



**REQUEST FOR
STATEMENTS OF QUALIFICATIONS
FOR
SIGNAGE DESIGN STANDARDS**

October 13, 2025

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

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ATTACHMENTS:

Consultant Statement of Qualifications Form
Sample Agreement – Executive Design Professional Agreement (EDPA)

BACKGROUND:

The UC Davis Medical Center, located in Sacramento, California is the primary teaching hospital for UC Davis Health. The Sacramento campus currently includes approximately 7,000,000 square feet of building development on approximately 250 acres. UC Davis Health has developed site planning, building design, and specification standards applicable to all UCDH construction projects.

PROFESSIONAL SERVICES REQUESTED

This selection process will interview and select a single Signage Consulting firm to assist UC Davis Health, Facilities Planning & Development (FP&D) with the review of current signage conditions, updating of signage standards, and development of designs to implement a coordinated signage program for the Sacramento campus and offsite facilities.

In this role, the selected firm will be responsible for developing documents appropriate for planning, procurement, and installation of signage, and may bring on their own sub-consultants or work with assigned consultants designated by the University. For large projects, the Signage Consultant may be asked to meet and coordinate with diverse user groups, University staff, vendors and design teams.

The selected firm will also provide peer review services for submittals, shop drawings, and prototypes for a range of signage projects and initiatives. The firm must demonstrate proficiency in assessing design compliance and functionality, as well as the capability to recommend supplemental signage solutions that enhance clarity, consistency, and overall program integration.

The selected firm must demonstrate a keen design sense and the ability to bring forward innovative and cost-effective solutions for interior and exterior signage projects. This consultant is required to keep abreast of all UC Standards, ADA laws, and applicable building codes pertaining to signage, and is responsible for updating campus standards in a timely manner. The selected firm must also have working knowledge of OSHPD requirements for hospital projects and demonstrated experience coordinating with structural engineers to develop attachment details that meet code requirements.

The selected firms will be expected to sign a blanket UC Executive Design Professional Agreement (EDPA) that will include negotiated hourly rates and reimbursement instruction. The decision to use the selected Signage Consultant on any individual project will be at the sole discretion of the University.

The expected duration of the EDPA 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 firm over the course of the agreement. Professional (Errors & Omissions) liability insurance will be required, with a minimum limit of \$1,000,000 per occurrence and \$2,000,000 in aggregate.

SCREENING CRITERIA:

1. **Experience of the Firm:** Demonstrated experience with similar scope of work (described under "Professional Services Requested" above) and quality of services provided to customers in previous projects.

Points 25

2. **Expertise of Key Personnel:** Demonstrated expertise and experience of personnel proposed for assignment to UC Davis Health projects in similar scope of work.

Points 25

3. **Quality Assurance:** Demonstrated record that the firm has delivered high quality services and documentation for clients and has an effective, continuous quality improvement process.

Points 25

4. **Availability of Resources:** Firm's ability to provide staff and resources necessary to attend meetings and generate documents in a timely manner.

Points 25

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 a short list of firms for interviews. A selection committee will conduct the interviews. The target dates are listed below:

1 st Ad for services:	October 13, 2025
Statements due:	4:00 p.m., October 31, 2025
Screening completed:	November 14, 2025
Interviews completed:	December 16, 2025
Recommendation approval:	December 19, 2025
Firm's notification(s):	December 22, 2025

SUBMITTAL REQUIREMENTS:

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 functionality of this campus. Boiler plate or generic pages are not desired. Please submit name, telephone numbers of all references listed under project experience as required on the Consultant Statement of Qualifications Form. All material should be in 8 1/2" x 11" format.

ONE (1) electronic (pdf) copy of the Statement of Qualifications must be received by the University no later than **4:00 p.m., Friday, October 31, 2025** via the upload link provided by the University. All submittals will be received electronically – no hard copies will be accepted.

Questions and requests for the upload link should only be directed via email to Leila Couceiro, FP&D Contracts Manager at lcouceiro@health.ucdavis.edu.