

Solicitation FE1101

**Multiple Site Investigation, Remediation and
Design Services**

State of California

Bid FE1101

Multiple Site Investigation, Remediation and Design Services

Bid Number **FE1101**
Bid Title **Multiple Site Investigation, Remediation and Design Services**

Bid Start Date **Feb 16, 2011 10:13:35 AM PST**
Bid End Date **Mar 30, 2011 3:00:00 PM PDT**
Question & Answer End Date **Mar 30, 2011 3:00:00 PM PDT**

Bid Contact **Xavier Contreras**
916-229-5064
Xavier.Contreras@cdcr.ca.gov

Bid Contact **Renee Bradford**
916-255-2172
renee.bradford@cdcr.ca.gov

Standard Disclaimer **The State of California advises that prospective bidders periodically check the websites, including but not limited to Bidsync, and/or other state department links for modifications to bid documents. The State of California is not responsible for a prospective bidder's misunderstanding of the bid solicitation or nonresponsive bid due to failure to check these websites for updates or amendments to bid documents, and/or other information regarding the bid solicitations. Failure to periodically check these websites will be at the bidder's sole risk.**

The information published and/or responded to on these websites is public information. Confidential questions/issues/concerns should be directed to the contact on the ad.

Changes made on Feb 28, 2011 7:21:24 AM PST

New Documents **1 Addendum for Environmental Services.doc**

Description

The California Department of Corrections and Rehabilitation (CDCR) is requesting "Statements of Qualifications" from firms interested in providing professional engineering services. Firms shall perform the necessary work activities to define the constituents, magnitude, and extent of soil, air, and/or groundwater contamination and the remedial design necessary to achieve compliance with regulatory cleanup requirements and standards for underground storage tank leaks or other sources of contamination.

Renee Bradford
Phone No.: (916) 255-2172
E-mail: renee.bradford@cdcr.ca.gov

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**STATE OF CALIFORNIA
DEPARTMENT OF CORRECTIONS AND REHABILITATION
FACILITY PLANNING CONSTRUCTION AND MANAGEMENT**

**REQUEST FOR QUALIFICATIONS (RFQ)
RFQ NO. FE1101**

**ARCHITECTURAL AND ENGINEERING SERVICES
MULTIPLE SITE INVESTIGATION, REMEDIATION AND DESIGN SERVICES**

I. PROJECT DESCRIPTION / INTRODUCTION

The California Department of Corrections and Rehabilitation (CDCR), hereinafter referred to as the "State," is seeking qualified firms interested in providing professional engineering services as described herein. Each firm must be able to perform the necessary work activities to define the constituents, magnitude, and extent of soil, air, and/or groundwater contamination and the remedial design necessary to achieve compliance with regulatory cleanup requirements and standards for underground storage tank leaks or other sources of contamination.

Typical work activities shall include, but not be limited to:

- initial background review of past site history
- preparation of work plans
- conducting preliminary site assessments
- developing health and safety plans
- obtaining soil samples by drilling or trenching
- installing and sampling ground water monitoring wells
- performing laboratory analysis of samples of selected constituents
- developing quality assurance/quality control plans
- testing and identifying hydrogeologic characteristics of aquifers
- evaluating remedial alternatives
- developing risk based corrective actions
- preparing cost estimates
- conducting pilot studies
- preparing final design and specification bid packages
- providing technical oversight of construction activities
- monitoring and technical support at public and agency meetings

II. SCOPE OF SERVICES

Selected firms shall provide professional engineering services for State projects within the State of California. Three contracts will be issued, one for each of the designated geographical regions (1, 2 and 3).

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Attached is a CALIFORNIA STATEWIDE MAP of the geographic area for Regions 1, 2, and 3 (Attachment A), as well as a list of the counties within Regions 1, 2, and 3, (Attachment B).

Firms may be considered for one or more of the 3 regions by meeting the minimum requirements listed below.

The responsible party shall be a licensed engineer or geologist, licensed in the State of California and all work shall be signed and approved by said licensed professional.

Services may include general professional engineering for site investigations regarding the identification and extent of toxic and hazardous substances as well as preparation of reports, preliminary plans, working drawings, specifications and cost estimates for future remediation and disposal associated with releases from leaking underground storage tanks or other sources of contamination, and bid and construction support.

