

**Request for Qualifications for
Environmental Compliance and Biological Monitoring Services
for the UC Merced 2020 Project**

UC Merced
Physical Operations, Planning and Development
Planning & Real Estate Services
August 2017

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Introductions

The University of California, Merced is requesting submission of a statement of qualifications from environmental consulting firms to manage environmental compliance and biological monitoring services for the UC Merced 2020 Project (“2020 Project”). The 2020 Project is a large construction project set to deliver facilities in three phases over the next three (3) years. The Project includes 1.2 million gross square feet of critically needed facilities. Construction will be completed by Fall 2020. Additional information may be found on our website at <http://Merced2020.ucmerced.edu>.

A copy of the University’s detailed RFQ and Statement of Qualifications (SOQ) form will be available on August 7, 2017 at <http://rfp-rfq.ucmerced.edu>. Four (4) bound and one (1) digital copy (via USB stick) of the Statement of Qualifications submittal must be returned no later than 4pm on August 22, 2017 to:

Phillip Woods
Physical Operations, Planning and Development
Director of Physical and Environmental Planning
755 E. Yosemite Avenue, Suite M
Merced, CA 95340

Affirmative Action Statement

Each candidate firm will be required to show evidence of its equal employment opportunity policy. Every effort will be made to ensure all persons, regardless of race, religion, sex, color, ethnicity and national origin have equal access to contracts and other business opportunities with the University.

Request for Qualifications

The University requests qualifications for environmental compliance and biological monitoring services as part of the 2020 Project. The proposed consultant team is required to provide two (2) Designated Biologists that have previously been approved or have the professional qualifications to be approved by the California Department of Fish and Wildlife (CDFW) under Incidental Take Permit (ITP) No. 2081-2009-01-04 for the California, Merced Campus and Community North Project. Additionally, Designated Biologists should also possess the qualifications to be approved by the U.S. Fish and Wildlife Service (USFWS) as a Biological Monitor under Biological Opinion No. 1-1-02-F-0107.

Proposed Designated Biologists must also:

- Demonstrate previous experience on a Project as a CDFW-approved Designated Biologist and/or a USFWS-approved Biological Monitor for at least two (2) the following species:
 - California Tiger Salamander (*Ambystoma californiense*)
 - Swainson's hawk (*Bueto swainsoni*)
 - Succulent Owl's Clover (*Castilleja campestris ssp. succulenta*)
 - Colusa grass (*Neostapfia colusana*)
 - San Joaquin orcutt grass (*Orcuttia inaequalis*)
 - San Joaquin kit fox (*Vulpes macrotis mutica*)
- Possess extensive experience surveying and monitoring for Swainson's hawk (*Bueto swainsoni*) and burrowing owls (*Athene cunicularia*).

Additional Team Member Qualifications include:

- Knowledge and experience with state and federal laws and regulations with respect to biological resources (e.g. Endangered Species Acts, Clean Water Act, Fish and Game Code).
- Understanding of Federal Endangered Species Act (FESA), California Endangered Species Act (CESA), California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
- Minimum of three (3) years of experience developing, acquiring and amending permits with USFWS, U.S Army Corps of Engineers (USACE) and state agencies.
- Experience writing (in whole or part) Annual Environmental Compliance Reports to State and/or Federal agencies.
- Proficiency with Word, Excel, Powerpoint, Acrobat and GIS Information System (GIS), including mapping and report preparation.
- Knowledge of GIS fundamentals and techniques related to data manipulation, geoprocessing and data management.

Preferred Qualifications (not required)

- Current and valid 10(a)(1)(A) U.S. Fish and Wildlife Service Recovery Permit for:
 - California Tiger Salamander (*Ambystoma californiense*)
 - San Joaquin kit fox (*Vulpus macrotis mutica*)

Additional Information

Subconsultants

The consultant may engage any sub-consultant(s) to prepare a portion of the scope of services to be provided. The University of California, Merced reserve the right to approve all sub-consultants and the right to change members of the project team at their own discretion.

Meetings

The consultants will be expected to be available for in-person meetings on the construction site and phone calls with the 2020 Project team as needed.

Project Location

Consultant is expected to have at least one (1) person on Merced project site daily with one (1) additional person as back-up. Weekends and holidays may be required as determined by the project schedule.

Eligibility of Consultants

The eligibility to respond to this RFQ is based on the consultants' ability to meet the qualifications as described. The University at its sole discretion, reserves the right to determine whether any firm or consultant meets the minimum eligibility standards and determine whether an SOQ is responsive. The University reserves the right to reject all SOQs if in the best interest of the University.

