

Request for Statements of Qualifications For
Professional Land Surveyor

University of California, Merced

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- Registration Form

University of California, Merced
Physical Planning, Design, and Construction
February 2014

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR
PROFESSIONAL LAND SURVEYOR SERVICES

The Merced campus of the University of California requests that a qualified surveying firm with experience in geographic land surveying submit written statements of qualifications for Professional Land Surveyor Services.

SERVICES DESCRIPTION

The Professional Land Surveyor Services include performing general and site specific field survey work for the Classroom & Academic Office Building (CAOB) and corresponding infrastructure utilities. This professional contract will be prepared by the University and then assigned to the Construction Manager at Risk for the CAOB project, Sundt Construction.

The UC Merced campus is committed to accurately determining the terrestrial positions of the existing and proposed physical assets located on the UC Merced Campus and associated University Community.

The University of California is an Equal Opportunity Employer. Every effort will be made to ensure that all persons have equal access to contracts and other business opportunities with the University within the limits imposed by law or University policy. Each Candidate Firm may be required to show evidence of its equal employment opportunity policy.

SCOPE OF SERVICES

The University is seeking to contract with a land surveyor firm to perform Surveying Services for a period of seven hundred (700) days (the period starts from the date of the Notice to Proceed) from construction through post-construction period the CAOB Project and its infrastructure utilities. Scope of Work shall include the cost of all labor, material, equipment, hoisting, tools, engineering and supervision required to complete the Work in accordance with the Contract Documents, including but not limited to, the following referenced specification section(s) and Division 01 Specifications as they relate to this Work:

- a) 01 71 23 Field Engineering

The scope of work for Survey Service shall include, but not be limited to, the following:

- a) Multiple move-ins as required
- b) Quantity of stakes or offsets as required, i.e. provide stakes every 3' radius layout.
- c) Survey calculations.
- d) Survey controls – verify existing controls, establish benchmarks.
- e) Building to boundary verification.
- f) Stake work limits.
- g) Stakes for rough grade for site grading and swales.
- h) Rough grade building pads with offsets. Note change in levels at sloped floor(s).
- i) Rough grade for curb lines and paved areas.
- j) Every column base plate location.
- k) Certify building pads.
- l) Staking for sewer, cleanouts, manholes and laterals.
- m) Staking for storm drain, area drains, inlets and manholes.
- n) Staking for domestic and fire water system, including backflows, PIVs, fire hydrants, etc.
- o) Staking for all utilities' points of connections.
- p) Staking for utilities vaults and transformers.
- q) Staking for site lighting.

- r) Staking for curbs, gutters and site walls.
- s) Staking for finish grade, asphalt and concrete paved areas.
- t) Stakes for all site improvements.
- u) Stakes for all building corners and gridlines. Including radius as needed.
- v) Survey of existing building floor elevations for every building and every floor height.
- w) Provide 4 benchmark elevations per building and per level.
- x) Transfer survey marks/gridlines to each floor and roof level after metal deck and after concrete placement.
- y) Maintain a complete and accurate log of control and survey work throughout construction.
- z) Provide copies of cut sheets/control points to Sundt within 48 hours of any survey.
- aa) Provide record/as-built drawings and certified survey as required in the Contract Documents.

Qualifications of the Land Survey Professional

The University is seeking Professional Land Surveyor with the following experience and qualifications:

- A minimum of ten (10) years experience in land surveyor services, with experience managing the timely and successful completion of land surveys within established and proposed urban environments
- The capability to provide the services sought by UC Merced and to respond quickly to service requests.
- Agreement to assign capable personnel to this project.
- Have a proven track record of successfully completing this type of work.
- Registration as a Professional Land Surveyor by the State of California
- Demonstrated excellence in adhering to tight project budgets and schedules from construction through post construction.
- Experience working with multiple stakeholders in a single project.
- Experience with University of California projects is desirable.

The Professional Land Surveyor should propose the entire team it would use for surveying services. The University will approve or reject the sub consultants, if applicable.

