

Thank you for your interest in doing business with UC Irvine. The Design & Construction Services Contract Administration Unit manages the Consultant and Design Professional contracting process mandated by the California Public Contract Code and the University of California Office of the President. The selection process for Consultants and Design Professionals varies depending on the anticipated total contract amount.

For consultant contracting opportunities valued less than \$100,000, please review the **Office of the President Annual Announcement** for a list of services requested on an as-needed basis. Services listed in the Announcement include architectural, landscape architectural, engineering, environmental, land surveying, construction management services and other University related services.

If you are interested in being considered for services listed in the Office of the President Annual Announcement, please send a **Letter of Interest (Cover Letter)** including a completed **Consultant Profile Form** and **Self-Certification Form** to:

**UCI Design & Construction Services**  
**Attn: Brenda Duenas, Principal Contract Administrator**  
**5201 California Ave., Suite 250**  
**Irvine, CA 92697-2450**

or via email at [contracts@dcservices.uci.edu](mailto:contracts@dcservices.uci.edu)

**Note:**

***Do not send time sensitive bid questions  
to this email address.***

The requested information is required to properly store your information in the database maintained and updated by the department for quick and easy access if and when the service(s) you provide are needed.

Letter of Interest submittals may be received throughout the year - **there is no deadline.**

As consultant contracting opportunities for services under \$100,000 arise, we will screen respondent firms according to the project technical requirements and the qualifications presented in your Letter of Interest submittal and contact you with further details.

***We look forward to receiving your Letter of Interest submittal.***