III. **SUBMITTAL REQUIREMENTS**

A. **FORMAT AND DELIVERY**

Firms interested in providing professional services in response to this RFQ shall submit four (4) copies of a "Statement of Qualifications" (SOQ) for each Region they are interested in providing services. Firms submitting for more than one region must submit a separate set of SOQs for each of the regions of interest, with the region clearly identified on the corresponding submittal.

SOQs shall be typed and shall not exceed 35 pages of material, including the cover letter. The 35-page limitation includes any written, photographic or graphic material contained in the body of the SOQ and any appendices. The 35-page limitation does **not** include:

1. Cover (narrative on the inside front or back cover **will** be counted)
2. Title Page
3. Table of Contents (Index)
4. Blank tab pages
5. General Information Sheet (Attachment C)
6. Statement of Compliance (Attachment D)
7. Listing of Lawsuits or Litigations (Attachment E)
8. Equal Employment Opportunity Plan
9. Resumes

NOTE: SOQs failing to comply with the page limitation will be considered non-responsive to the submittal requirements, will be disqualified from the selection process, and will not be evaluated.

Complete the General Information Sheet (Attachment C) and place as the next page following the Table of Contents (Index); next will be the Statement of Compliance

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(Attachment D), last the List of Lawsuits or Litigations (Attachment E) in sequence (C, D, E).

All materials other than the schedule shall be no larger than 8-1/2 inches by 11 inches. The minimum font size shall be 11 pt. SOQs failing to comply with page dimensions and limitations will be considered non-responsive to the submittal requirements, disqualified from the selection process, and will not be evaluated.

SOQs shall **not** include proposed fee or compensation amounts. SOQs not in compliance shall be considered non-responsive with the submittal requirements, disqualified from the selection process, and will not be evaluated.

One copy of the firm's Equal Employment Opportunity Plan must be submitted.

All four copies of the "Statements of Qualifications" shall be separated and packaged in **one** envelope or other container. The envelope/container and covers of the SOQs shall be clearly marked with the following:

ARCHITECTURAL AND ENGINEERING SERVICES
MULTIPLE SITE INVESTIGATION, REMEDIATION AND DESIGN
SERVICES: RFQ No. FE1101

SOQ documents shall be received before 3:00 p.m. on March 30, 2011.

SOQs shall be addressed for Mail or Hand Delivery to:

California Department of Corrections and Rehabilitation
Attn: Renee Bradford
FPCM - Contract Support Section, RFQ No. FE1101
9838 Old Placerville Rd., Suite B
Sacramento, CA 95827

E-mailed SOQ documents or facsimile copies are **not** acceptable.

You may contact Renee Bradford at Phone: (916) 255-2172 for SOQ delivery confirmation.

SOQs received after the stated time **will not** be considered. It is the responsibility of the respondent to ensure that the response is received at the Project Management and Construction Services office by the specified deadline. All SOQs will be date and time stamped upon receipt. CDCR will not be responsible for late or incomplete responses due to mistakes or delays of the respondent or carrier used by the respondent or weather delays. **A postmark is not sufficient.**

Preparation and participation in the SOQ process by interested firms shall be at no cost or obligation to the State. Award of these contracts is subject to budgetary authorization. Prior to award of contracts, all submitted statements and material shall be designated confidential to the extent permitted by the Freedom of

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Information Act. The State reserves the right to, at any time, abandon or terminate efforts to contract for any or all of said services without obligation to any firm which responds to this announcement. SOQs and other materials submitted shall become property of the State and will not be returned.

All questions regarding this RFQ shall be in writing and directed by Email to: renee.bradford@cdcr.ca.gov. Responses to questions that have an impact on the process will be distributed by addendum to all firms and/or individuals who have requested an RFQ. The last day questions will be accepted is **March 9, 2011**; with a **cut-off time of 12:00 noon**.

B. SUBMITTAL CRITERIA

Submittals will be scored only upon receipt of the following mandatory minimum criteria:

Submit **two (2) sets of the following**:

- Letter of Interest that includes the Federal Identification Number of the firm.
- Secretary of State Certification identifying California legal operating name. If operating under a fictitious business name, provide all supporting documentation. (i.e. Fictitious Business Name Statement certified by the appropriate county clerk).
- Licensed Architect/Engineer – copy of California license.
- Written statement of the firm's qualifications that is responsive to the selection criteria. Please respond to each and every numbered criteria listed in the "Selection Criteria" below with complete and organized responses.
- Federal Form 330 Parts I & II for the firm and Federal Form 330 Part II for any proposed subcontractors-contractors.
- Provide Small Business Certification if certified as a small business.

