

*California State Lands Commission*  
100 Howe Avenue, Suite-100 South  
Sacramento, California 95825  
Tel. (916) 574-1871 ♦ Fax (916) 574-1875

## REQUEST FOR PREQUALIFICATIONS

November 14, 2006

Bid Log Number: 2006-12  
Title: Architectural and Engineering Consultants

### PROSPECTIVE ARCHITECTURAL AND ENGINEERING CONSULTANTS

The California State Lands Commission (CSLC) is implementing a qualifications-based system for selecting architectural and engineering consultants. This process is required for such contracted services pursuant to Government Code Section 4526. This announcement is a solicitation for Pre-qualifications of prospective architectural and engineering consultants for the purpose of establishing a list of pre-qualified contractors.

Small Business firms, as defined by the Director of General Services, pursuant of Section 14837 of the Government Code and Section 1896, Title 2 of the California Code of Regulations, are encouraged to submit questionnaire.

#### A. Requirements for Submittal Documents

1. Firms who are interested in providing professional services for this contracting opportunity are asked to submit the attached questionnaire and any additional information that demonstrates the quality of work of your firm including photographs or sketches of projects, published materials, or awards to the following address:

California State Lands Commission  
100 Howe Avenue, Suite 100 South  
Sacramento, CA 95825  
Attention: Annabell Abeleda

2. All documents submitted in response to this RFQ become the property of the Commission and may be returned only at the bidder's expense. Firms wishing to have the submittal materials returned after the selection process should include a self-addressed stamped envelope.
3. Evaluations will be available for public review at the conclusion of the selection process.

#### B. General Information

If you have questions regarding this information, please contact Annabell Abeleda at 916.574.1871 or by e-mail [abeleda@slc.ca.gov](mailto:abeleda@slc.ca.gov)

# Architectural-Engineering Consultants and Related Services Questionnaire

File Reference: 2006-12

SLC FORM 2000 (REV. 10/00)

## Purpose:

The purpose of these regulations is to establish, as authorized and required by Government Code sections 4526, et seq., procedures for securing architectural, engineering and related professions to submit annually a statement of qualifications and performance data. This form is provided for that purpose. Interested architectural and engineering firms including small businesses are encouraged to complete and file this form with the requesting agency for which they are qualified to perform services.

All prospective contractors who return this questionnaire may be used as a basis for selecting firms for discussions, or for screening firms preliminary to inviting submissions of additional information. Additional consultants may be added to the list at any time, upon request and submission of this questionnaire.

The Commission will advertise specific projects as they occur, and will utilize the pre-qualified list and submitted questionnaire in response to a specific project to evaluate relative qualifications of prospective contractors for the project at hand. Additional information from pre-qualified contractors may be required relative to specific projects. The Commission will then negotiate with prospective contractors in order of their ranking.

Contracts will be negotiated and awarded by the Commission based upon demonstrated competence and on professional qualifications necessary for satisfactory performance of the services required, pursuant to regulations. The Commission makes no guarantee that any prospective contractor on its list will be awarded a contract.

## Definitions:

- (a) **“Architectural, landscape architectural, engineering”**, includes those professional services of an architectural, landscape architectural, engineering nature as well as incidental services those members of these professions and those in their employ may logically and justifiably perform.
- (b) **“Construction project management”** means those services provided by, or under the direction of, a licensed architect, registered engineers, or licensed general contractor, or relevant firm which meet the requirements of Government Code Section 4520.5 for management and supervision of work performed on state construction projects.
- (c) **“Firm”** means any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of architecture, landscape architecture, engineering or construction project management.

