



COUNTY OF ALAMEDA
PROFESSIONAL SERVICES
REQUEST FOR QUALIFICATIONS
SPECIFICATIONS, TERMS & CONDITIONS
For

PLANNING AND ARCHITECTURAL SERVICES
FOR
ARENA CENTER OFFICE COMPLEX
AND
MASTER CONSULTING SERVICES FOR OTHER BUILDINGS AND PROJECTS IN
DOWNTOWN OAKLAND, CALIFORNIA
RFQ

NETWORKING/PROPOSERS CONFERENCES

On
Friday, February 2, 2018 9:00 A.M.
At
1111 Jackson Street, 2nd Floor, Room 226
Conference Center
Oakland, CA 94612

On
Monday February 5, 2018 9:00 A.M.
At
1111 Jackson Street, 2nd Floor Room 228
Conference Center, Oakland, CA 94612

For complete information regarding this project see RFQ posted at
http://www.acgov.org/jsp_app/gsa/purchasing/bid_content/contractopportunities.jsp or contact
the person listed below. Thank you for your interest!

Contact Person: Rona G. Rothenberg, FAIA, Capital Program Manager
Phone Number: 510-208-9824
Email Address: rona.rothenberg@acgov.org

RESPONSE DUE

By
Monday, February 26, 2018
2:00 P.M.

At Alameda County, GSA-Capital Programs Office
1401 Lakeside Drive, Suite 800
Oakland, CA 94612

**COUNTY OF ALAMEDA
PROFESSIONAL SERVICES
REQUEST FOR QUALIFICATIONS
SPECIFICATIONS, TERMS & CONDITIONS
For
PLANNING AND ARCHITECTURAL SERVICES
FOR
ARENA CENTER OFFICE COMPLEX
OAKLAND, CALIFORNIA
RFQ**

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**PLANNING AND ARCHITECTURAL SERVICES FOR THE ARENA CENTER OFFICE COMPLEX and
MASTER ARCHITECTURAL SERVICES IN
OAKLAND, CALIFORNIA**

I. STATEMENT OF WORK AND SCOPE OF SERVICES

A. PROJECT DESCRIPTION AND OVERVIEW

The Arena Center Office Complex consists of three buildings owned by the County of Alameda located in Oakland, CA with the following addresses: Building #1, 6775 Oakport Street, Building #2, 7001 Oakport Street and Building #3, 7195 Oakport Street.. The County intends to make a series of improvements to the Arena Center Complex. Building #1 is a one story 38,035 s.f. office building currently leased by Zhong Technologies. Building #2 is an existing two story 60,738 s.f. vacant office building previously occupied by the Zhong Technologies tenant. Building #3 is a 94,154 s.f. three story unimproved (cold shell) office building.

There may be other master architectural and planning services for the Arena Center and other buildings and locations, buildings, studies and projects in downtown Oakland for which consulting is required as a result of the selection resulting from this procurement.

B. SCOPE OF SERVICES

The services required will involve consulting for full architectural and engineering design and related consulting services including but not limited to programming and planning, accessibility, mechanical, electrical, plumbing, life safety, LEED, commissioning, security, telecommunications, structural, civil, geotechnical, audio-visual, low-voltage and furniture interior design planning, and related disciplines:

1. Consulting with the Alameda County GSA and related internal and external agencies including authorities having jurisdiction (AHJ) relative to the planning, design and construction of the projects.
2. Field trips as required to office complex for required site and approval meetings for preparation and approval of all required documents.
3. Attendance at design meetings as scheduled and preparation and distribution of all required documents and deliverables for approvals, milestone updates and all other milestones.
4. Preparation of studies, budgets, cost estimates, critical path planning schedules, studies and all other required plans and specifications to comply with internal County and AHJ approvals and in compliance with applicable codes and regulations and ordinances. All applicable life cycle cost analyses and, energy, structural modelling and other calculations will be performed and provided as needed.
5. Depending on the chosen project delivery method (Job Order Contracting (JOC) , Design-Bid – Build (DBB), C-M at risk (CMR) or Design-Build (D-B)), prepare complete documents for the associated program work as needed, including but not limited to design conceptual documents, schematic documents, program validation documentation, construction documents and technical and performance specifications for the chosen project delivery method. Completion of original and conforming detailed cost estimates at all deliverable milestones and phases.
6. Compilation of bid documents and addenda and participation in bidding and evaluation of design-build teams and other contractors for related work.
7. Provide a scope of services during design-build as appropriate, and attendance at construction meetings as needed, during the design phase of the design-build contract and during construction and completion.

