



Facilities Planning and  
Development Division

**REQUEST FOR  
STATEMENTS OF QUALIFICATIONS  
FOR  
PLAN REVIEW SERVICES AND BUILDING  
DEPARTMENT SUPPORT**

**AUGUST 6, 2025**

**UC DAVIS HEALTH  
FACILITIES DESIGN & CONSTRUCTION  
4800 2ND AVENUE, SUITE 3010  
SACRAMENTO, CA 95817  
[HEALTH.UCDAVIS.EDU/FACILITIES/](https://health.ucdavis.edu/facilities/)**

## TABLE OF CONTENTS

Background.....	3
Professional Services Requested .....	3
Screening Criteria and Points .....	4
Selection Process and Schedule .....	5
Submittal Requirements.....	5

### ATTACHMENTS:

Consultant Statement of Qualifications Form  
PSA-Blanket Agreement

## **BACKGROUND:**

UC Davis Health is an integrated, academic teaching and research healthcare organization maintaining the historic UC Davis tradition of being guided by public service in all its endeavors. UC Davis Health includes the School of Medicine, the Betty Irene Moore School of Nursing, a 645-bed (Trauma Level 1) acute care hospital, a National Cancer Institute, designated Cancer Center, and the M.I.N.D. Institute, and outpatient clinics throughout the Sacramento region.

The Facilities Planning & Development's mission is the implementation of UC Davis Health's Capital Improvement Program in keeping with the Long-Range Development Plan (LRDP). The division is made up of different departments, one such department is the UC Davis Health Building Department, who acts as the authority having jurisdiction over all non-HCAI capital improvement and expense construction projects of the largest scope and complexity. These projects have prominent significance within the campus and at university-owned off-campus locations, require Chancellor approval, and involve multiple high-level design and engineering professionals.

## **PROFESSIONAL SERVICES REQUESTED:**

Requested architectural plan review services will support the Designated Campus Building Official/Director of Facilities Compliance and the Certified Building Official (CBO) with several work duties and initiatives. One firm will be selected to provide all the areas listed below. The successful firm will have in-house plan review capability.

- 1. Plan Review Services.** Perform multi-disciplinary reviews of plans, specifications, calculations and other supporting documents for the construction of health care facilities and other project types to ensure compliance with California Building Standards Codes within time frames determined by the CBO's team. Plan review time frames vary depending on project scope and size and typically are within 1 week to 8 weeks maximum for review. The Building Department receives an average of 12 submittals per week but can receive more than five a day. The plan review team will support the duties of the CBO and are California based. Disciplines include:
  - a. Scope of Work:**
    - i. Ensure all construction documents comply with title 24 and all applicable local, state, and federal regulations by appropriate document reviews.
    - ii. Enforce HCAI/OSHPD's "licensed clinic" regulations referred to in the Building Code as "OSHPD 3"
    - iii. Participate in weekly Over the Counter (OTC) plan review sessions with the CBO, other members of the Building Department's plan review team, and the Campus Fire Marshal.
    - iv. Attend triage calls as needed and assist the CBO and permit staff in determining the best path forward for each submittal. Knowledge of existing projects and activities on campus is preferred but not required.
  - b. Key Personnel:**
    - i. Point of Contact
    - ii. Plan Reviewers:
      1. Architecture
      2. Civil
      3. Structural

4. Electrical
5. Mechanical
6. Landscape

c. **Qualifications:**

- i. Meet the plans examiner qualifications per CBC Appendix A Employee Qualifications A101.3.
  1. 5 years of experience
  2. Building Plans Examiner Certification
- ii. Point of contact for plan review services to be licensed to practice Architecture or Engineering in the State of California as of the date of this advertisement

2. **Building Department Support.** Work with Building Department staff with various tasks related to Plan Review to maintain technology used for plan review, update bulletins and other information to help the Facilities Design and Construction. Tasks include:

- a. **Accela and DigEplan:** Assist with implementing the permit intake and electronic plan review, and inspection software suite.
- b. **Owner Peer Review:** Participate in the UC Davis Health Milestone review process as a representative subject matter expert for non-HCAI projects only. Subject Matter Experts shall review capital projects based on their respective areas of expertise, such as project scope, facility knowledge, and adherence to UC Davis Health guidelines and standards.
- c. **Website updates:** Assist the Building department in creating and maintaining the Building Department web page content, including updating training, information bulletins and other process improvement documents.

The expected duration of the Agreement for these services will be three (3) years from the time of contract award. Anticipated fees will be dependent on specific projects authorized, with a maximum limit of \$1,500,000 to the selected firm over the course of the agreement.

Questions regarding this Request for Qualifications should be directed via email to: Cori Costanza, Contracts Administrator at [cruggiero@health.ucdavis.edu](mailto:cruggiero@health.ucdavis.edu).

**SCREENING CRITERIA & POINTS:**

**1. Key Personnel:**

**Points: 35**

Provide resumes which list education, industry certifications and professional affiliations for all key personnel that may be assigned to the Building Department Team. Include information on no more than 3 project examples where a similar role was performed by each personnel proposed. Include project scope, scale, schedule, consultant role in the project, and owner information. Resumes are limited to 1 page per personnel.

**2. Owner's Representative Experience:**

**Points: 10**

Previous experience in representing the University/Owner in all phases of a project. Demonstrated track record collaborating with various University stakeholders, ensuring conformance with university requirements and standards and guidelines. Ability to work with the

University's software programs as required, specifically Accela, DigEplan and any updates needed to the Building Department website content.

**3. Team Staffing, Organization and Approach:**

**Points: 25**

Provide Organization Chart with clear and appropriate definition of roles, including the main point of contact. Describe the approach to managing various plan review workload and meeting the plan review timelines. Provide an example of workload tracking.

**4. Plan Review Experience:**

**Points: 30**

Demonstrating plan review experience for OSHPD 3 clinics, academic and research buildings or labs. Utilize a nationally recognized plan review software (preferably BlueBeam or DigEplan), generate code comments and ability to communicate comments or concerns with Design Professional, building officials, and stakeholders. Provide no more than 3 examples, including project size, level of effort, business days required to generate comments and owner.

**SELECTION PROCESS AND SCHEDULE:**

The consultant selection will be accomplished by the following process: After qualification statements are received, a screening committee will review, conduct reference checks, and recommend a short list of firms for brief interviews. A Selection Committee will conduct the interviews remotely. The target dates are listed below:

1 <sup>st</sup> Ad for services:	August 6, 2025
Statements due:	2 p.m. August 27, 2025
Screening completed:	September 9, 2025 (Tentative)
Interviews completed:	September 26, 2025 (Tentative)
Firm's notification(s):	September 30, 2025 (Tentative)

**SUBMITTAL REQUIREMENTS:**

Submittal should be specifically tailored to this RFQ and include a completed Consultant Statement of Qualifications Form (SOQ). Provide attachments as appropriate to respond directly to the Screening Criteria. Boiler plates or generic company brochures are not desired.

All materials should be in 8 1/2" x 11" format. Responses should be limited to a total of 20 pages (not including the University's SOQ form). The Consultant Statement of Qualifications form is available for download at the FP&D website at the following link:

<https://health.ucdavis.edu/facilities/work-with-us/consultants/rfq>

Statements of Qualification must be submitted electronically in PDF format by **2 p.m. Wednesday, August 27, 2025.**

Please email Cori Costanza at [cruggiero@health.ucdavis.edu](mailto:cruggiero@health.ucdavis.edu) no later than Tuesday, August 26, 2025, to request a link for uploading your response to this RFQ.