

UC San Diego

CAPITAL PROGRAM MANAGEMENT

**REQUEST FOR QUALIFICATIONS
AS-NEEDED STORM WATER CONSULTANTS**

**PROPOSALS DUE
SEPTEMBER 13, 2021**

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I. PROJECT INFORMATION AND REQUIREMENTS

A. INTRODUCTION

The University of California San Diego (“UC San Diego” or “University”) and the offices of Capital Program Management (“CPM”) requests a written response to this Request for Qualifications (“RFQ”) for selecting As-Needed Storm Water Consultants.

Under the direction of the CPM Leadership, the As-Needed Storm Water Consultants will assist on an as-needed basis, to oversee campus construction projects with active Waste Discharger Identification (WDID) numbers. The objective is to ensure all UC San Diego construction projects are in compliance with State Water Resources Control Board’s latest Construction General Permit (CGP) regulations.

Projects will be primarily located at the UC San Diego campus and occasionally off-campus UC San Diego properties. Projects will be under the jurisdiction of the Campus Building Official and Campus Fire Marshal.

B. PROJECT INFORMATION

BACKGROUND

UC San Diego is located adjacent to the communities of La Jolla and University City within the northern portion of the City of San Diego. The UC San Diego main campus encompasses 1,158 acres in size and is generally composed of three distinct, but contiguous, geographical areas: the Scripps Institution of Oceanography (“Scripps”) portion of the campus, the western area of the campus (“West Campus”), and the eastern area of the campus (“East Campus”). The East and West Campuses are bisected by Interstate 5 (I-5). The UC San Diego Hillcrest campus, located roughly 13 miles south of the main La Jolla campus, occupies just over 60 acres along the northern edge of the City of San Diego’s Uptown Community, south of Interstate-8.

C. SCOPE OF SERVICES

The University wishes to engage the selected Storm Water Consultants for the following services including, but not limited to the following activities:

- Communicate CGP compliance status on regular intervals with UC San Diego personnel, the design team, the general contractor, and subcontractors. UC San Diego personnel include, but are not limited to, CPM, civil engineers, project managers, inspectors, and UC San Diego Environment, Health & Safety staff.
- Facilitate a Storm Water Pollution Prevention Plan (SWPPP) kick-off meeting with appropriate project personnel prior to construction commencement
- Attend the WDID site monthly to conduct Best Management Practices (BMP) audits, communicate CGP compliance status with contractors and University personnel, if necessary, with items that need immediate corrective actions. Provide UC San Diego with a monthly per-project audit report to ensure ongoing permit compliance.
- Collect, track, and review all types of required BMP data from inspections of each job site. Communicate with contractors on the required submittals (e.g. weekly inspections, etc.)

- Based on National Oceanic and Atmospheric Administration (NOAA) weather forecasts, send construction teams weather alerts and queue when Rain Event Action Plans (REAP) and/or Pre-, During, and Post Rain Event Inspections are needed.
- Review SWPPP documents including Construction Site Monitoring Program (CSMP), for determining Risk Level Assessment.
- Assess site conditions for Notice of Termination (NOT) and provide digital photos to UC San Diego staff to upload to Storm Water Multiple Application and Report Tracking System (SMARTS). *At this time, UC San Diego is not providing outside consultants or contractors access to SMARTS for monitoring purposes. UC San Diego staff will collect and review all documents and data from Storm Water Consultants, and upload to SMARTS.*
- Provide owner's representation in the event of any storm water violation occurrence.
- Provide contractor/UC San Diego storm water related training if needed.

Services are intended to begin October 2021.

D. SELECTION CRITERIA

UC San Diego, based on qualifications presented throughout this process, requests the following submittal material for use in the selection of Storm Water Consultants to perform the Scope of Services described in Section I.C. Respondents must be currently licensed business entities that are able to designate a qualified project manager within the business entity. An interview will be required as part of the selection process.

- A. Demonstrated experience and excellence with comparable projects in a campus or major facility that were monitored and supported by the firm's designated personnel. Staff experience while under the employ of a previous company must be clearly noted.
- B. List of comparable projects that the firm has worked on in the last five years and Storm Water Resources Control Board (SWRCB) submissions that demonstrate the quality of the work performed and results achieved, in the capacity of Owner's representative.
- C. Independence from design and construction firms as an Owner or Developer representative is highly desirable.
- D. Proven comprehensive understanding of State Water Resources Control Board's latest Construction General Permit (CGP) and its addendums, and the California Stormwater BMP Handbook.
- E. Proof of Qualified SWPPP Practitioner (QSP) and Qualified SWPPP Developer (QSD) certifications for personnel who will be assigned to work on campus.
- F. Qualifications of the Project Team Members, including a clear definition of the primary responsibility of each.

- G. Outline of the basic work plan to accomplish the work.
- H. Definition and track record of Outreach Program to local small and disadvantaged sub-consultant businesses.
- I. Ability to provide Professional Liability Insurance in the amount of \$1,000,000 Each Occurrence and \$2,000,000 per Project Aggregate.

E. SELECTION AND AGREEMENT REQUIREMENTS

The University may select up to five (5) Consultants based on Section I.D. It is anticipated that assignments will be rotated between the selected firms, dependent upon the Consultant and their team's ability to respond to schedule milestones, the project team members proposed for the work, alignment with the firm's experience, and the type of assessment. There is no minimum guarantee as to number of assignments to the selected firms.

