

**REQUEST FOR
STATEMENTS OF QUALIFICATIONS
FOR
CONSTRUCTION INSPECTION SERVICES
FOR
PROJECT NO. 9558910
DAVIS TOWER #0711 & 0762 PHARMACY REMODEL**

DECEMBER 8, 2025

**UC DAVIS HEALTH
FACILITIES PLANNING & DEVELOPMENT
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ATTACHMENTS

Attachment A – Consultant Statement of Qualifications Form

Attachment B – University of California Professional Services Agreement (Sample)

PROJECT BACKGROUND:

The UC Davis Medical Center, located in Sacramento, has a 50-year history of providing high-quality medical care to patients across the greater Sacramento region and the 33 counties it serves. UC Davis Medical Center is ranked among the U.S. News & World Report top 50 in Cardiac, Lung, and Neurosurgery and designated High Performing in several other specialties.

PROJECT DESCRIPTION:

This HCAI 1 project consists of remodeling and construction activities on the basement level of Davis Tower within the main hospital at UC Davis Medical Center. The work is organized into multiple stages to ensure phased execution and compliance with project requirements.

Project Delivery Method: Design-Bid-Build
Estimated Construction Cost: \$5M
Estimated BGSF: 3100 SF

The work of this contract is divided into two (2) Phases. Phase 1 must be completed prior to the start of Phase 2.

Stage Breakdown

- Make Ready – Phase 1: Preparatory work in basement areas to support Phase 1 remodel activities. 0711C Assist Client Move, 0711C Kit Check/Packaging Equipment Move
- Phase 1: Demo and build-out of Non-sterile Compounding Room [0711A], relocate [0762G] Pedi-Pod Staff to Remodeled [0711A] Non-Sterile Compounding, Demo and build out Bulk Storage [0766B], Kit Check [0777], and Receiving Area [0776].
- Make Ready – Phase 2: Additional preparation in basement areas for Phase 2 remodel. Demo Pedi-Pod [0762G] in phases to maintain continuous access to adjacent Narc Vault.
- Phase 2: Remodel of Central Pharmacy [0762] which includes relocation of an existing Pyxis and New Carousel Install. Remodel Hallway [0715], Offices [0711C & 0715A], Multi-User Women's Restroom [0786], and Multi-User Men's Restroom [0784].

PROJECT SCHEDULE:

Estimated Construction Duration: 520 Calendar Days

Total Contract Time is 365 Working Days from NTP. This equates to a total of 520 Calendar Days. Within this total contract time are the following phases: (Assumes 5-day work weeks and UC holidays; approx. 520 calendar days).

- ❖ PHASE 1 – (289 Calendar Days): Includes Construction Start, Mobilization, Office Move, Non-Sterile Compounding Space, Kit Check relocation, and Pedi Pod move.
- ❖ PHASE 2 – (231 Calendar Days): Includes Pedi-Pod Demo, Restroom ADA Work, Carousel Install, General Pharmacy Finishes, Pyxis relocation, and Substantial [Completion](#).

Work Sequence and Work Restrictions

Preliminary Work Sequence Outline

- PHASE 1

- a. Construction Start (Depends on: None)
- b. Mobilization and Procurement (Depends on: Construction Start)
- c. Move out of Office 0711C (Depends on: Mobilization and Procurement)
- d. Non-Sterile Compounding Space/Hallway (Depends on: Move out of Office 0711C)
- e. Move Kit Check to 0711C (Depends on: Move out of Office 0711C)
- f. Kit Check/Receiving Area (Depends on: Move out of Office 0711C)
- g. Pedi Pod Move to Non-Sterile Compounding (Depends on: Non-Sterile Compounding Space/Hallway)

- PHASE 2

- h. Pedi-Pod Demo (Depends on: Phase 1 Complete)
- i. Restroom ADA Work (Depends on: Phase 1 Complete)
- j. Carousel Install (Depends on: Pedi-Pod Demo)
- k. General Pharmacy Finishes and Furniture Install (Depends on: Carousel Install)
- l. Relocate Pyxis (Depends on: Carousel Install)
- m. Substantial Completion (Depends on: All Phase 2 Tasks)

Work Restrictions

- Existing areas, functions, and utilities outside of the area under construction are to remain operational, open and unobstructed.