The State encourages Small Business Enterprises to apply. If you feel your company or your subcontractor qualifies as a small business firm, you may visit <http://www.eprocure.dgs.ca.gov> for more information or call the Office of Small Business and DVBE Services at (916) 375-4940 for further information. Please note no preference in the qualifications category can be given to Small Business firms under the contracting law set up for professional services (Architectural, Engineering, Environmental Services, etc.) contracts.

IV. **SELECTION CRITERIA**

- A. Professional experience of the firm in relation to the work to be performed.
- List each person with their role and office location for all staff identified as a part of this proposal.
 - Identify staff or sub-consultants similarly but separately.

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- B. Professional experience of the principals to be assigned to the project.
 - List the Principals to be assigned to and involved with the project.
- C. Professional experience and training of key personnel.
 - List staff education, certification and training.
- D. Demonstrated competence and specialized experience of firm.
- E. Nature and quality of completed work.
- F. Reliability of firm and continuity of proposed firm's staff and sub-consultants with firm.
- G. Firm's workload and demonstrated ability to meet schedules.
- H. Location of firm office(s) for project coordination and services.

Firms shall respond in writing indicating how they believe their experience fulfills the requirements of these criteria.

V. **CONTRACT AWARD AND ADMINISTRATIVE PROCESS**

Submittals will be evaluated and scored by a review committee, based on the above selection criteria for firms meeting the minimum qualification requirements. The names of the review committee and interview panel members **will not** be revealed prior to the interviews. Individual or composite ratings by the review committee members **will not** be revealed.

Members of the review committee will review the SOQs to determine which firms meet the minimum required qualifications. The review committee will develop a list of the top ranked firms. The top ranking firms will be notified of the interview date by telephone and confirmed by mail. The interview phase will consist of each firm presenting their firm's qualifications and experience. During the interview phase firms will be evaluated using the Evaluation Form (Attachment F). The interviews will be held in Sacramento.

Upon completion of all interviews, the firms will be rated and ranked in order of preference 1, 2, 3, etc. The top ranked firms will submit be contacted to provide a proposed labor rate schedule specifying the hourly rates for specific classifications of employees to provide services; and if necessary may need to negotiate rates. In the event that a satisfactory agreement of labor rates with the top ranked firm cannot be reached, the State will terminate negotiations with that firm and enter into negotiations with the next ranked firm and so on. Upon completion of Labor Rate negotiations, the State will provide a project scope to the firm and the firm will submit a fee proposal based on the scope of services and will enter into fee negotiations for that project.

VI. **AMENDMENT PROCESS**

The contract will have specific projects that will be prepared and on an "as needed" basis, and will be individually negotiated per project by Amendment 1, 2, 3, etc. The Scope of Services and total fee for individual Amendments will be negotiated utilizing the labor rate schedule negotiated for the contract. The maximum contract value is estimated to be \$2,000,000.

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The State does not guarantee that any work will be granted under any of the Agreements during the contract period.

The State reserves the right to terminate the selection process at any time.

VII. GENERAL GUIDELINES AND RESTRICTIONS

A. QUALIFICATION OF FIRMS

California Government Code Section 4525, et seq., requires that the selection of the firm(s) to provide the required services shall be on the basis of demonstrated competence and the professional qualifications necessary for the satisfactory performance of the services.

B. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PARTICIPATION

This RFQ is exempt from the DVBE requirement. However, the State is committed to achieving legislatively established goals for the participation of DVBEs in all state contracting and seeks to use certified DVBE business whenever possible. Therefore, the State requests your voluntary participation in reporting any certified DVBEs, including yourself, that will be used in the performance of the resulting Agreement.

C. SMALL BUSINESS ENTERPRISE PARTICIPATION

The State is also committed to supporting Small Business Enterprise (SBE) participation in all state contracting and seeks to use certified SBEs whenever possible. Therefore, it is requested that consultants actively solicit certified SBEs for sub-consulting opportunities for this project. The successful firm will be asked to list any sub-consultants that are California certified SBEs. The Office of Small Business Certification Resources (OSBCR) at the Department of General Services (DGS) can assist in identifying certified SBE firms for solicitation purposes.

In addition to reporting those sub-consultants known to be certified SBEs, it is requested that firms encourage any sub-consultants that the firm intends to use that may be an SBE, but that is not currently certified as such, to become certified through the OSBCR.