JOINT VENTURES/ASSOCIATIONS

By campus policy, proposals for joint or associated ventures will not be considered for this project. If two firms wish to combine in a project team, one firm must be proposed as a sub-consultant to the other.

SELECTION CRITERIA

The University is seeking a creative and technically experienced land surveying team. Candidates should be prepared to demonstrate how their work on other projects has resulted in cost-effective, yet reliable survey data. The Screening/Selection Committee will be interested in teams that:

- Have demonstrated firm and consultant team experience in land surveying services, with experience managing the timely and successful completion of land surveys within established and proposed urban environments.
- Have proven firm and consultant team capability to provide creative, functional, flexible, and technologically sound land survey solutions with an economy of means and within the project budget.
- Have proven firm and consultant team experience with Building Information Modeling practices that incorporate survey work into the broader context of object oriented data management.
- Have demonstrated firm and consultant team capability to respond creatively and sensitively to an existing facility and an existing campus context.

SELECTION PROCESS

The Request for Statement of Qualifications (RFQ) for this project will be available at <http://www.ucmerced.edu/community/rfprfq.asp> beginning on Tuesday, February 11, 2014. Twelve (12) bound copies of the submittal are required and they must be delivered to the address below no later than 1:00 P.M. Tuesday, March 4, 2014.

In addition, please fill out the attached Non-Mandatory Registration Form and fax it to (209) 228-4468 no later than 1: 00 PM on Tuesday, February 25, 2014. The University will use the Registration Form to notify firms of any changes or updates.

Project Documents will be made available to the public on Tuesday, February 11, 2014. One complete electronic set will be made available free of charge. Contact ARC at www.e-arc.com (follow the links to Planwell and Public Planroom) to order plans or call them at (209) 524-2924. Additional sets may be purchased at cost.

Please address submittals to:

Overnight delivery: Associate Vice Chancellor, Thomas E. Lollini, FAIA
Physical Planning, Design & Construction
University of California, Merced
767 E. Yosemite Ave., Ste C
Merced, CA 95340

US Mail: Associate Vice Chancellor, Thomas E. Lollini, FAIA
Physical Planning, Design & Construction
University of California, Merced
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 have equal access to contracts and other business opportunities with the University within the limits imposed by law or University policy. Each Candidate Firm may be required to show evidence of its equal employment opportunity policy.

The University will convene a Screening and Selection Committee to review submissions and determine the selected firm. The Selection Committee anticipates notifying the selected firm on Tuesday, March 11, 2014.

The University reserves the right to request any further documentation that it deems appropriate and necessary for the screening and selection process. Please direct any questions to Sr. Project Director, Leon Waller via email: lwaller@ucmerced.edu.

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, fax 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., building type; technical aspects; 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/acreage
 - main project 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. Firms Name _____
2. Business Address _____
3. Firm Established (year) _____ Telephone Number _____
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. Construction Surveyors _____ | e. GIS Analyst _____ |
| b. Boundary Surveyors _____ | f. Engineers _____ |
| c. Geodist _____ | g. Drafting Technicians _____ |
| d. Photogrammetrist _____ | h. Others _____ |

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

	Project	Owner	Year	Survey Service 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.

UNIVERSITY OF CALIFORNIA, MERCED
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)	Firm Name
(Signature)	(Email Address)
(Street Address)	(City, State, Postal Code)
(Telephone Number)	(Fax Number)

UNIVERSITY OF CALIFORNIA, MERCED

**REGISTRATION FOR SUBMITTAL OF STATEMENT OF QUALIFICATIONS FOR
Professional Land Surveyor**

Instructions: Firms intending to submit statements of qualifications for Professional Surveying Services on the UC Merced campus must complete the form below and fax it to the attention of Sr. Project Analyst Jessica Duffy, UC Merced Physical Planning, Design and Construction, at (209) 228-4468 by no later than 1:00 P.M., Tuesday, February 25, 2014. The University will return an acknowledgment of receipt by fax within one working day. Failure to register with the University 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, Design and Construction:

Name

Date