Schedule

The schedule is tentative. The exact dates will be set forth in a notification letter to the short-listed consultants.

Request for Qualifications published: August 4, 2017

Deadline for Questions: August 14, 2017

Statement of Qualifications due to University: August 22, 2017

University to evaluate SOQs: August 23-25, 2017

University to Select Consultant: August 29, 2017

University to Award Contract: early September 2017

Contacts & Address

For questions & other clarification related to this RFQ please contact Sara Anastos at sanastos@ucmerced.edu. Please have Environmental Compliance and Biological Monitoring Services RFQ in the subject line.

Submittal Requirements

Four (4) bound copies and one (1) digital copy (by USB) of consultant's entire Statement of Qualifications are required, each should include all information and documentation required within this request. Qualification submitted without the required information will be

considered incomplete and subject to disqualification. Qualifications should be on 8-1/2" x 11" paper, bound vertically. Please present material in the order shown below:

SOQ Submittals are due on August 22, 2017 by 4pm and should be sent to:

Via Overnight Mail

Phillip Woods
Physical Operations, Planning and Development
Director of Physical and Environmental Planning
755 E. Yosemite Avenue, Suite M
Merced, CA 95340

No U.S. mail. Hand deliveries are accepted.

The Statement of Qualifications shall include:

1. Cover Letter (*maximum of two (2) pages*)
 - a. Identify team members
 - b. Provide name of contact person, phone and email
 - c. Summarize qualifications most relevant to the project
 2. Relevant Qualifications (maximum of four (4) single-sided pages, or two double-sided pages)
 - a. Provide in summary format only
 - b. Do not include general information
 3. Relevant Project Experience (maximum of four (4) single-sided pages, or two double-sided pages)
 - a. Briefly state relevant for each project (four (4) projects minimum)
 - b. 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.*
 - c. Provide a list of the following for each project
 - i. Project Name & Location
 - ii. Beginning & End Dates of Project
 - iii. Species Monitored
 - iv. Owner Name with contact person
- Ongoing projects are acceptable.*
4. Project Team Summary (maximum of two (2) single-sided or one double sided page)
 - i. Identify key team members, including subconsultants and state their qualifications relevant to this project. (a minimum of two (2) Designated Biologists, biological monitoring staff and any additional staff needed)
 - ii. Management staff assigned may not be replaced without prior approval by the University.
 5. Appendix
 - a. Firm brochure/history/background, etc. (*optional*)

- b. Key team member resumes
- c. State of Qualifications (*per attachment*)
- d. Request for Supplemental Information (*per attachment*)

Insurance Requirements

The University requires evidence of insurance coverages, 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:

Each Occurrence	\$1,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
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 (3) 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:

Each Occurrence	\$1,000,000
Project Aggregate	\$2,000,000

If the above insurance is written on a claims-made form, it shall continue for three (3) 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 Consultant against other insurable hazards related to the work to be done.

Selection Criteria

The University is seeking a technically experienced environmental compliance and biological monitoring consultant team. Candidates should be prepared to demonstrate their environmental compliance and biological monitoring work on other similar projects that has resulted in successful compliance and management of environmental permits.

The Selection Committee will be interested in teams that:

- Have demonstrated firm and consultant experience in environmental compliance and biological monitoring and reporting with experience in our related species.
- Have demonstrated firm and consultant experience in writing Annual Environmental Compliance Reports to State and/or Federal Agencies including daily reports for the team.
- Firms with team members that been CDFW approved to act as Designated Biologist
- Team member availability as required by the project.
- Knowledge and experience with State and Federal Environmental Laws/Regulations with respect to biological resources (e.g. Endangered Species Act, Clean Water Act, Fish & Game Code)
- Knowledge of GIS fundamental and techniques related to data manipulation, geoprocessing and data management.

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 selection process for 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 a for which the form is being filled out. Information furnished on this form will used by Planning & Real Estate in the screening and selection process for awarding commissions to 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 Director of Physical and Environmental Planning for the Merced campus of the 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 d. Joint Venture

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. Environmental Planners _____ b. Land Use Planners _____
- c. Biologists _____ d. GIS Analyst _____
- e. Drafting Technicians _____ f. Other _____

7. List four projects within the past five years:

	Project	Owner	Year	Contract Amount
a.				
b.				
c.				
d.				

8. References (Please list 3):

Reference	Telephone	Email

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

Signed: _____

Date: _____

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 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)

(E-mail)