D. EQUAL EMPLOYMENT OPPORTUNITY

THE STATE is committed to equal employment opportunity principles, and demands such commitment from its consultants. Firms are expected to emphasize non-discriminatory personnel practices with respect to race, color, ancestry/ethnicity, creed, religion, age, sex, national origin, sexual orientation, physical or mental disability, or political affiliation. All prospective consultants, prime and sub-consultants, must agree to and sign the Statement of Compliance, which has been attached to this package as Attachment B.

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E. DRUG-FREE WORKPLACE

The consultant will, by signing any future contract agreement, swear under penalty of perjury under the laws of the State of California, that consultant is in compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace.

Consultant will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program, as required by Government Code Section 8355(b), to inform employees about all of the following:
 - a. The dangers of drug abuse in the workplace;
 - b. The person's or organization's policy of maintaining a drug-free workplace;
 - c. Any available counseling, rehabilitation and employee assistance programs; and
 - d. Penalties that may be imposed upon employees for drug abuse violations.
3. Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed agreement:
 - a. Will receive a copy of the company's drug-free policy statement; and
 - b. Will agree to abide by the terms of the company's statement as a condition of employment on the agreement.

F. CONFLICT OF INTEREST

The State and the firm agree to avoid any real or apparent conflict of interest on the part of the Firm, its employees, or officers and directors of the firm or any of its subcontractors on the Project. The State reserves the right to determine, in its reasonable discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the firm to submit additional information or a plan for resolving the conflict, subject to the State's review and prior approval.

Consultants and Their Employees

Conflicts of interest include, but are not limited to:

1. An instance where the firm or any of its subcontractors on the Project, or any employee, officer, or director of the firm or any subcontractor of the firm, has an interest, financial or otherwise, in any other Contractor on the Project, or whereby the use or disclosure of information obtained by the firm while

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performing services under the contract for the Project would allow for private or personal benefit or for any purpose that is contrary to the goals and objective of the contract.

2. An instance where the firm or any of its subcontractor's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
3. If either party becomes aware of a known or suspected conflict of interest, the knowledgeable party shall inform the other party, and the firm will be given an opportunity to submit additional information to resolve the conflict. Within twenty (20) days from the date of notification of the conflict, the firm shall provide the additional information to the State sufficient to enable the State to fully evaluate the nature and effects of the potential conflict. If a conflict is determined to exist by the State in its reasonable discretion and cannot be resolved to the satisfaction of the State, the conflict shall be grounds for termination of the Contract for good cause under the terms of this Agreement.
4. The firm shall submit an annual statement of Potential Conflicts on the anniversary of this Agreement and at any time the firm becomes aware of any facts that reveal a potential or actual conflict of interest.

Current State Employees:

1. No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
2. No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

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3. In addition to the above, the State officials and employees shall also avoid actions resulting in or creating an appearance of:
 - Using an official position for private gain;
 - Giving preferential treatment to any particular person;
 - Losing independence or impartiality;
 - Making a decision outside of official channels; and
 - Affecting adversely the confidence of the public or local officials in the integrity of the program.
4. Officers and employees of the Department must not solicit, accept or receive directly or indirectly, any fee, commission, gratuity or gift from any person or business organization doing business with the state.

Former State Employees:

1. For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
2. For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.
 - In addition to the above, the Consultant shall avoid any conflict of interest whatsoever with respect to any financial dealings, employment services, or opportunities offered to inmates or parolees. The Consultant shall not itself employ or offer to employ inmates or parolees either directly or indirectly through an affiliated company, person or business unless specifically authorized in writing by the CDCR. In addition, the Consultant shall not (either directly, or indirectly through an affiliated company, person or business) engage in financial dealings with inmates or parolees, except to the extent that such financial dealings create no actual or potential conflict of interest, are available on the same terms to the general public, and have been approved in advance in writing by the CDCR. For the purposes of this paragraph, "affiliated company, person or business" means any company, business, corporation, non-profit corporation, partnership, limited partnership, sole proprietorship, or other person or business entity of any kind which has any ownership or control interest whatsoever in the Consultant, or which is wholly or partially owned (more than 5% ownership) or controlled (any percentage) by the Consultant or by the Consultant's owners, officers, principals, directors and/or shareholders, either directly or indirectly. "Affiliated companies, persons or businesses" include, but are not limited to; subsidiary, parent, or sister companies or

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corporations, and any company, corporation, non-profit corporation, partnership, limited partnership, sole proprietorship, or other person or business entity of any kind that is wholly or partially owned or controlled, either directly or indirectly, by the Consultant or by the Consultant's owners, officers, principals, directors and/or shareholders.

