

Request for Statements of Qualifications  
For Design Professional Services

**Parking Lots I, J, K**  
Project No. TBD

**Parking Lot L**  
Project No. TBD

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University of California, Merced  
Physical Planning, Design & Construction  
June 2010

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR  
DESIGN PROFESSIONAL SERVICES

The Merced campus of the University of California requests that design professionals submit written statements of qualifications for providing engineering and landscaping design services for the following proposed projects:

**Parking Lots I, J, K**

**Project No. TBD**

**Parking Lot L**

**Project No. TBD**

Parking Lots I, J, K will provide approximately 300 new parking spaces with associated landscaping on the eastern end of the UC Merced campus. Construction cost is anticipated to be approximately \$1.1 million. Parking Lot L, to be designed and constructed later, will provide approximately 350 new parking spaces with associated landscaping near Parking Lots I, J, K on the UC Merced campus. Construction cost for Parking Lot L is anticipated to be approximately \$ 900,000.

An information package containing further details about the projects will be available at <http://www.ucmerced.edu/community/rfprfq.asp> from June 23 to July 8, 2010. The package also provides specific submittal requirements. Eight bound copies of the submittal must be delivered to the address below no later than 4:30 pm on July 8, 2010. Please address submittals to:

Via US Mail:

Director of Project Management Catherine R. Kniazewycz, AIA  
University of California, Merced  
Physical Planning Design & Construction  
5200 N. Lake Rd  
Merced CA 95343

OR Via Overnight Delivery Services:

Director of Project Management Catherine R. Kniazewycz, AIA  
University of California, Merced  
Physical Planning Design & Construction  
767 E. Yosemite Ave., Suite C  
Merced CA 95340

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.

### PROJECT BACKGROUND & DESCRIPTION

The University of California, Merced, is seeking a qualified executive design professional to perform design and construction phase services for two projects to build two new parking lot facilities on the UC Merced campus, to be called Parking Lots I, J, K, and Parking Lot L.

Parking Lots I, J, K will in actuality be a single lot, all on the same parcel and without division (when the project was initially conceived and named, three separate sites were contemplated, hence “I, J, K”). The Parking Lots I, J, K project will provide approximately 300 parking places on a single currently undeveloped site east of the Logistical Site Support Facility. Improvements will include extending Mineral King Road and constructing a bridge structure over an existing penstock owned by Merced Irrigation District; a roadway to reach the lot from the campus; lot surfacing or paving; parking stall marking; site drainage; night lighting; security call boxes (“blue light phones”); landscaping; parking permit vending; and signage.

The Parking Lot L project will be similar in scope, providing 350 parking spaces on an adjacent lot.

The campus wishes to explore sustainable alternatives to an asphalt-paved surface in these parking lots, such as pervious asphalt or concrete paving, to allow subsurface drainage to filter storm water contaminants before discharging from the site. The campus has previously built gravel parking lots, and a gravel parking lot with asphalt-paved drive aisles, either of which may also be considered depending on the budget. The campus is exploring the installation of photovoltaic panels on overhead structures through a third party power purchase agreement to cover one or both of these lots to help our campus achieve its 2020 goal of zero net energy use. If the University pursues photovoltaics, the

executive design professional will be required to coordinate with the third-party vendor for the design and installation of photovoltaics into the project. The landscaping design shall incorporate as many shade trees for the lots as are practicable within the budgets, as well as suitable site edge treatments and sidewalks where needed.

The UC Merced campus is committed to sustainability and requires these projects to be designed, at a minimum, to incorporate campus-wide “core” LEED credits that are applicable to the nature of the project, such as storm water disposition and water-conserving irrigation, site lighting and landscaping.

It is highly desirable to have Parking Lots I, J, K usable by July 2011 and Parking Lot L usable by August 2012.

#### SCOPE OF SERVICES

The scope of services for Parking Lots I, J, K and Parking Lot L includes civil engineering, electrical engineering (for lighting and security call stations) and landscape architecture for schematic design and design development, construction documents, bidding, construction administration, record documents, and warranty period services. The lead firm (which will contract with the University) may be a civil engineer and/or a landscape architect, as long as both disciplines are included in the scope of services. Although the design for Parking Lot L will not begin until July 2011, the design for Parking Lots I, J, K needs to accommodate and provide for this future parking lot. Based on funding availability and University approvals, and as directed, the design professional will:

1. Prepare a study and conceptual cost estimate.
2. Prepare schematic design documents.
3. Prepare design development documents.
4. Prepare construction documents, including complete plans and specifications suitable for lump sum, competitive public bidding.
5. Prepare cost estimates at all phases (a sub-consultant may be used for this service).

6. Assist the University with obtaining agency approvals from the Campus Fire Marshal and the Division of the State Architect.
7. Provide construction phase services.
8. Provide record documents created in AutoCAD.
9. Provide warranty period services.
10. Provide additional services as requested by the University.

#### SCHEDULE

Schematic Design for Parking Lots I, J, K is scheduled to begin in July 2010. It is highly desirable that I, J, K be usable by July 2011. Schematic design for Parking Lot L is scheduled to begin July of 2011 and to be usable July 2012. The exact schedule will be determined in consultation with the selected design professional.

#### 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 Screening Committee will be seeking a design firm with experience in comparable projects. Applicants should **clearly** highlight such projects and their similarities to the proposed project. Specific responses will be reviewed more carefully than those stressing breadth of experience or general qualifications. Experience of individuals on comparable projects while with the proposing firm will carry more weight than experience with other employers. The selection criteria are the same for the Parking Lots I, J, K and Parking Lot L projects. Major considerations in the selection of the successful firm will be the following:

- Design and planning excellence and demonstrated firm and staff capability to respond creatively and sensitively to the requirements of this project and the fabric of the existing UC Merced campus, with an economy of means.