- (d) **“Parent Company”** is that firm, company, corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire.
- (e) **“Principal”** are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, and administrators.
- (f) **“Discipline”** as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual’s primary technical discipline.
- (g) **“Consultant”** as used in this questionnaire is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.
- (h) **“Prime Consultant”** refers to a firm that coordinates the concerted and complementary inputs of several firms, individuals or related services to produce a completed study or facility. The “prime consultant” would normally be regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction.
- (i) **“Joint Venture”** is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.
- (j) **“Subcontractor”** refers to a firm that assumes by secondary contract some or all of the obligations of a prime consultant.
- (k) **“Small Business”** firm is one that meets the definition of small business firm set forth in Title 2, California Code of Regulations, section 1896(n).
- (l) **“Commission”** is the State Lands Commission.
- (m) **“Executive Officer”** is the Executive Officer of the State Lands Commission or any person designated by the Executive Officer to act on behalf of the Executive Officer.

## Instructions for Filing (Numbers below correspond to numbers contained in this form):

- 1. Type accurate and complete name of submitting firm
- 2. Address and zip code of submitting firm.
- 3. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of that office.)
- 4. Provide data the firm was established under the name shown in question 1.
- 5. Show date on which form is prepared. All information submitted shall be current and accurate as of this date.

- 6. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc.) Check appropriate boxes indicating if firm is:
  - (a) Small Business
  - (b) Disabled Veterans Business Enterprise (DVBE)
- 7. Branches of subsidiaries of large or parent companies, or conglomerates should insert name and address of highest-tier owner.
- 8. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name of former entity and the year of their original establishment.
- 9. List name of principal contact who may be contacted by the Commission. Listed principals must be empowered to speak for the firm on the policy and contractual matters.
- 10. Beginning with the submitting office, list name, location, total number of personnel, and telephone numbers for all associated or branch offices, which provides architectural and engineering and related services.
- 11. Show total personnel in all offices. (Should be sum of all personnel, all branches.)
- 12. Total number of employees, by discipline, in submitting office. (\*If form is being submitted by main headquarters office, firm should list total employees, by discipline, in all offices.) While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as “administrative.” Write additional disciplines not categorized and number of people in blank spaces (sociologist, biologist, etc.).
- 13. Using chart below, insert appropriate index number to indicate range of professional service fees received by submitting firm each calendar year for last five years, starting with the most recent year first. Fee summaries should be broken down to reflect the fees received each year as:
  - (a) Prime Consultant
  - (b) Joint Venture
  - (c) Sub to other Professionals

## Ranges of Professional Services Fees

- | INDEX NUMBER                | INDEX NUMBER                   |
|-----------------------------|--------------------------------|
| 1. Less than \$100,000      | 5. \$1 million to \$2 million  |
| 2. \$100,000 to \$250,000   | 6. \$2 million to \$5 million  |
| 3. \$250,000 to \$500,000   | 7. \$5 million to \$10 million |
| 4. \$500,000 to \$1 million | 8. \$10 million or greater     |
- 14. Select and enter, in numerical sequence, **not more than thirty (30)** “Experience Profile Code” numbers from the next page listing, which most accurately reflect submitting firm’s demonstrated technical capabilities and experience. (Some profile codes may be part of other services or projects)

contained on the list; firms are encouraged to select profile codes which best indicate type and scope of services provided on past projects.) For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past few years. If firm have one or more capabilities not included on the "Experience Profile Code" numbers, insert it in blank spaces provided at end of that list, starting with code "201" (see next page) and show code numbers on the form.

15. Use "Experience Profile Code" numbers in the same sequence as entered in item 14, give details starting with the most recent one first (within the last five years), project name and location for each code number, up to a maximum of thirty (30) separate projects, or portions of projects, for which firm was responsible. After each code number, in the next column show :

P = Prime Consultant  
 JV = Joint Venture  
 SUB = Sub to other Professionals

16. This form should be signed by a principal of the firm.

**Experience Profile Code Numbers for use with questions 14 and 15**

- 001 Acoustics, Noise Abatement
- 002 Aerial Photogrammetry
- 003 Agricultural Development; Farm Mechanization
- 004 Air Pollution Control
- 005 Airports; Navais; Airport Lighting; Aircraft Fueling
- 006 Auditoriums and Theatres
- 007 Automation; Controls; Instrumentation
- 010 Bridges
- 011 Chemical Processing and Storage
- 012 Codes; Standards; Ordinances
- 013 Cold Storage; Refrigeration; Fast Freeze
- 014 Commercial Building (low rise); Shopping Centers
- 015 Communications Systems; TV Microwave
- 016 Computer Facilities; Computer Service
- 017 Conservation and Resource Management
- 018 Construction Management
- 019 Corrosion Control; Cathodic Protection; Electrolysis
- 020 Cost Estimating
- 021 Dams (Concrete; Arch)
- 022 Dams (Earth; Rock); Dikes; Levees
- 023 Desalinization (Process and Facilities)

