactory terms with a qualified firm.

6. Upon successful completion of negotiations, the University and the selected Architect shall execute an Agreement. The University shall tender the final form of Agreement to the Architect within 45 calendar days of the conclusion of negotiations, unless the University notifies the Architect otherwise.

7. If the selected architect fails to execute the Agreement tendered by the University within 14 calendar days of receipt, the University reserves the right to withdraw the Agreement, and to undertake negotiations with successively-ranked firms among the qualified firms.

8. The University and firm shall work together to ensure the successful delivery of the requested services in a timely fashion.

END
QUALIFICATION SUBMITTAL FORM

For
Phase 1 – Program Space Analysis Study, Building Systems Analysis, Building Code Analysis, Concept Design (test fit) and Estimate of Probable Construction Cost
Phase 2 – Executive Architect Services for Schematic Design, Design Development Construction Documents, Bidding, and Construction Phases

FOR THE
School of Medicine Clinical Skills and Simulation Suite

PROJECT NO. 958091
UNIVERSITY OF CALIFORNIA, RIVERSIDE
(6/25/2018)

SUBMITTED BY:

(Company Name. If a Joint Venture, state name of JV Entity)

Type of Organization:  [ ] Sole Proprietor/Individual  [ ] Partnership  
[ ] Joint Venture  [ ] Corporation  
(State of Incorporation)

(Contact Name & Title)

(Street Address)

(City, State, Zip Code)

(Telephone Number)  (Facsimile Number)

(E-mail)

Each prospective firm must answer all of the following questions and provide all requested information.

All information submitted for prequalification evaluation in response to Section 2, if applicable, and marked as “confidential” will be considered official information acquired in confidence, and the University of California will maintain its confidentiality unless (1) the University determines that it is required to release the information to a third party pursuant to the requirements of the California Public Records Act or (2) the University is required by court order to release the information to a third party pursuant to the requirements of the California Public Records Act. In the event that the University receives a request pursuant to the California Public Records Act and the University determines that it is required to disclose information marked “confidential” by the provisions of the California Public Records Act, the University will notify the prospective firm of the pending disclosure at least 72 hours prior to such disclosure so that the prospective firm may seek a restraining order in advance of such disclosure. The University shall err on the side of transparency and will generally treat information provided by the prospective firm that is not marked “confidential” as subject to disclosure pursuant to the California Public Records Act. Likewise, any decision by the University that any document is subject to disclosure pursuant to the California Public Records Act shall not prevent the University from making a subsequent determination that any document is not subject to disclosure pursuant to the California Public Records Act.

All other information submitted for evaluation will be considered official information acquired in confidence, and the University will maintain its confidentiality to the extent permitted by law.

WHERE NECESSARY, COPY THE FORMS IN THIS PACKAGE. USE ONLY THESE FORMS. Oral, telephonic, electronic mail (e-mail), facsimile, or telegraphic Prequalification Questionnaires are invalid and will not be accepted.
SURVEY (Information Only)

1. How did you hear about this RFQ?
   - Press Enterprise
   - UCR Website
   - Other: ____________________________

2. INSURER

   Prospective firm shall obtain and submit the Insurance Declaration in the form shown below, or submit a sample certificate of insurance form from its insurer, or submit a letter that declares the same as the Insurance Declaration, signed by an authorized representative of its insurer on the representative’s or insurer’s letterhead. (If more than one insurer or insurance representative, submit a completed form or sample certificate of insurance form or letter for each).

2.1 Is the firm able to obtain insurance in the following limits for the required coverages?

   YES ☐ NO ☐

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Limits of Liability</th>
<th>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Form General Liability Insurance*</td>
<td>Each Occurrence - Combined Single Limit for Bodily Injury and Property Damage</td>
<td>$1,000,000</td>
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<td></td>
<td>Products - Completed Operations Aggregate</td>
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</tr>
<tr>
<td></td>
<td>Personal and Advertising Injury</td>
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</tr>
<tr>
<td></td>
<td>General Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Business Automobile Liability Insurance*</td>
<td>Each Accident - Combined Single Limit for Bodily Injury and Property Damage</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Workers’ Compensation and Employer’s Liability**</td>
<td>Minimum Requirement</td>
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<tr>
<td>Workers’ Compensation:</td>
<td>(as required by Federal and State of California law)</td>
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<td>Employer’s Liability:</td>
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<tr>
<td>Each Employee</td>
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<tr>
<td>Each Accident</td>
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<tr>
<td>Each Policy</td>
<td>$1,000,000</td>
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</tr>
<tr>
<td>Professional Liability Insurance* – Limits of Liability</td>
<td>Minimum Requirement</td>
<td></td>
</tr>
<tr>
<td>Each Occurrence</td>
<td>$1,000,000</td>
<td></td>
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<tr>
<td>General Aggregate</td>
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</tbody>
</table>

