

**UNIVERSITY OF CALIFORNIA, MERCED**  
**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 TWELVE (12) BOUND COPIES.***

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** (*maximum of 4 single-sided or 2 double-sided pages*)
  - briefly state relevance for each project
  - 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 2 single-sided or one double-sided page*)
  - identify key team members, including sub-consultants, and state their qualifications relevant to programming services and the scope of this project
  
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, MERCED  
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: \_\_\_\_\_

**UNIVERSITY OF CALIFORNIA, MERCED  
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.



- 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  
PHASE 1 – CONCEPT DESIGN AND COST ESTIMATING AND  
PHASE 2 – EXECUTIVE ARCHITECT**

**For  
Recreation and Wellness Center Expansion  
Project No. 908040**

*Instructions: Firms intending to submit statements of qualifications for Construction Management Services 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 2:00 p.m. on Tuesday, October 6, 2009. The University will return an acknowledgment of receipt by fax within one working day. Failure to register with the University by Tuesday, October 6, 2009 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: \_\_\_\_\_

\_\_\_\_\_

*For University Use Only*

Received by UC Merced Physical Planning:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date