PROFESSIONAL SERVICES REQUESTED:

This selection process will identify the most qualified firm to provide the #0711 & 0762 PHARMACY REMODEL project for Inspector of Record (IOR) Services. The nature of the services requested, and the duration of the project involved require a 1.5-year contract from approximately beginning of 2026 to mid-2027. The University expects the Proposer to adequately staff the Project with fully qualified inspection staff as the job demands.

The IOR shall perform its services in accordance with the approved plans and specifications, applicable codes, regulations, and accepted testing procedures and shall furnish all material, labor, equipment, and tools. IOR shall perform all services provided in accordance with the Contract Documents, Title 24 of the California Code of Regulations (as amended), Design, and Construction of Buildings Under HCAI Jurisdiction by the California Healthcare Foundation, dated March 2022, HCAI, and all applicable State and local codes and regulations.

These services will include, but are not limited to:

- A. Daily and Weekly Reports and Personal Knowledge: Keep daily reports of all activities that take place on the site, document personal observations and take ample

photographs. A copy of these daily reports shall be filed weekly at the University Representative's office and kept as a permanent record. The IOR shall prepare and issue weekly summary inspection reports.

- B. Inspection Requests: The Inspector of Record (IOR) will enforce the use of the UC Davis Health Inspection Request Form or equivalent request process if agreed upon using the selected online project management platform for all requested inspection by the Design-Builder. IOR shall also maintain a log of all inspections requested and performed.
- C. Observation and Reporting Inconsistencies: The IOR shall personally observe construction and logistical activities that take place on the site and shall provide written notice when those activities are not in conformance with the Contract Documents.
- D. Record Set of Documents: The IOR shall keep and have available on the project jobsite a record set of all approved Contract Documents issued to or received by the IOR. IOR shall also keep record of approved Testing, Inspection and Observation (TIO) Program and all HCAI field staff reports.
- E. Weekly Meetings: The IOR shall attend weekly meetings with the University's Representative, the Architect, and the Contractor and shall keep a running log of corrective items for review.
- F. Last Planner: The IOR will participate in weekly work planning sessions and integrate inspection services and tasks into the jobsite workflow as required by use of the Last Planner System and related Lean Management tools and techniques in cooperation with the Project Team. The purpose is to optimize delivery of the Inspection Services within the sequence of construction tasks, and to enable the other Project Team members to deliver their respective services and work in the most cost effective and expeditious manner for overall project success.
- G. Monthly Payment Requests: IOR shall assist University's Representative with review of Design-Builder's monthly Payment Requests.
- H. Deviations: The IOR shall notify the University's Representative immediately of any deviations of the construction with the Construction Documents and keep the University's Representative informed. IOR shall not direct the Contractor in any means or methods to complete the construction, nor direct or authorize the Contractor to make any changes to the approved construction documents. The IOR will document all observed Deviations by preparing a Notice of Deviations Report. Report format to be by the University.
- I. Safety: The IOR shall be aware of California Code of Regulations Title 8. The IOR will anticipate construction activities that may impact campus activities.
- J. HCAI Coordination: Review the comments from HCAI, other Jurisdictional Agencies and Design Builder to assure complete and timely response to all items. Assist with the close out sign-offs and coordination with all agencies for licensing including Test Lab/Special Inspection Agency for Substantial and Final Occupancy including Verified Compliance Reports. Coordinate HCAI Field Representative site visits as required per the TIO and project schedule based on project readiness.
- K. Test Lab/Special Inspection Coordination: The IOR shall coordinate, keep on file and distribute copies (as required) of all special inspections and materials lab testing reports. The IOR shall coordinate with the Special Inspector to assure timeliness and completeness of Special Inspections and shall report to the University's Representative any concerns as to the capabilities or timeliness of the special inspector service. The special inspection services are provided under a separate contract. These reports will include certifications, test results from materials, concrete mix designs, welding procedures, etc. IOR to coordinate completion of Test Lab/Special Inspection Verified Compliance Reports for HCAI close out sign offs per the project TIO.

- L. Deficiency List: Upon written notice from the Contractor that work is substantially complete, the IOR shall compile a written list of all construction deficiency items that have not been correct or are not in conformance with the construction documents. IOR shall review corrective measures with the Contractor made pursuant to the deficiency list and report findings to the University.
- M. Final Inspection Statement: IOR shall issue when the project has been completed in accordance with the Contract Documents.

SUBMITTAL REQUIREMENTS:

Please address all of the items noted in this section in your Qualifications submittal. Failure to do so will result in your submittal not being considered. Qualifications will be evaluated based on demonstration of meeting the requirements of this RFQ.