- 024 Ecological and Archeological Investigations
- 025 Educational Facilities; Classrooms
- 026 Electronics
- 027 Elevators; Escalators; People-Mover
- 028 Energy Conservation; New Energy Sources
- 029 Environmental Impact Studies, Assessments, or Statements
- 030 Fisheries; Fish Ladders
- 031 Forestry and Forest Products
- 032 Graphic Design
- 033 Harbors; Jetties; Piers; Ship Terminal Facilities
- 034 Heating; Ventilating; Air Conditioning
- 035 High-rise; Air-Right-Type Buildings
- 036 Highways; Street; Airfield Paving; Parking Lots
- 037 Historical Preservation
- 038 Hotels; Models
- 039 Hydraulics and Pneumatics
- 040 Industrial Buildings; Manufacturing Plants
- 041 Industrial Processes; Quality Control
- 042 Industrial Waste Treatment
- 043 Irrigation; Drainage
- 044 Landscape Architecture
- 045 Metallurgy
- 046 Microclimatology; Tropical Engineering
- 047 Mining and Mineralogy
- 048 Oceanographic Engineering
- 049 Office Buildings; Industrial Parks
- 050 Off-shore Platforms
- 051 Petroleum Exploration
- 052 Petroleum and Fuel (Storage and Distribution)
- 053 Pipelines (Cross Country – Liquid and Gas)
- 054 Planning (Community, Regional, Area wide and State)
- 055 Planning (Site, Installation, and Project)
- 056 Plumbing and Piping Design
- 057 Pneumatic Structures; Air-Support Buildings
- 058 Power Generation; Transmission; Distribution
- 059 Prison and Correctional Facilities
- 060 Product; Machine and Equipment Design
- 061 Railroad; Rapid Transit
- 062 Recreational Facilities (Parks; Marinas, etc.)
- 063 Resources Recovery; Recycling
- 064 Radio Frequency Systems and Shieldings
- 065 Rivers; Canal; Waterways; Flood Control

- 066 Safety Engineering; Accident Studies; OSHA Studies
- 067 Security Systems; Intruder and Smoke Detection
- 068 Seismic Designs and Studies
- 069 Sewage Collection; Treatment; Disposal
- 070 Soils and Geologic Studies; Foundations
- 071 Solar Energy Utilization
- 072 Solid Wastes; Incineration; Landfill
- 073 Special Environments; Clean Rooms, etc.
- 074 Structural Design; Special Structures
- 075 Surveying; Platting; Mapping; Flood Plain Studies
- 076 Storm Water Handling and Facilities
- 077 Telephone Systems (Rural; Mobile; Intercom etc.)
- 078 Testing and Inspection Services
- 079 Traffic and Transportation Engineering
- 080 Towers (Self-supporting and Guyed Systems)
- 081 Tunnels and Subways
- 082 Urban Renewals; Community Development
- 083 Utilities (Gas and Steam)
- 084 Value Analysis; Life-cycle Costing
- 085 Water Resources; Hydrology; Ground Water
- 086 Water Supply; Treatment and Distribution
- 087 Wind Tunnels; Research/Testing Facilities Design
- 088 Zoning; Land Use Studies
- 201 \_\_\_\_\_
- 202 \_\_\_\_\_
- 203 \_\_\_\_\_
- 204 \_\_\_\_\_
- 205 \_\_\_\_\_
- 206 \_\_\_\_\_
- 207 \_\_\_\_\_
- 208 \_\_\_\_\_
- 209 \_\_\_\_\_
- 210 \_\_\_\_\_