The Consultant shall have a continuing duty to disclose to the State in writing all interests and activities that create an actual or potential conflict of interest in performance of the contract.

The Consultant shall have a continuing duty to keep the State timely and fully apprised in writing of any material changes in the Consultant's business structure and/or status. This includes any changes in business form, such as a change from sole proprietorship or partnership into a corporation or vice-versa; any changes in company ownership; any dissolution of the business; any change of the name of the business; any filing in bankruptcy; any revocation of corporate status by the Secretary of State; and any other material changes in the Consultant's business status or structure that could affect the performance of the Consultant's duties under the contract.

If the Consultant violates any provision of the above paragraphs, such action by the Consultant shall render this Agreement void.

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem.

VIII. QUESTIONS

All technical questions regarding the RFQ shall be in writing and directed by Email to: renee.bradford@cdcr.ca.gov. Responses to questions that have an impact on the process will be distributed by addendum to all firms and/or individuals who have requested an RFQ.

The final date that questions will be accepted is March 9, 2011, with a cut-off time of 12:00 noon.

END OF RFQ REQUIREMENTS

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**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
STATEWIDE COUNTY MAP
ENVIRONMENTAL SERVICES
REGIONS 1, 2 & 3**



ATTACHMENT B

**California Department of Corrections and Rehabilitation
Environmental Services
Regions 1, 2 & 3**

Region 1			
Alpine Amador Butte Colusa Del Norte El Dorado Sacramento	Glenn Humboldt Lake Lassen Marin Mendocino Modoc	Napa Nevada Placer Plumas Shasta Sierra Siskiyou	Solano Sonoma Sutter Tehama Trinity Yolo Yuba

Region 2			
Alameda Calaveras Contra Costa Fresno Inyo Kern	Kings Madera Mariposa Merced Mono	Monterey San Benito San Francisco San Joaquin San Mateo	Santa Clara Santa Cruz Stanislaus Tulare Tuolumne

Region 3			
Imperial Los Angeles Orange	Riverside Santa Barbara	San Bernardino San Diego	San Luis Obispo Ventura

ATTACHMENT C**GENERAL INFORMATION SHEET**

To be completed by the proposer and placed after the Table of Contents

FPCM ENVIRONMENTAL SERVICES BRANCH

Multiple Site Engineering Services

RFQ # FE1101

Legal Name of Firm, _____ Date _____

Corporation Identification Number _____ Federal Employer Identification Number _____

Firm's Address _____ Firm's Telephone # _____

Type of Organization (Partnership, Corporation, etc.) _____

Name of Principal-in-Charge, Title, License Number _____

Name of Project Manager and Title _____

Name, Title and Telephone Number of person to responsible for project correspondence _____

Address where correspondence should be sent _____

Listing of major sub-consultants proposed, their telephone numbers, and areas of responsibility (indicate which firms are SBE, DVBE,):

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

THIS ATTACHMENT IS NOT INCLUDED IN THE 35-PAGE LIMITATION

ATTACHMENT D**STATEMENT OF COMPLIANCE**

_____ (hereinafter referred to as
(Company Name)
"Prospective Contractor") hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 and California Administrative Code, Title II, Division 4, Chapter 5 in matters relating to the development, implementation and maintenance of a nondiscrimination program. Prospective contractor agrees not to unlawfully discriminate against any employee or applicants for employment because of race, color, ancestry/ethnicity, creed, religion, age, sex, national origin, sexual orientation, physical or mental disability or political affiliation.

I, _____, hereby swear that I am duly authorized to legally bind the
(Name of Official)
Prospective Contractor to the above described certification. I am fully aware that this certification executed on _____ in the County of _____ is made
(Date) (County)
under the penalty of perjury under the laws of the State of California.