1. Cover Letter and Organization Introduction: Please submit general statements about the organization's qualifications for the services described in the RFQ. Include at least the following:
 - a. Firm name, business address, telephone, email address, website address and fax numbers
 - b. Location of main office and the local office which will serve the Davis Tower #0711 & 0762 Pharmacy Remodel Project
 - c. Key personnel and professional registrations
 - d. Current staff size
 - e. Current assignments of proposed staff
 - f. Previous experience with University of California system, UC Davis Health, and HCAI Type 1 and Type 3 projects. HCAI 1 project experience is **preferred**.
2. Relevant Project Experience: Provide descriptions of three projects that have been executed within the past five years by the firm. The projects described shall be similar in scope and complexity to key elements of the project. Please include at least the following information:
 - a. Project name
 - b. Project owner with current address and telephone number
 - c. Project size (square feet)
 - d. Construction value
 - e. Design duration
 - f. Construction duration
 - g. Year of Completion
 - h. Project delivery approach
 - i. Consultant's role on the project
 - j. Consultant's years of involvement
 - k. Type of facility
 - l. Project description
3. Key Personnel: Please list all personnel proposed for the project and identify the proposed Project Manager and main point of contact for this project. Provide resumes for all proposed personnel to include, at a minimum, the following information:
 - a. Full name, position in the firm, years with the firm and office location
 - b. Education (list all degrees and institutions), CA licenses and affiliations
 - c. Project role and responsibilities

- d. Relevant project experience (HCAI 1 project experience is preferred for key personnel)
4. Document your firm's willingness to accept the contract language in the University's Professional Service Agreement (PSA) including indemnification and insurance requirements, such as Professional liability insurance with a minimum limit of \$2,000,000 per occurrence and \$4,000,000 in aggregate.
5. Attach completed Consultant Statement of Qualification Form. Even if some information may be redundant with other sections requested above, please complete the entire form.
6. **References:** Provide a minimum of 3 references (for your proposed main point of contact) within the company from Architects, Contractors, or Owners. Also, provide references for the company. Please submit current contact information for the reference persons.

Qualified applicants will demonstrate proven experience in providing inspection services in California on a range of project types including healthcare, both inpatient and outpatient. Specialty expertise will also be required for healthcare on a UC campus and California HCAI Type 1 experience.

Statements of qualifications shall be as brief and concise as possible. Provide attachments as appropriate to respond directly to the screening criteria. Submittal should be specifically tailored to this project; boiler plate or generic brochures are not desired. All material should be in 8 1/2" x 11" format.

ONE (1) pdf file including all the information requested must be received by 4 p.m. December 19, 2025 via electronic submittal to UC Davis Health. No hard copies will be accepted. Firms interested in responding to this RFQ must notify the University by December 18, 2025, to be provided a link to upload their Qualifications package. Questions and requests for the upload link should be directed via email to Nicole Quintero: nicquintero@health.ucdavis.edu

SCREENING CRITERIA:

1. **Project Experience and Technical Expertise:** Previous experience that demonstrates success in completing projects in operational, HCAI 1 facilities preferably with the University of California, including significant projects completed within the last five (5) years. Demonstrate technical capability to undertake appropriate construction inspection services provided for previous experience examples.
25 Points
2. **Staff Experience:** The experience and expertise required above must be demonstrated for the **specific personnel** proposed for this UC Davis Health project. Demonstrate expertise of this key personnel on similar projects, including required degrees, licenses, and certifications (HCAI Class A License).
25 Points
3. **Quality Assurance:** Demonstrated record that the firm has delivered high quality services and documentation to clients and has an effective continuous quality improvement process. Provide sample reports from previous projects similar in nature, i.e. HCAI 1 projects.
25 Points

4. **Availability of Resources:** Ability of the firm to provide staff and resources necessary to provide inspection services in a timely manner including weekend and off hours inspections. Demonstrated management oversight and administrative support on the project.

25 Points

SELECTION PROCESS AND SCHEDULE:

The selection of a firm will be accomplished by the following process. After Qualification Statements are received, a Screening Committee will review, conduct reference checks and recommend the best qualified firm for selection.

The timeline for the qualification and contracting is below:

1 st Ad for services:	December 8, 2025
Statements due:	4 p.m. December 19, 2025
RFQ Shortlist Determined:	January 5, 2026
Interview with Shortlisted Firms:	Week of Jan 5, 2026 (Tentative)
Firm's notification(s):	Jan 12, 2026 (Tentative)