# ARCHITECTURAL-ENGINEERING CONSULTANTS AND RELATED SERVICES QUESTIONNAIRE

SLC FORM 2000 (REV. 10/00)

1. FIRM NAME	4. YEAR PRESENT FIRM ESTABLISHED	5. DATE PREPARED
2. ADDRESS AND ZIP CODE	6. SPECIFY TYPE OF OWNERSHIP AND CHECK BELOW, IF APPLICABLE	
3. SUBMITTAL IS FOR <input type="checkbox"/> PARENT CO. <input type="checkbox"/> BRANCH OR SUBSIDIARY	<input type="checkbox"/> Small Business	<input type="checkbox"/> Disabled Veterans Enterprise

7. NAME OF PARENT COMPANY, IF ANY	8. FORMER PARENT COMPANY NAME
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9. NAME OF PRINCIPAL TO CONTACT (TITLE/TELEPHONE NUMBER)

10. PRESENT OFFICES (CITY / STATE / TELEPHONE NUMBER / NUMBER OF PERSONNEL FROM EACH OFFICE)	11. TOTAL PERSONNEL
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12. PERSONNEL BY DISCIPLINE (LIST EACH PERSON ONLY ONCE, BY PRIMARY FUNCTION).

_____ Administrative _____ Architects _____ Chemical Engineers _____ Civil Engineers _____ Construction Inspectors _____ Construction Project Management _____ Draftsmen _____ Ecologists	_____ Economists _____ Electrical Engineers _____ Estimators _____ Geologists _____ Hydrologists _____ Interior Designers _____ Landscape Architects _____ Mechanical Engineers	_____ Mining Engineers _____ Oceanographers _____ Planners: Urban/Regional _____ Sanitary Engineers _____ Soils Engineers _____ Specification Writers _____ Structural Engineers _____ Surveyors	_____ Transportation Engineers _____ _____ _____ _____ _____ _____ _____
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13. SUMMARY OF PROFESSIONAL SERVICES FEES RECEIVED (INSERT INDEX NUMBER)						<b>RANGES OF PROFESSIONAL SERVICES FEES INDEX</b> 1. Less than \$100,000 2. \$100,000 to \$250,000 3. \$250,000 to \$500,000 4. \$500,000 to \$1 million 5. \$1 million to \$2 million 6. \$2 million to \$5 million 7. \$5 million to \$10 million 8. \$10 million or greater
<b><u>DESCRIPTION OF SERVICE</u></b>	<b><u>LAST 5 YEARS (MOST RECENT YEAR FIRST)</u></b>					
	20__00__	19_____	19_____	19_____	19_____	
Prime Consultant						
Joint Venture						
Sub to other Professionals						

14. PROFILE OF FIRM'S PROJECT EXPERIENCE (LAST FIVE YEARS)								
Profile Code	Number of Projects	Total Gross Fees	Profile Code	Number of Projects	Total Gross Fees	Profile Code	Number of Projects	Total Gross Fees
1.			7.			13.		
2.			8.			14.		
3.			9.			15.		
4.			10.			16.		
5.			11.			17.		
6.			12.			18.		
7.			13.			19.		
8.			14.			20.		
9.			15.			21.		
10.			16.			22.		

15. PROJECT EXAMPLES (LAST FIVE YEARS)					
Profile Code	Worked Perform P, JV, SUB	Project Name and Location	Owner's Name and Address	Cost of Work	Completion Date
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			

Profile Code	Worked Perform P, JV, SUB	Project Name and Location	Owner's Name and Address	Cost of Work	Completion Date
		8.			
		9.			
		10.			
		11.			
		12.			
		13.			
		14.			
		15.			
		16.			
		17.			
		18.			
		19.			
		20.			

Profile Code	Worked Perform	Project Name and Location	Owner's Name and Address	Cost of Work	Completion Date
		21.			
		22.			
		23.			
		24.			
		25.			
		26.			
		27.			
		28.			
		29.			
		30.			

16. THE FOREGOING IS A STATEMENT OF FACTS

Signature

Print Name

Title

Date Signed