*This insurance must be (i) issued by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's) or (ii) guaranteed, under terms consented to by the University (such consent to not be unreasonably withheld), by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's). Further, the deductible, or retained limit, for each coverage shall not be more than $100,000.

**This insurance must be issued by companies (i) that have a Best rating of B+ or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's); or (ii) that are acceptable to the University.
2.2 Insurance Declaration:

PROVIDE THIS DECLARATION TO YOUR INSURANCE CARRIER FOR COMPLETION AND HAVE YOUR CARRIER RETURN THE COMPLETED DECLARATION TO YOU. THE PROSPECTIVE FIRM MUST SUBMIT THIS DECLARATION TO UNIVERSITY. DO NOT HAVE YOUR CARRIER SUBMIT THIS DECLARATION DIRECTLY TO THE UNIVERSITY.

The undersigned declares under penalty of perjury that the below named insurer is currently willing to provide the insurance listed above in Section 2.1. of this RFQ Qualification submittal

(Name of Prospective Firm)

and that this Declaration was executed in

(Name of City if within a City, otherwise Name of County), in the State of (State),

on __________________________.

(Date)

(Signature)

(Name & Title)

(Insurer Name)

(Street Address)

(City, State & Zip Code)

(Telephone Number)  (Facsimile Number)

(Mobile Number)  (Email)
4. DECLARATION

I, ________________________________, hereby declare that I am the ________________________________, of ________________________________, submitting this Qualification Submittal; that I am duly authorized to sign this Qualification Submittal on behalf of the above named company; and that all information set forth in this Qualification Submittal and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of its submission date.

I declare, under penalty of perjury, that the foregoing is true and correct and that this Declaration was executed in:

______________________________, in the State of ________________________________, on ________________________________.

______________________________, ________________________________, ________________________________

END OF QUALIFICATION SUBMITTAL
EXHIBIT E – SOM CSSS Conceptual Test-Fit
EXHIBIT F – SOM Education Building Renovation Conceptual Test Fit
### EXHIBIT G – UC Building Energy-Performance Targets by Campus

**Table 2: UC Building Energy-Performance Targets by Campus**

<table>
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<tr>
<th></th>
<th>Annual Electricity kWh/gsf/yr &lt;br&gt;Includes prorated part of plant use and site lighting</th>
<th>Maximum Power W/gsf &lt;br&gt;Includes prorated part of small peak (pumping) load at plant</th>
<th>Max. Chilled Water tons/ksf &lt;br&gt;Load on plant</th>
<th>Annual Thermal therms/ksf/yr &lt;br&gt;Includes prorated part of plant use</th>
<th>Max. Thermal therms/yr/ksf &lt;br&gt;Includes prorated part of plant use</th>
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**Unique situations such as:**
Santa Cruz's district condenser water system and Berkeley's interconnected building chillers and absorption chillers may require custom adjustments.

**Annual chilled water use** is typically associated with electricity use and is included in this value.

For campuses with district chilled water (e.g., Davis), if a specific building has a chiller instead, multiply value by 1.0/0.7 or 1.43 to account for the chiller's electric load.

These values may be slightly lower than previously published values (i.e. for UC Merced) because they reflect load on the building meter (180 V) instead of at the campus meter (32 kV). To reflect load on campus meter, increase value by 1.05 (to account for distribution and transformation losses).

For campuses with district chilled water, if a specific building has a chiller instead, multiply value by 1.0/0.7 or 1.43 to account for the chiller’s electric load.

Only applicable if building supplied by district chilled water system.

These values are directly applicable to buildings with boilers in the building or connected to (low-loss) district hot water systems (non-steam). They can be applicable to buildings connected to district steam systems if additional losses characteristic of steam systems is accounted for where appropriate. For example, 50% extra use from trap/exchanger losses within the building plus 50% extra use from trap/sealage losses in distribution systems has been commonly observed.