

Request for Statements of Qualifications
For an PLUMBING AND WELL ENGINEER
For Initial Planning Study, Design, Construction Documents, and
Construction Administration Engineering Services For
Campus Irrigation System Upgrade Project

Project No 908XXX
March 2012

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

University of California, Merced
Physical Planning, Design & Construction
March 2012

REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR AN EXECUTIVE PLUMBING AND WELL ENGINEER
FOR INITIAL PLANNING STUDY, DESIGN, CONSTRUCTION DOCUMENTS,
AND CONSTRUCTION ADMINISTRATION ENGINEERING SERVICES FOR
CAMPUS IRRIGATION SYSTEM UPGRADE PROJECT

The University of California, Merced requests that plumbing and well engineering firms submit written statements of qualifications for providing plumbing and well engineering services for:

Campus Irrigation System Upgrade Project

The Request for Statement of Qualifications (RFQ) for these projects will be available at <http://www.ucmerced.edu/community/rfprfq.asp> beginning Thursday, March 8, 2012. Ten (10) bound copies of the submittal must be received via overnight delivery (No USPS) by 2:00 pm, Thursday, March 29, 2012 at the following address:

Associate Vice Chancellor Thomas E. Lollini, FAIA
University of California, Merced
Physical Planning, Design & Construction
767 E. Yosemite Ave., Suite C
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 plumbing and well engineering firm able to manage a team for the design and construction of the Campus Irrigation System Upgrade Project. The work will consist of design and engineering for, but not be limited to:

- Initial Planning Study.
- Improvements to an existing major pump station.
- Retrofit of an existing well (including equipment for automated discharges to a nearby lake).
- Retrofit of an existing irrigation supply line (to place flow meter, etc to limit deliveries from booster pumps).
- Replacement of irrigation controllers (that are not state-of-the-art with regard to sustainability).
- Irrigation Supervisory Control and Data Acquisition (SCADA) system improvements and programming.
- Project goals are to reduce peak irrigation supply demands and reduce the volume of the potable and/or well supplied water as a more sustainable approach to addressing landscape watering needs that currently account for fifty percent of the total campus water consumption.

PERIOD OF SERVICES

The Period of Services is expected to start April 2012. The duration is dependent on funding.

PHASING

The first phase is the Initial Planning Study. These services are to include schematic design concepts, calculations, and estimate of probable project construction costs. Future phases may be authorized, 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 Plumbing and Well Engineering Firm and subconsultants with the following experience and qualifications:

- Excellence in plumbing and well engineering design. The expertise to develop innovative solutions and options that meet UC Merced's needs.
- Experience as the project leader, managing a team of subconsultants, such as, an irrigation consultant, and cost estimating consultant.
- Recent experience with the design and construction involving: improvements to an existing major pump station, retrofit of an existing well (including equipment for automated discharges); retrofit of an existing irrigation supply line (to place flow meter, etc to limit deliveries from the booster pumps); and replacement of irrigation central control system and controllers with full featured state-of-the-art components with regard to sustainability, irrigation Supervisory Control and Data Acquisition (SCADA) system improvements and programming. The Plumbing and Well Engineer's irrigation consultant and other subconsultants, will be jointly selected with UC Merced after the selection of the Plumbing and Well Engineering Firm.
- Demonstrated experience in the design and retrofit of state of the art sustainable irrigation supply and control systems on a scale similar to that of UC Merced Campus (100-200 acres).
- 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://www.ucmerced.edu/campus_planning/rfp/ Thursday, March 8, 2012. Written Qualifications Statements should be in accordance with the attached Submittal Format. Subconsultants 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, Thursday, March 29, 2012. Ten (10) copies of the submittal are required—all in bound form. Please address submittals to:

Associate Vice Chancellor Thomas E. Lollini, FAIA
Physical Planning, Design & Construction
University of California, Merced
767 E. Yosemite Ave., Suite C
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 Thursday, April 5, 2012 and scheduling all interviews of short-listed firms, tentatively on Tuesday, April 10, 2012.

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 Leon Waller, cell 831 419 4094, and at lwaller@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.***

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., 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)
 - acreage
 - 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 plumbing engineering, well engineering) 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 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)

(Facsimile Telephone Number)

Date