

## Request for Statements of Qualifications

### For an EXECUTIVE ENGINEER

For Planning, Design, Construction Documents, and Construction  
Administration Engineering Services

## **Site Development and Infrastructure Phase 4 Infrastructure (Project No 906050), Infrastructure Planning as it relates to the campus Long Range Development Plan for UC Merced (LRDP), and Other UC Merced Infrastructure Planning and Development Projects**

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- University of California Statement of Qualifications Form
- Request for Supplemental Information Form

University of California, Merced  
Physical Planning, Design & Construction  
February 2008

REQUEST FOR STATEMENTS OF QUALIFICATIONS  
FOR AN EXECUTIVE ENGINEER  
FOR PLANNING, DESIGN, CONSTRUCTION DOCUMENTS, AND  
CONSTRUCTION ADMINISTRATION ENGINEERING SERVICES

The University of California, Merced requests that engineers submit written statements of qualifications for providing engineering services for the following proposed projects:

**Site Development and Infrastructure Phase 4 Infrastructure (Project No 906050),  
Infrastructure Planning as it relates to the campus Long Range Development Plan  
for UC Merced (LRDP), and Other UC Merced Infrastructure Planning and  
Development Projects**

The Request for Statement of Qualifications (RFQ) for these projects will be available at <http://www.ucmerced.edu/community/rfprfq.asp> beginning Tuesday, February 26, 2008. Nine (9) bound copies of the submittal must be received by 4:30 pm, Thursday, March 13, 2008 at the following address:

Associate Vice Chancellor Thomas E. Lollini, FAIA  
University of California, Merced  
Physical Planning, Design & Construction  
5200 North Lake Road  
Merced, CA 95343

The University of California is an Equal Opportunity Employer. Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity, and national origin have equal access to contracts and other business opportunities with the University.

### PROPOSED PROJECTS AND SCOPE OF SERVICES

The University is seeking an experienced engineering firm able to assemble and manage a team skilled in planning, full engineering services, and cost estimating for campus infrastructure planning and capital projects. The work will consist of a planning study and full design professional services for the Site Development and Infrastructure, Phase 4 project; a planning study for the campus Long Range Development Plan, to develop concepts and a basis of design for the second phase of campus construction to accommodate 10,000 students; and, potentially, other campus site development and infrastructure planning and projects on an on-call, as-needed basis during a five-year period.

The disciplines anticipated to be required include but are not necessarily limited to (in no particular order of precedence): Civil Engineering (for roads and all site above- and below-ground utilities), Electrical Engineering, Mechanical Engineering (including HVAC controls/monitoring and hydronics), Plumbing Engineering (if needed to supplement the Civil Engineer, e.g. for fire suppression engineering) Telecommunications/Information Technology Engineering, Structural Engineering, Landscape Architecture, and Cost Estimating. A single Executive Engineering firm will contract with the University; any necessary disciplines not provided in-house by that firm shall be provided on a sub-consultant basis to the Executive Engineer.

In general, the Executive Engineer's scope of services will include planning (for some projects), programming, cost estimating, design, construction documents, bid and award support, and construction administration. During the Order Period (see below), the University may, at its sole discretion, elect to award contracts for engineering services to the Executive Engineer for projects at any time approvals and funding are received. Services will be authorized project-by-project and phase-by-phase and such authorizations are contingent upon continued project approvals and funding, and satisfactory performance by the Executive Engineer.

### **Site Development and Infrastructure Phase 4, Project No. 906050**

The scope of this project and estimated costs for the elements of work that it comprises are as follows:

- Buried Utilities Extension (Mineral King Road to Scholars Lane) construction estimated at approximately \$348,000.
- Buried Utilities Extension (Scholars Lane) construction estimated at approximately \$772,000.
- Buried Utilities Extension (Ansel Adams Road to East) construction estimated at approximately \$440,000.
- Improved Detention Basin & Canal Levee Slope Stabilization construction estimated at approximately \$220,000.
- Enlarge Campus Storm Water Detention Basin construction estimated at approximately \$50,000.
- Corporation Yard construction estimated at approximately \$740,000.
- Power Quality Analyzer and Building Metering System construction estimated at approximately \$125,000.
- Improve Telecommunications Building HVAC System construction estimated at approximately \$295,000.
- Upgrade Starter System for Central Plant Chillers construction estimated at approximately \$625,000.
- Pump Station Pressure and Filtration Improvements construction estimated at approximately \$350,000.

A pre-design planning study to further develop the conceptual scopes of work and costs is scheduled to commence in May 2008; Schematic Design is scheduled to begin in July, 2008, and bidding is scheduled for July 2009, with construction of the various scopes phased throughout 2009 and 2010.

