

Request for Statements of Qualifications  
for a CONTRACTOR AND ENGINEER  
for Design and Construction Services for  
**Hazardous Waste Modular Trailer Project**  
Project No 90XXXX  
June 2017

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

Design & Construction

June 2017

REQUEST FOR STATEMENTS OF QUALIFICATIONS  
FOR A CONTRACTOR AND ENGINEERING FOR DESIGN AND CONSTRUCTION  
SERVICES FOR HAZARDOUS WASTE MODULAR TRAILER PROJECT.

The University of California, Merced requests that a qualified contractor and engineer with experience in delivering and building hazardous waste modular trailer submit written statements of qualification.

**Hazardous Waste Modular Trailer Project**

The Request for Statement of Qualifications (RFQ) for these projects will be available at <http://rfp-rfq.ucmerced.edu/> beginning Friday, June 9, 2017. Ten (10) bound copies, One (1) unbound hard copy and One (1) electronic file of the submittal must be received via overnight delivery (No USPS) by 2:00 pm, Wednesday, June 28, 2017 at the following address:

Associate Vice Chancellor Michael McLeod  
University of California, Merced  
Physical Operations, Planning & Development  
755 E. Yosemite Ave., Suite M  
Merced, CA 95340

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 contractor and engineering firm able to manage a team for the design and construction of a modular Hazardous Waste Trailer. The work will consist of design and engineering for, but not be limited to:

- design of a modular hazardous waste trailer
- grading & site preparation
- determining utilities routing and connections to existing campus utilities
- design and installation of a standby generator
- grading, compaction and asphalt for access road to the modular trailer
- fabrication, delivery and installation of the modular trailer
  - Modular Trailer should be 3100 sq ft (H2 rated facility) and include the following program elements:
    - Chemical Waste Storage Area and Lab Packing stations, 2250 sq ft
    - Solvent Consolidation area including floor mounted fume hood, 320 sq ft
    - Radioactive Waste storage area, 200 sq ft
  - and in a non-rated but connected facility:
    - Office, 110 sq ft
    - General storage, 100 sq ft
    - Gender inclusive restroom & lockers, 120 sq ft

### PERIOD OF SERVICES

The Period of Services is expected to start October 2017 with delivery no later than April 2019.

### 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 sub-consultants to the Executive Engineer.

### SELECTION CRITERIA

The University is seeking a Contractor and Engineering Firm and sub-consultants with the following experience and qualifications:

- California Building License A or B
- Experience as a project leader, managing a team of sub-consultants
- Recent experience with design and construction involving: improvements to an existing site, identifying and connecting to existing utilities, delivery of or tenant improvement to a modular trailer.
- Demonstrated experience in the design of hazardous and radioactive waste storage facilities.
- Demonstrated experience in the design of H2 rated facilities.
- 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 with construction 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://rfp-rfq.ucmerced.edu/> Friday, June 9, 2017. Written Qualifications Statements should be in accordance with the attached Submittal Format. Sub-consultants should NOT submit the registration form; such submittals will not be acknowledged. Submittals must be delivered via overnight (NO USPS) to the address below no later than 2:00 pm, Wednesday, June 28, 2017. Ten (10) bound copies, One (1) unbound hard copy and One (1) electronic file. Please address submittals to:

Associate Vice Chancellor Michael McLeod  
Physical Operations, Planning & Development  
University of California, Merced  
755 E. Yosemite Ave., Suite M  
Merced, CA 95340

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 notifying firms by Wednesday, July 12, 2017 and scheduling all interviews of short-listed firms, tentatively on Thursday, July 20, 2017.

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 Director of Construction, Fran Telechea at [ftelechea@ucmerced.edu](mailto:ftelechea@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 \$2,000,000
  - (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 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 Ten (10) bound copies, One (1) unbound hard copy and One (1) electronic file.***

1. **COVER LETTER** (*maximum of 1 page*)
  - identify team
  - provide name of contact person, phone and email
  - 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., project type; technical aspects; sustainability/LEED™; etc.)
  
3. **RELEVANT PROJECT EXPERIENCE** – (*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 (e.g. engineer and contractor) and state their qualifications relevant to programming, design, construction documents, and construction administration services for the proposed project 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 similar or relevant 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)

\_\_\_\_\_  
(Email)

Date