

**PROJECT MANAGEMENT MANUAL & TRAINING PROGRAM**

UC Davis Health in Sacramento, California requests Statements of Qualifications **on or before 2 p.m. Monday, March 20, 2023**, from qualified project and construction management firms to develop a comprehensive Project Management Manual and Training Program to standardize project management processes and practices within the Facilities Planning and Development Division (FP&D).

In close consultation with FP&D leadership and staff, the selected firm shall develop a comprehensive Project Management Manual that will guide new project managers through the entire life cycle of a construction project. The selected firm shall also provide a comprehensive Training Program that is correlated to the project management manual including training modules, training materials, and a timeline for which an individual could complete the entire training program.

The Project Management Manual will be expected to comply with all University of California and UC Davis Health policies, including but not limited to the UCOP Facilities Manual. The selected firm will be expected to sign a Professional Services Agreement with a maximum limit of \$750,000 over the course of the contract (not to exceed 3 years).

Qualification documents with additional information and scope description for interested firms will be available starting Tuesday, February 28, 2023, and can be downloaded directly from our website at: <https://health.ucdavis.edu/facilities/work-with-us/consultants/rfq>

Statements of qualifications shall be specifically tailored to this RFQ, responding directly to the screening criteria (See RFQ document and Consultant Qualification form available on the above link). After Qualification Statements are received, a Screening Committee will review, conduct reference checks, and recommend a short list of firms for interviews. A Selection Committee will conduct the interviews prior to selecting the successful firms.

Statements of qualifications must be submitted electronically no later than **2 p.m. Monday, March 20, 2023** to the link to be provided by UC Davis Health. No hard copies will be accepted. Firms interested in responding to this RFQ must notify the University by Friday, March 17, 2023 to be provided a link to upload their Qualifications package.

Questions and requests for the link to upload statements may be addressed via email only to Leila Couceiro, FD&C Contracts Manager, at [lcouceiro@ucdavis.edu](mailto:lcouceiro@ucdavis.edu). Statements of Qualifications will not be accepted after the date and time stipulated above.

Every effort will be made to ensure that all persons have equal access to contracts and other business opportunities with the University within the limits imposed by law or University policy. Each firm may be required to show evidence of its equal employment opportunity policy. The successful firm and their subconsultants will be required to follow the nondiscrimination requirements set forth in the Agreement documents and to pay prevailing wages at the location of the work. The work described in the Agreement is a public work subject to section 1771 of the California Labor Code.

Consultant/Design Professional shall pay all persons providing services and/or any labor on site, including any University location, no less than UC Fair Wage (defined as \$15 per hour as of 10/01/2017) and shall comply with all applicable federal, state, and local working condition requirements.