### **Infrastructure Planning as it Relates to the Long Range Development Plan for UC Merced (LRDP)**

The UC Merced campus is currently updating its Long Range Development Plan (LRDP) to reflect a change in the size and boundary location of the campus from its original

LRDP. As part of this effort, the campus needs to develop a plan and basis of design for utilities and infrastructure for Phases 2A and 2B of campus buildout, defined as accommodating 5,000 students in Phase 2A and a further 5,000 students for a campus total of 10,000 students in Phase 2B (of an eventual 25,000 total campus student population). The Executive Engineer will coordinate with the consultants developing the LRDP to plan utilities and infrastructure, including location and capacity for a new, or expanded existing, Central Plant facility. This work is expected to commence immediately; the draft LRDP is to be published in June 2008 and the final LRDP in November 2008.

### **Other UC Merced Infrastructure Planning and Projects**

This may include planning and/or design services for site development and infrastructure projects not as yet envisioned. Such projects may be initiated at any time, whereupon the University may, at its sole discretion, elect to award engineering services to the Executive Engineer on an “on-call” basis during the Order Period (see below).

### PERIOD OF SERVICES

The Order Period, during which the University may initiate authorizations for services for any of the identified above or other projects to be determined, is five (5) years, from April 21, 2008 to April 21, 2013. The Period of Performance, during which services are rendered for any of these projects, may extend beyond April 21, 2013 and shall be as specified on a project-by-project basis in written Authorizations to Perform Services, or subsequent revisions thereto, issued during the Order Period.

### PHASING

All projects may be phased, and schedules may change, based on availability of funding, project approvals, and pace of campus development.

### JOINT VENTURES/ASSOCIATIONS

By campus policy, proposals for joint or associated ventures will not be considered for this project. If two or more firms wish to combine in a project team, one firm will

contract with the University as the Executive Engineer, and the other firm(s) will be subconsultants to the Executive Engineer.

### SELECTION CRITERIA

The University is seeking an Executive Engineering Firm and subconsultants with the following experience and qualifications:

- Experience in performing engineering studies to support master planning.
- Excellence in engineering design.
- Demonstrated excellence and innovation in sustainable design on a large scale, and experience with LEED.
- Recent experience with design and construction of complete campus utility systems (or other relevant experience) with a Central Plant; hot + chilled water systems; fire water/fire hydrant system; domestic water; reclaimed water; natural gas; emergency power; power distribution (UC Merced has certain areas supplied by dual power and is therefore interested in dual power experience); security system (card readers, “blue light” emergency call stations); EMCS (Energy Management Control Systems); fire alarm system; and IT/Tel distribution from a Telecommunications Building. Experience in performing engineering studies such as supply versus demand analysis for all major utilities based on planned capital development. Experience with issues relating to initial service demands below the design capacity of systems is helpful.
- Recent experience with grading, storm, sewer, environmentally friendly drainage (bioswales, etc), bridges, roads, curb + gutter, sidewalks, landscaping, and street lighting. The Executive Engineer’s landscape architect will be jointly selected with UC Merced after the selection of the Executive Engineering Firm.
- Experience coordinating, directing, and managing the work of a team of engineers of various disciplines (utilities, site work, roads, and other infrastructure).
- Demonstrated capability and experience in providing functional, flexible, and technically sound engineering design solutions within strict budget and time limits.
- Experience working with multiple stakeholders in a single project.
- Experience in the public low bid environment.

- Experience with college and university projects, especially University of California projects, is desirable.

### SELECTION PROCESS

This Request for Statements of Qualification and attachments will be available at [http://www.ucmerced.edu/campus\\_planning/rfp/](http://www.ucmerced.edu/campus_planning/rfp/) February 26, 2008. Written Qualifications Statements should be in accordance with the attached Submittal Format. Engineering firms interested in submitting qualifications as lead consultant for this project must notify the University by printing and returning the non-mandatory registration form to be found with the submittal Instructions and forms at the above website no later than March 6, 2008. Failure to register with the University may result in firms not receiving updates to the Request for Statements of Qualification, should any be issued. The University shall not be responsible a firm's failure to register for updates or to incorporate any updates that are issued. Subconsultants should NOT submit the registration form; such submittals will not be acknowledged. Submittals must be delivered to the address below no later than 4:30 pm, Thursday, March 13, 2008. nine (9) copies of the submittal are required—all bound form. Please address submittals to:

Associate Vice Chancellor Thomas E. Lollini, FAIA  
Physical Planning, Design & Construction  
University of California, Merced  
5200 North Lake Road  
Merced, CA 95343

The University will convene a Screening Committee to review submissions and recommend a short list of firms to be interviewed by a Selection Committee. The Selection Committee anticipates scheduling all interviews of short-listed firms, tentatively on Monday, March 31, 2008.