Signature

Title

THIS ATTACHMENT IS NOT INCLUDED IN THE 35-PAGE LIMITATION

ATTACHMENT E**LISTING OF LAWSUITS OR LITIGATIONS
WITHIN THE PAST FIVE YEARS**

<u>LAWSUIT OR LITIGATION</u>	<u>STATUS OR OUTCOME</u>	<u>COMMENTS</u>
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THIS ATTACHMENT IS NOT INCLUDED IN THE 35-PAGE LIMITATION

ATTACHMENT F

**FPCM ENVIRONMENTAL SERVICES BRANCH
MULTIPLE SITE ENGINEERING SERVICES
EVALUATION FORM
RFQ # FE1101**

FIRM:		MAXIMUM POINTS
DATE:	TIME:	
EVALUATOR:		
1. Approach for providing Architectural/Engineering design services.		40
2. Internal Management Systems experience, approach, and methods in the following areas:		
a. Quality Control System – design/peer review coordination to be performed, monitored, documented and assured within own firm and for sub-consultants (including process used to ensure submittals are complete and fully coordinated).		20
b. Schedule Management System – management tools and controls, example of schedule.		20
c. Cost Management System – tracking of project cost, and process for keeping project cost in-line should system indicates budget is going to be exceeded.		20
d. Construction Support – Submittals, RFIs, & design bulletins, person responsible for this phase and staffing plan.		20
3. Description of organization, resources, roles and responsibilities of your proposed team.		
a. Chart outlining organizational approach, identifying key personnel and their roles.		20
b. Define firm type i.e. single firm, joint venture, partnership and what work to be done by each firm and from what location. Identification all consultant and sub-consultant firms and percentage of work for each. Identify which firms are DVBE & SBE firms and the percentage of work expected to be performed by DVBE & SBE firms.		20
c. Provide resumes for key personnel (Principal-in-Charge, Project Manager, Geologists, Engineers, Toxicologists & other proposed staff).		20
d. Provide information on availability of resources for proposed teams to staff multiple projects.		20
e. Provide references on financial capability/stability.		20
4. Current and past project experience conducting soil and groundwater investigation, remediation and design projects in California. Provide information on projects within the last 3 years.		40
TOTAL		260

California Department of Corrections and Rehabilitation

Invites Architectural and/or Engineering Firms to Submit “Statements of Qualifications” Multiple Site Investigation, Remediation and Design Services RFQ No. FE1101

The California Department of Corrections and Rehabilitation (CDCR) is requesting “Statements of Qualifications” from firms interested in providing professional engineering services. Firms shall perform the necessary work activities to define the constituents, magnitude, and extent of soil, air, and/or groundwater contamination and the remedial design necessary to achieve compliance with regulatory cleanup requirements and standards for underground storage tank leaks or other sources of contamination.

The cost of the projects identified in this request for “Statements of Qualifications” is estimated to be \$2 million, total project costs. Services may include general professional engineering for site investigations regarding the identification and extent of toxic and hazardous substances as well as preparation of reports, preliminary plans, working drawings, specifications and cost estimates for future remediation and disposal associated with releases from leaking underground storage tanks or other sources of contamination, and bid and construction support. The responsible party shall be a licensed engineer or geologist, licensed in the State of California and all work shall be signed and approved by said licensed professional.

CDCR encourages Small Business Enterprise and Disabled Veteran Business Enterprise (DVBE) participation.

To be considered for selection, firms must submit a “Statement of Qualifications,” as prescribed in the Request for Qualifications by the submittal deadline.

A copy of the RFQ may be obtained via the Internet at <http://www.dgs.ca.gov/pd/Programs/eprocure.aspx>. Enter the RFQ Number: FE1101 and you will access the RFQ as an attachment to the ad. To obtain a copy of the RFQ via mail, contact:

Renee Bradford
Phone No.: (916) 255-2172
E-mail: renee.bradford@cdcr.ca.gov

When you request a copy of the RFQ by phone, please leave a message, which includes your name, firm, mailing address and phone number.

Submittal Deadline: March 30, 2011 before 3:00 PM

Please note that downloading the RFQ from the Internet is the most efficient method of obtaining the RFQ.

California Department of Corrections and Rehabilitation

**DEPARTMENT OF CORRECTIONS AND REHABILITATION
FACILITY PLANNING CONSTRUCTION AND MANAGEMENT

ARCHITECTURAL AND ENGINEERING SERVICES
MULTIPLE SITE INVESTIGATION, REMEDIATION AND DESIGN SERVICES**

**RFQ NO. FE1101
ADDENDUM NO. 1
FEBRUARY 25, 2011**

THIS ADDENDUM SERVES TO ADDRESSES QUESTIONS REGARDING THE NUMBER OF SUBMITTALS REQUESTED BY CDCR. ALL OTHER QUESTIONS WILL BE ANSWERED IN AN SEPARATE ADDENDUM.

