

**REGARDING: CONSULTANT SERVICES FOR: 2020**

In order to be part of the Applicant Pool listing and to be considered for selection as a consultant to provide architectural, landscape architectural, engineering, environmental, land surveying, construction project management services, and other University-related services with a contract value of \$100,000 or less, please provide the following information to:

Campus Architect’s Office  
 UCLA Capital Programs  
 1060 Veteran Avenue  
 Los Angeles, California 90095-1365:  
 Email: [SubmittalAdministration@capnet.ucla.edu](mailto:SubmittalAdministration@capnet.ucla.edu)

Note: UCLA projects with a contract value **over** \$100,000 please see posted advertisements at <http://www.capitalprograms.ucla.edu/Contracts/RFQProjects>

For the complete UC, Annual Announcement go to <http://budget.ucop.edu/dc/conpolicy/announcements.html>

**1. VENDOR INFORMATION**

	Prior work with any UC? †Yes, †No
Vendor Name	
Primary Contact Person	Primary Contact Person’s email address
Vendor Street Address	City/State/Zip
Vendor Phone Number; Fax Number	Employer Tax Identification Number (Not Social Security Number)

2. **PRACTICE AREA (s):** Please list your practice area(s), (e.g. architecture, mechanical engineer, environmental consultant) and any specialties (e.g. geotechnical, structural, etc.). Along with this application, please include a short company profile. Combined, your application and short company profile should be no more than five pages/10MB. *DO NOT WRITE, "SEE ATTACHED".*

3. **VENDOR INSURANCE REQUIREMENTS: (For information only- do not send at this time.)** Certificates of insurance are required on all UC projects. In addition to the requirements listed below, the Certificate must name the Regents of the University of California as an additional insured for all insurance, excluding Professional Liability and Workers’ Compensation Insurance. Certificated must be sent in when the vendor signs the contract. The following minimum requirements typically apply:

- A. **COMPREHENSIVE OR COMMERCIAL FORM GENERAL LIABILILTY** – covering bodily injury, personal injury, property damage, and contractual liability (if on “claims made” basis, coverage shall survive not less than three (3) years after termination of contract).
 

Each Occurrence – Combined single limit for bodily injury and property damage:	\$ 1,000,000
Products – completed Operations Aggregate:	\$ 1,000,000
Personal and Advertising Injury:	\$ 1,000,000
General Aggregate – Not applicable to Comprehensive Form:	\$ 2,000,000
- B. **BUSINESS AUTOMOBILE LIABILITY** – covering owned, hired, leased, and non-owned automobile, and providing bodily injury and property damage coverage. \$ 1,000,000
- C. **WORKER’S COMPENSATION AND EMPLOYER’S LIABILITY** – as required by Federal and State of California law.
- D. **PROFESSIONAL LIABILITY INSURANCE:**

Each Occurrence:	\$ 1,000,000
General Aggregate:	\$ 2,000,000