The University reserves the right to request any further documentation that it deems appropriate and necessary for the screening and selection process. Questions not answered in this information package may be addressed to Sr. Project Director Michael Chow direct 209 228 4467, cell 209 205 8091, and at [mchow@ucmerced.edu](mailto:mchow@ucmerced.edu).

## INSURANCE REQUIREMENTS

The University requires evidence of insurance coverage, to be presented only after the successful firm is selected to provide services. Submittal of insurance information is not required as part of the Statement of Qualifications.

General Liability, Professional Liability Insurance, Business Automobile Liability, and Worker's Compensation will be required in the following amounts:

1. General Liability:  
Comprehensive or Commercial Form:
  - (1) Each Occurrence \$1,000,000
  - (2) Products/Completed Operations  
Aggregate \$1,000,000
  - (3) Personal and Advertising Injury \$1,000,000
  - (4) General Aggregate (Not applicable  
to Comprehensive Form) \$2,000,000

If the above insurance is written on a claims-made form, it shall continue for three years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.

2. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit not less than one million dollars (\$1,000,000) per occurrence.
3. Workers' Compensation as required by California State law.
4. Professional Liability Insurance:
  - (1) Each Occurrence \$1,000,000
  - (2) Project Aggregate \$2,000,000

If the above insurance is written on a claims-made form, it shall continue for three years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.

5. Such other insurance in such amounts which from time to time may reasonably be required by the mutual agreement of the University and Engineer against other insurable hazards relating to the work to be done.

If the A/E firm or design professional does not currently have coverage in accordance with University policies, then evidence should be submitted indicating that such coverage will be effective prior to entering into a contractual agreement with the University.

### UC POLICY ON EQUAL OPPORTUNITY IN UNIVERSITY BUSINESS

#### CONTRACTING

It is the policy of The Regents of the University of California that race, religion, sex, color, ethnicity, and national origin will not be used as criteria in its business contracting practices. Every effort will be made to ensure that all persons regardless of race, religion, sex, color, ethnicity and national origin have equal access to contracts and other business opportunities with the University. The University will establish effective outreach programs to assure equal opportunity in business contracting.

## SUBMITTAL FORMAT

*Firms submitting their qualifications for the project must follow the format below. Material must all be in 8-1/2 x 11 inch format—no foldouts. Use of the University of California seal, or any University of California logo, is prohibited. Submittals shall include divider tabs labeled with the boldfaced headers below; e.g., the first tab would be entitled “Cover Letter”, the second tab “Qualifications”, etc. Double-sided printing is encouraged. **PROVIDE 9 BOUND COPIES AND ONE UNBOUND COPY.***

1. **COVER LETTER** (*maximum of 1 page*)
  - \_ identify team
  - \_ provide name of contact person, phone and fax
  - \_ summarize qualifications most relevant to this project
  
2. **RELEVANT QUALIFICATIONS** (*maximum of 2 single-sided or one double-sided page*)
  - \_ provide in summary format only
  - \_ do not include general information
  - \_ offer short, focused paragraphs by topic (i.e., building type; technical aspects; sustainability/LEED™; etc.)
  
3. **RELEVANT PROJECT EXPERIENCE – ESPECIALLY UTILITY SYSTEMS WITH HOT + CHILLED WATER, AND POWER, IT/TEL DISTRIBUTION** (*maximum of 6 single-sided or 3 double-sided pages*)
  - \_ briefly state relevance for each project – describe whether new system or extension, etc.
  - \_ specify role of the firm or individual if work was not exclusively by the firm (i.e., joint venture, association); *if work was done by individuals on the project team while with other firms, this must be clearly stated*
  - \_ provide a list of the following for each project:
    - project name and location
    - beginning and ending dates of project (including construction)
    - square footage
    - main program elements
    - owner name with name of contact person

*Note: Projects that are currently in design or under construction are acceptable, but completed projects may carry more weight in the evaluation.*
  
4. **PROJECT TEAM SUMMARY** (*maximum of 6 single-sided or 3 double-sided page*)
  - \_ identify key team members (eg engineering, civil, cost estimating, IT) and state their qualifications relevant to programming, design, construction documents, and construction administration services for the proposed projects in this RFQ.
  
5. **APPENDIX**
  - \_ firm brochure/history/background, reprints, etc. (*optional*)
  - \_ key team member resumes
  - \_ UC Statement of Qualifications (per attachment)
  - \_ UC Request for Supplemental Information (per attachment)

**UNIVERSITY OF CALIFORNIA  
 STATEMENT OF QUALIFICATIONS**

1. Firm's Name: \_\_\_\_\_
2. Business Address: \_\_\_\_\_
3. Firm Established (year) \_\_\_\_\_ Telephone No: \_\_\_\_\_

4. Type of Organization (check one):  
 a. Individual    b. Partnership    c. Corporation

5. Principals and Associates (check P or A for each):

	Name	P	A	Degree or Certificate	Institution
a.					
b.					
c.					
d.					