Section III, SUBMITTAL REQUIREMENTS of the Request for Qualifications has been rewritten to combine and consolidate sections A and B and is hereby revised and replaced with the following information:

III. SUBMITTAL REQUIREMENTS

FORMAT AND DELIVERY

Firms interested in providing professional services in response to this RFQ shall submit four (4) copies of a "Statement of Qualifications" (SOQ) for each Region they are interested in providing services. Firms submitting for more than one region must submit a separate set of SOQs for each of the regions of interest, with the region clearly identified on the corresponding submittal.

SOQs must include items 1-15 listed below, shall be typed and shall not exceed 35 pages of material, including the letter of interest. The 35-page limitation includes any written, photographic or graphic material contained in the body of the SOQ and any appendices. Pages not counted (N/C) against the 35-page limitation are annotated with **N/C** below:

1. Document Cover **N/C** (narrative on the inside front or back cover will be counted)
2. Title Page **N/C**
3. Letter of Interest that includes the Federal Identification Number of the firm
4. Table of Contents (Index) **N/C**
5. General Information Sheet (Attachment C) **N/C**
6. Statement of Compliance (Attachment D) **N/C**
7. Listing of Lawsuits or Litigations (Attachment E) **N/C**
8. Written statement of the firm's qualifications that is responsive to the selection criteria. Please respond to each and every numbered criteria listed in the "Selection Criteria" below with complete and organized responses.
9. Resumes **N/C**
10. Licensed Architect/Engineer – copy of California license. **N/C**
11. Federal Form 330 Parts I & II for the firm and Federal Form 330 Part II for any proposed subcontractors-contractors. **N/C**

12. Secretary of State Certification identifying California legal operating name. If operating under a fictitious business name, provide all supporting documentation. (i.e. Fictitious Business Name Statement certified by the appropriate county clerk).
13. Provide Small Business Certification if certified as a small business.
14. Equal Employment Opportunity Plan **N/C**
15. Blank tab pages **N/C**

NOTE: SOQs failing to comply with the page limitation will be considered non-responsive to the submittal requirements, will be disqualified from the selection process, and will not be evaluated.

Complete the General Information Sheet (Attachment C) and place as the next page following the Table of Contents (Index); next will be the Statement of Compliance (Attachment D), last the List of Lawsuits or Litigations (Attachment E) in sequence (C, D, E).

All materials other than the schedule shall be no larger than 8-1/2 inches by 11 inches. The minimum font size shall be 11 pt. SOQs failing to comply with page dimensions and limitations will be considered non-responsive to the submittal requirements, disqualified from the selection process, and will not be evaluated.

SOQs shall **not** include proposed fee or compensation amounts. SOQs not in compliance shall be considered non-responsive with the submittal requirements, disqualified from the selection process, and will not be evaluated.

The State encourages Small Business Enterprises to apply. If you feel your company or your subcontractor qualifies as a small business firm, you may visit <http://www.eprocure.dgs.ca.gov> for more information or call the Office of Small Business and DVBE Services at (916) 375-4940 for further information. Please note no preference in the qualifications category can be given to Small Business firms under the contracting law set up for professional services (Architectural, Engineering, Environmental Services, etc.) contracts.

One copy of the firm's Equal Employment Opportunity Plan must be submitted.

All four copies of the "Statements of Qualifications" shall be separated and packaged in **one** envelope or other container. The envelope/container and covers of the SOQs shall be clearly marked with the following:

ARCHITECTURAL AND ENGINEERING SERVICES
MULTIPLE SITE INVESTIGATION, REMEDIATION AND DESIGN
SERVICES: RFQ No. FE1101

SOQ documents shall be received before 3:00 p.m. on **MARCH 30, 2011.**

SOQs shall be addressed for Mail or Hand Delivery to:

California Department of Corrections and Rehabilitation
Attn: Renee Bradford
FPCM - Contract Support Section, RFQ No. FE1101
9838 Old Placerville Rd., Suite B
Sacramento, CA 95827

E-mailed SOQ documents or facsimile copies are **not** acceptable.

You may contact Renee Bradford at (916) 255-2172 for SOQ delivery confirmation.