All services to be provided by the Consultant shall be in accordance with the standard University Professional Services Agreement. Consultant to receive a Professional Service Agreement per assignment. Services based on this RFQ may be initiated at the University's option through December 2026.

The University seeks to contract with a single entity (not a team) and will not entertain contracting with a Joint Venture or Associations for this project.

All **Shortlisted** firms will be required to sign a **Statement of Understanding**. By signing the Statement of Understanding, it is acknowledged that a draft copy of the standard Professional Services Agreement has been read, and with reservation of rights, the terms and conditions are generally agreed upon. Additionally, notwithstanding this is a qualification-based selection process, it is understood that fees will be expected to fall within a limited and commercially reasonable range for similar work.

II. SUBMISSION REQUIREMENTS

Please comply with the following requirements in preparing responses to this RFQ. Final selection and appointment are contingent upon project approval.

Firms should indicate throughout their proposal what information is considered confidential and proprietary. All information submitted in response to the RFQ will be considered official information acquired in confidence, and the University will maintain its confidentiality to the extent permitted by law.

A. FORMAT

Submit proposal, in pdf format, with graphic images, spreadsheets, or pages larger than 8.5" x 11" submitted in landscape view.

B. RESPONSE ITEMS

The proposal should address your experience in the storm water permit compliance support, per information above. The submittal should include the following items:

- **Letter of Interest:** Provide a concise cover letter expressing the prospective firm's interest to serve as the As-Needed Storm Water Consultant. Describe the firm's perceived leadership and strengths in light of the qualifications criteria. Please include point of contact information for the firm.
- **Response to Selection Criteria:** Describe how and to what extent, the respondent firm satisfies, or intends to satisfy, each of the selection criteria in Section I.D above. The narrative should explain the respondents understanding of the approach to work with the University, and how work will be undertaken.
- **Resumes:** Submit resumes of key personnel that will work on the project (e.g., Project Manager, Project Lead). Include all relevant experience with similar projects and indicate the role or duties performed on each project.
- **Respondents Qualifications:** The respondent is to complete and submit the following forms
 - Attachment A - University of California Consultant Experience Form
 - Attachment B - University Statement of Qualifications FormAll listed projects should have been undertaken within the last ten (10) years. All forms can be downloaded [here](#).
- **References:** Provide references for the designated qualified individual(s) within the company from Owners, Consultants, and Contractors (5 total maximum). As well as provide references for the company (5 total maximum). References may be listed on Attachment B.
- **Standard Billing Rate Sheet:** Provide an itemized rate schedule that identifies hourly rates. Rates are good for at least one year and inflation/Cost of Living adjustments may be considered at renewal date each year and requires University approval. For reference, reimbursable expenses are outlined in the attached exhibit. Rate schedules **will not** be used as part of the recruitment process.

C. SELECTION SCHEDULE

In accordance with established UC San Diego procedures, a screening committee will review all submittals in response to the RFQ and determine a shortlist of firms to refer to the selection committee. The selection committee will determine further selection procedures, which will include interviews at a time to be determined. The anticipated selection process schedule is as follows:

- **August 27, 2021** the complete RFQ packet available:
<https://plandesignbuild.ucsd.edu/opportunities/consulting.html#Active-RFQs>
- **September 13, 2021.** RFQ submittals due to the Contracts Team, Capital Program Management. Section II.D describes submission procedures in full detail.

- A screening committee will review these responses and recommend a limited number of firms for further consideration, in accordance with University of California procedures. Interviews are currently anticipated to be scheduled for the end of September 2021.

D. SUBMISSION PROCEDURES

To be considered for this project, submit electronic materials via email to Lanie Cabrerros (ecabrerros@ucsd.edu) and Kimberly Santiago (klsantiago@ucsd.edu) **with the subject line “As-Needed Storm Water Consultant.”** You will receive a confirmation email response that your proposal was received. ***If you do not receive a confirmation email in one business day, please contact either Lanie or Kimberly immediately.***

Proposals are due no later than 4:00 p.m. on September 13, 2021

Please note that each RFQ submittal is important to UC San Diego. To ensure that all RFQ's are received prior to the 4:00 p.m. (PST) deadline, please allow sufficient time for the transmission and/or transmission delay of the submittal. Any submittals received after the 4:00 p.m. (PST) deadline will not be accepted. UC San Diego will not return proposals to submitting firm.

Technical questions or questions regarding the scope of the project should be directed to Eric Wolff, Director of Engineering Services at ewolff@ucsd.edu (cc: ecabrerros@ucsd.edu). UC San Diego requests that interested firms refrain from contacting any other party regarding this project.

UC San Diego encourages the participation of Small, Disadvantaged, Minority-owned, Women-owned and Service/Disabled Veteran-owned Business Enterprises (S/D/M/W/DVBE's) and is committed to promote a diverse pool of firms for our building programs.

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 work described in the contract is a public work subject to section 1771 of the California Labor Code. Candidate firms shall comply and shall ensure that all sub-consultants comply with prevailing wage law pursuant to the State of California Labor Code, including but not limited to Sections 1770, 1771, 1771.1, 1772, 1773, 1773.1, 1774, 1775, 1776, 1777.5, and 1777.6 of the State of California Labor Code

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.