6. Average staff employed in home office: (average of past five years):

- |                               |                               |
|-------------------------------|-------------------------------|
| a. Architects _____           | e. Drafting Technicians _____ |
| b. Engineers _____            | f. Clerical _____             |
| c. Landscape Architects _____ | g. Programmers _____          |
| d. Interior Designers _____   | h. Others _____               |

7. List five major projects constructed within the past five years:

	Project	Owner	Year	Building Cost
a.				
b.				
c.				
d.				
e.				

8. References:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

9. (Optional) Where do you normally look for information about proposed University of California projects?  
 \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PRIVACY NOTIFICATION**

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply information about themselves:

The principal purpose for requesting the information on this form is for use in the selection process for Design Professionals commissioned by the University. University Policy authorizes maintenance of this information.

Furnishing all information requested on this form is mandatory—failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form will be used by Physical Planning in the screening and selection process for awarding commissions to Design Professionals.

Individuals have the right to access this record as it pertains to themselves.

The official responsible for maintaining the information contained on this form is the Campus Architect for the Merced campus of the University of California.

**REQUEST FOR SUPPLEMENTAL INFORMATION**

Please submit the following information together with the SOQ and other required submittal material by the date noted in the Request for Statements of Qualifications. Failure to respond may affect consideration of your firm for this project. Responses may be listed on separate pages.

- 1) Please separately list each pending unresolved claim for professional negligence and each current arbitration, mediation or litigation in which professional negligence or breach of professional services agreement is alleged or indemnity is being sought (because of such alleged negligence or breach of contract) using the following claimant categories:
  - a) The Regents of the University of California against your firm or any principal of your firm (indicate campus, medical center, or Department of Energy (DOE) Laboratory and name of project). If none, indicate none.
  - b) Any owner, person or entity against your firm or any principal of your firm (indicate project, location and owner). If none, indicate none.
  - c) The Regents of the University of California against any of your proposed major consultants (i.e. structural engineer, mechanical engineer, and/or any other major consultant on your proposed project team. Indicate campus, medical center, or Department of Energy (DOE) Laboratory and name of project). If none, indicate none.
  - d) Any owner, person or entity against any of your proposed major consultants (indicate project, location and owner). If none, indicate none.
  
- 2) Please separately list each resolved (settled, arbitrated, litigated) claim for professional negligence or breach of professional services agreement or for indemnity (because of such alleged negligence or breach of contract) during the last 5 years using the following categories:
  - a) The Regents of the University of California against your firm or any principal of your firm (indicate campus, medical center, or Department of Energy (DOE) Laboratory and name of project). If none, indicate none.

- b) Any owner, person or entity against your firm or any principal of your firm (indicate project, location and owner). If none, indicate none.
  
  
  
  
  
  
  
  
  
  
- c) The Regents of the University of California against any of your proposed major consultants (i.e. structural engineer, mechanical engineer, and/or any other major consultant on your proposed project team. Indicate campus, medical center, or Department of Energy (DOE) Laboratory and name of project). If none, indicate none.
  
  
  
  
  
  
  
  
  
  
- d) Any owner, person or entity against any of your proposed major consultants (indicate project, location and owner). If none, indicate none.

**DECLARATION**

The undersigned declares under penalty of perjury that all of the information submitted is true and correct and that this declaration was executed in

\_\_\_\_\_ County, California, on \_\_\_\_ (*date*)

\_\_\_\_\_  
(Name and Title – Printed or Typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Facsimile Telephone Number)

**UNIVERSITY OF CALIFORNIA, MERCED**

**REGISTRATION FOR SUBMITTAL OF STATEMENT OF QUALIFICATIONS FOR  
EXECUTIVE ENGINEERING FIRM**

**For  
Planning, Design, Construction Documents, and Construction  
Administration Engineering Services  
University of California Merced Campus**

*Instructions: Firms intending to submit statements of qualifications for Executive Engineering Firm on the UC Merced campus must complete the form below and fax it to the attention of Contracts Analyst Maggie de Pfyffer, UC Merced Physical Planning, at (209) 720-0800 by no later than 5 p.m. on Thursday, March 6, 2008. The University will return an acknowledgment of receipt by fax within one working day. Failure to register with the University by March 6, 2008 may result in firms not receiving updates to the Request for Statements of Qualifications, should any be issued. The University shall not be responsible for a firm's failure to register for updates or to incorporate any updates that are issued, or for incorrect contact information on this registration form.*

Firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Street Address (for deliveries): \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Principal-in-Charge (print name): \_\_\_\_\_

Principal-in-Charge (signature): \_\_\_\_\_

Date: \_\_\_\_\_

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*For University Use Only*

Received by UC Merced Physical Planning:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date