

Request for Statements of Qualifications For
Professional Civil Engineering and Land Surveying Services

University of California, Merced

PROJECT INFORMATION:

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- Service Description

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- University of California, Merced Statement of Qualifications Form
- Request for Supplemental Information Form
- Registration Form

University of California, Merced
Design, and Construction
April 2014

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR
PROFESSIONAL CIVIL ENGINEERING AND LAND SURVEYING SERVICES

The Merced campus of the University of California requests that a qualified civil engineering and surveying firm with experience in field topographic land surveying and subsurface utility engineering submit written statements of qualifications for Professional Civil Engineering & Land Surveying Services.

SERVICES DESCRIPTION

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. In support of this commitment, the scope of the services will include the ongoing and as needed surveying and corresponding drafting of existing utilities, buildings, landscape, etc.

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 Professional Civil Engineering & Land Surveying Services include performing field topographic land survey and subsurface utility engineering on existing and proposed campus buildings and infrastructure utilities.

The University is seeking to contract with a civil engineering and land surveying firm to perform Campus Surveying and Utility Engineering Services for a period of three (3) years. Additionally, surveying work on the campus' existing physical assets is also included as part of this scope. Program level surveying services include the design and development of a survey control network and associated monuments in addition to identify subsurface utilities and other civil engineering that supports

The Civil Engineer will be the lead consultant. The proposing Civil Engineering firm must identify the consulting Land Surveyor and their requisite qualifications for full consideration.

Qualifications of the Civil Engineer Professional

The University is seeking Civil Engineer and sub consultant team(s) with the following experience and qualifications:

- A minimum of ten (10) years experience in civil engineering, utility engineering, and land surveyor services, with experience managing the timely and successful completion of utility infrastructure maps within established and proposed urban environments
- Registered as a Professional Civil Engineer by the State of California
- 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.
- Demonstrated excellence in adhering to tight project budgets and schedules from design through post construction.
- Experience working with multiple stakeholders in a single project.
- Experience with University of California projects is desirable.

Qualifications of the Land Survey Professional

- Registration as a Professional Land Surveyor by the State of California

- A minimum of ten (10) years experience in land surveyor services, with experience managing the timely and successful completion of utility surveys within established and proposed urban environments.
- Experience in maintaining and creating a benchmarking/monument system within an urban environment.
- Experience performing GPS Surveys, capturing data for GIS Maps.

The Civil Engineer and Land Surveyor should propose the entire team it would use for surveying services. The University will approve or reject the sub consultants. While the University does not expect the need for a mechanical & electrical engineering services, potential sub-consultants are to be submitted for review.

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.

INSURANCE

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:

- | | | |
|------|---|-------------|
| i. | Each Occurrence | \$1,000,000 |
| ii. | Products/Completed Operations Aggregate | \$2,000,000 |
| iii. | Personal and Advertising Injury | \$1,000,000 |
| iv. | 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. Worker's Compensation as required by California State law.

4. Professional Liability Insurance

- | | | |
|----|-------------------|-------------|
| a. | Each Occurrence | \$1,000,000 |
| b. | 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 Architect, Engineer, Consultant or Construction Project Manager against other insurable hazards related to the work to be done.

SELECTION CRITERIA

The University is seeking a creative and technically experienced civil engineering and 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 and Selection Committees 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 demonstrated firm and consultant team experience in identifying and documenting reliable underground utility information.
- 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

This Request for Statements of Qualification and attachments will be available at: <http://www.ucmerced.edu/community/rfprfq.asp> beginning on Tuesday April 22, 2014. Written Statements of Qualifications should be in accordance with the attached Submittal Format. Submittals must be delivered to the address below no later than 1:00 P. M on Wednesday May 06, 2014. Twelve (12) bound copies of the submittal are required. 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 Wednesday April 30, 2014. The University will use the Registration Form to notify firms of any changes or updates.

Please address submittals to:

Overnight delivery: Director of Operations, Andrew Boyd
Design & Construction
University of California, Merced
767 E. Yosemite Ave., Ste C
Merced, CA 95340

US Mail: Director of Operations, Andrew Boyd
Design & Construction
University of California, Merced
5200 North Lake Road
Merced, CA 95343

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 Thursday May 22, 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 Sara Anastos at sanastos@ucmerced.edu by Wednesday, April 30, 2014

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 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., 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. 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. Construction Surveyors _____ | b. Boundary Surveyors _____ |
| c. Geodist _____ | d. Photogrammetrist _____ |
| e. GIS Analyst _____ | f. Civil Engineers _____ |
| g. Drafting Technicians _____ | 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 Design & Construction 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 or Typed)

Signature

Firm Name

(Address)

(City, State, Zip)

(Telephone Number)

(Facsimile Telephone Number)

UNIVERSITY OF CALIFORNIA, MERCED

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

Instructions: Firms intending to submit statements of qualifications for Civil Engineering and Land Surveying Services on the UC Merced campus must complete the form below and fax it to the attention of Sara Anastos, UC Merced Design and Construction, at (209) 228-4468 by no later than 1:00 P.M., Wednesday, April 30, 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 Design and Construction:

Name