SOQs received after the stated time **will not** be considered. It is the responsibility of the respondent to ensure that the response is received at the Project Management and Construction Services office by the specified deadline. All SOQs will be date and time stamped upon receipt. CDCR will not be responsible for late or incomplete responses due to mistakes or delays of the respondent or carrier used by the respondent or weather delays. **A postmark is not sufficient.**

Preparation and participation in the SOQ process by interested firms shall be at no cost or obligation to the State. Award of these contracts is subject to budgetary authorization. Prior to award of contracts, all submitted statements and material shall be designated confidential to the extent permitted by the Freedom of Information Act. The State reserves the right to, at any time, abandon or terminate efforts to contract for any or all of said services without obligation to any firm which responds to this announcement. SOQs and other materials submitted shall become property of the State and will not be returned.

All questions regarding this RFQ shall be in writing and directed by Email to: renee.bradford@cdcr.ca.gov. Responses to questions that have an impact on the process will be distributed by addendum to all firms and/or individuals who have requested an RFQ.

The last day questions will be accepted is **March 9, 2011**; with a **cut-off time of 12:00 noon.**

END OF ADDENDUM NO. 1

Question and Answers for Bid #FE1101 - Multiple Site Investigation, Remediation and Design Services

OVERALL BID QUESTIONS

Question 1

Q1: Can you please clarify the contents and number of copies you need for each response. Should we provide 4 copies of a Statement of Qualifications that is responsive to the Selection Criteria beginning on page 4, and 2 copies of the items listed under B Submittal Criteria, which also includes a SF 330. Or is it acceptable to respond entirely within the 330 to the selection criteria (not counting the resumes Section E)

Page 2 of Solicitation: Firms interested in providing professional services in response to this RFQ shall submit four (4) copies of a "Statement of Qualifications" (SOQ) for each Region they are interested in providing services. Firms submitting for more than one region must submit a separate set of SOQs for each of the regions of interest, with the region clearly identified on the corresponding submittal. SOQs shall be typed and shall not exceed 35 pages of material, including the cover letter. Not including resumes

Page 4 of Solicitation has conflicting instructions:

B. SUBMITTAL CRITERIA

. . . Submit two (2) sets of the following:

- Letter of Interest that includes the Federal Identification Number of the firm.
- Secretary of State Certification identifying California legal operating name. If operating under a fictitious business name, provide all supporting documentation. (i.e. Fictitious Business Name Statement certified by the appropriate county clerk).
- Licensed Architect/Engineer – copy of California license.
- Written statement of the firm's qualifications that is responsive to the selection criteria. Please respond to each and every numbered criteria listed in the "Selection Criteria" below with complete and organized responses.
- Federal Form 330 Parts I & II for the firm and Federal Form 330 Part II for any proposed subcontractors-contractors.
- Provide Small Business Certification if certified as a small business.

Q2: Does the 11 point font size apply to the 330 form numbered items (i.e: 15. FIRM NAME AND LOCATION)? Or just our company specific response text? **(Submitted: Feb 24, 2011 10:37:29 AM PST)**

Question 2

The Contract Value mentioned in the RFQ is \$2,000,000. Is this then split between the three regions or is it anticipated that each region contract will have a maximum value of \$2,000,000. **(Submitted: Feb 25, 2011 11:02:44 PM PST)**

Question 3

Referencing Addendum 1, Submittal Requirements: Item 9 specifies "Resumes", yet Item 11 specifies "Federal Form 330 Parts I & II" and "Section E" of the 330 Part I forms is entirely dedicated to resumes. Please clarify if you desire resumes in both places or if the SF330 resume forms will be sufficient. **(Submitted: Feb 28, 2011 3:10:23 PM PST)**

Question 4

Does the Department have a current contract for this work and if so, who holds the contract? **(Submitted: Feb 28, 2011 4:39:06 PM PST)**

Question 5

Will the current incumbent be prohibited from re-bidding? **(Submitted: Mar 1, 2011 3:39:18 PM PST)**

Question 6

Can the winning proposals from the last few bids and awards be made available for review? **(Submitted: Mar 1, 2011 3:40:43 PM PST)**

Question 7

Where are the sites that will be addressed under this contract(at what CDCR facilities)? **(Submitted: Mar 1, 2011 3:42:35 PM PST)**

Question 8

Will a list of interested bidders be made available? **(Submitted: Mar 1, 2011 3:43:04 PM PST)**

Question Deadline: Mar 30, 2011 3:00:00 PM PDT