- Demonstrated firm and staff experience in the design and construction of sustainable landscaped parking lots with alternative surfaces.
- Demonstrated firm and staff experience for bridges of uncomplicated design and roadways.
- Proven technical, budget, and schedule management capabilities.
- Experience preparing bidding documents suitable for lump sum, competitive public bidding; the campus is considering the possibility of a design-build project delivery method for the bridge, so experience with design-build may be a plus, but is not required. The campus may also use its Multiple Prime Trade contract delivery method; experience with this type of construction contract may be a plus, but is not required.
- Proximity to the Merced campus, or ability to provide a comparable level of service if non-local.

#### SELECTION PROCESS

This Request for Statements of Qualification and attachments will be available at [http://www.ucmerced.edu/campus\\_planning/rfp/](http://www.ucmerced.edu/campus_planning/rfp/) from June 23 to July 8, 2010. Firms interested in submitting qualifications should notify the University by printing and returning the registration form to be found with the submittal forms at the above website, to help ensure the firm receives updates to the Request for Statements of Qualification, should any be issued. The University shall not be responsible a firm's failure to register for updates or to incorporate any updates that are issued. Sub-consultants, if any are proposed, should NOT submit a registration form; such submittals will not be acknowledged. Written Qualifications Statements should be in accordance with the attached Submittal Format.

Submittals must be delivered to the address below no later than 4:30 p.m. on July 8, 2010. Eight (8) bound copies of the submittal are required.

Please address submittals to:

Hand Delivery OR Via Overnight Delivery Services only:  
Director of Project Management Catherine R. Kniazewycz, AIA  
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. Screening is expected to take approximately one week. The Selection Committee anticipates scheduling all interviews of shortlisted firms on a particular day it will appoint, approximately one to two weeks after receiving the recommendations of the Screening Committee.

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 Assistant Project Manager Mark Maxwell at [mmaxwell@ucmerced.edu](mailto:mmaxwell@ucmerced.edu).

## **INSTRUCTIONS—SUBMITTAL CONTENTS AND FORMAT**

Firms submitting their qualifications for the project must follow the format below. Adherence to these instructions is used as a criterion in the screening and selection process. 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 8 BOUND COPIES.**

1. **COVER LETTER** (maximum of 2 single-sided or 1 double-sided page)
  - identify team
  - provide name of contact person, phone and fax
  - summarize qualifications most relevant to this project
  
2. **RELEVANT QUALIFICATIONS** (maximum of 4 single-sided or 2 double-sided pages)
  - provide in summary format only
  - do not include general information
  - offer short, focused paragraphs by topic (i.e., building type, technical aspects; team communication; construction type; sustainability/LEED™; etc.)
  
3. **RELEVANT PROJECT EXPERIENCE** (maximum of 8 single-sided or 4 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 or other offices within the same firm, this must be clearly stated**
  - clearly state the roles of the individuals proposed for the current project in each example project
  - provide a list of the following for each project:
    - project name, location, and construction budget
    - beginning and ending dates of project
    - phases for which services were provided
    - square footage
    - main program elements
    - summary history of budget and construction change orders
    - general contractor name with name of contact person
    - 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 4 single-sided pages or 2 double-sided pages)
  - identify consultant or individual team member
  - summarize roles/responsibilities on this project and experience relative to those roles
  - describe previous collaborative experience with your firm (i.e., consultant and/or individual team members) on relevant projects; state relevance
  
5. **COST, QUALITY, AND SCHEDULE CONTROLS** (maximum of 1 single-sided page)
  - concisely describe cost, quality, and schedule control techniques employed by the firm
  - include benefits attributable to these techniques used on specific projects; ideally, references should confirm effectiveness of these systems
  
6. **REFERENCES**
  - If fewer than three projects are presented in Section 3 above, provide additional contractor and owner references (at least one and up to four additional references)
  
7. **APPENDIX**
  - firm brochure/history/background, reprints, etc. (optional; maximum of 8 single-sided or 4 double-sided pages)
  - 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. Others _____               |
| d. Interior Designers _____   |                               |

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?
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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, \_\_\_\_\_ (State), on \_\_\_\_\_ (*date*)

\_\_\_\_\_  
(Name and Title – Printed or Typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Facsimile Telephone Number)

**REGISTRATION FOR SUBMITTAL OF STATEMENT OF QUALIFICATIONS FOR**

**Parking Lots I, J, K**

**Project No. to be determined**

**Parking Lot L**

**Project No. to be determined**

*Instructions: Design professionals intending to submit statements of qualifications for engineering and landscape design services for the subject projects on the UC Merced campus are advised to complete the form below and fax it to the attention of Contracts Analyst Maggie DePfyffer, UC Merced Physical Planning Design, and Construction, at (209 228-4468) by no later than 5 p.m. on July 1, 2010. The University will return an acknowledgment of receipt by fax within one working day. Failure to register with the University by July 1, 2010 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 or illegible contact information on this registration form. PLEASE PRINT LEGIBLY.*

*Note: At this time the University is seeking only design professionals who will lead the design team on this project. Consultants of other disciplines should NOT submit registration forms; such submittals shall not be acknowledged, and updates will not be issued to non-design professional firms.*

Firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Street Address (for deliveries): \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Principal-in-Charge (print name): \_\_\_\_\_

California Architect License Number of Principal-in-Charge: \_\_\_\_\_

Date: \_\_\_\_\_

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*For University Use Only*

Received by UC Merced PPD&C: Receipt acknowledged by UC Merced PPD&C:

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Date*