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8. Conduct regular site and other visits during design and construction to the project site to assure progress of the work, character, scope and detail of construction subject to the original bridging design criteria and consultation of technical matters.
9. Where contracted for preparation of other construction documentation and deliverables for related projects, provide technical direction, interpretation of construction documents, and provide recommendations regarding other construction administration matters as per the standard of care and contract provisions. Analyze substitutions, test reports, materials, equipment, systems, schedules, sop drawings, laboratory reports, as needed, participate in review of pay requests.
10. Confirm acceptance of the project as appropriate and where the architect of record for related work, provide record documents.

C. TIME OF SERVICES-PROJECT SCHEDULE

1. As noted in the Calendar of Events, the project services will commence upon contract execution as early as possible after the approval by the Board of Supervisors of the selection of the prime consultant and authority to execute a professional services agreement. This is expected to be or before 5/1/18.
2. The term of the services will be for the duration of the Arena tenant improvement program, through the earliest of the first quarter of 2020 and on a project-by-project basis for other assignments in Oakland as appropriate.

D. PROPOSER QUALIFICATIONS

1. All proposing teams must have the minimum qualifications described in Section III A of this RFQ.
2. As noted, experience of the team and/or its constituent members in tenant improvement projects is a minimum qualification for consideration.

II. CALENDAR OF EVENTS

- A. Networking/RFQ conference(s) will be held as shown on Calendar of Events below.

Event	Date/Location	
RFQ Issued	Wednesday, January 17, 2018	
First Networking/RFQ Proposers' Conference (non-mandatory)	FRIDAY, FEBRUARY 2, 2018 9:00 AM <u>LOCATION:</u> 1111 Jackson Street 2 nd Floor Conference Center Room 226 Oakland, CA	Additional Information: <i>Please allow enough time for parking at metered street parking or public parking lot and entry into secure building. Paid parking is available at the adjacent County on-site parking lot & garage.</i>
Second Networking/RFQ Proposers' Conference (non-mandatory)	MONDAY, FEBRUARY 5, 2018 9:00 AM <u>LOCATION:</u> 1111 Jackson Street 2 nd Floor Conference Center Room 228 Oakland, CA	Additional Information: <i>Please allow enough time for parking at metered street parking or public parking lot and entry into secure building; Paid parking is available at the adjacent County on-site parking lot & garage.</i>
Submit Questions	Wednesday, February 7, 2018 9:00 AM	

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Addendum Issued	Friday, February 9, 2018
Statements of Qualifications Due	MONDAY, FEBRUARY 26, 2018 <u>NO LATER THAN</u> 2:00 P.M.
Evaluation Period	February 26, 2018-March 9, 2018
Short List Published	Monday, March 12, 2018
Oral Presentation/ Interviews	March 28, 2018 (Times TBD)
Notice of Intent to Award to selected firm	Week of April 9, 2018 (proposed)
Approximate Board approval Date and award	May, 2018 (proposed)
Approximate Contract and Start Date	May, 2018 (proposed)

B. NETWORKING/RFQ CONFERENCES

Two (2) networking/RFQ conference(s) will be held to:

1. Provide an opportunity for small and local and emerging businesses (SLEBs) and large firms to network and develop partnering relationships in order to participate in the contract(s) that may result from this RFQ.
2. Provide an opportunity for proposers to ask specific questions about the project and request RFQ clarification.
3. Provide proposers an opportunity to receive documents, etc. necessary to respond to this RFQ.
4. Provide the County with an opportunity to receive feedback regarding the project and RFQ.

Written questions submitted prior to the networking/proposers conference(s), in accordance with the Calendar of Events, and verbal questions received at the networking/proposers conference(s), will be addressed whenever possible at the networking/proposers conference(s). All questions will be addressed and the list of attendees will be included in an RFQ Addendum following the networking/RFQ conference(s) in accordance with the Calendar of Events.

Failure to participate in the Networking/Proposers Conference(s) will in no way relieve the Consultant from furnishing services required in accordance with these specifications, terms and conditions. Attendance at the one of the two Networking/ Proposers Conference(s) is strongly encouraged and recommended but it is not mandatory.

III. COUNTY PROCEDURES, TERMS AND CONDITIONS:

A. EVALUATION CRITERIA/SELECTION COMMITTEE

All qualifications will be evaluated by a County Selection Committee (CSC). The County Selection Committee may be composed of County staff and other parties that may have expertise or experience in the professional services described herein. The CSC will review the submittals and will rank the proposers. The three highest ranked proposers will be invited for an interview

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in accordance with the evaluation criteria set forth in this RFQ. The evaluation of the qualifications shall be within the sole judgment and discretion of the CSC.

All contacts during the evaluation phase shall be through the GSA-Capital Program (CP)Capital Program (CP) contact only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact and/or influence members of the CSC may result in disqualification of Proposer.

The CSC will evaluate each proposal meeting the qualification requirements set forth in this RFQ. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this RFQ.

As a result of this RFQ, GSA intends to interview the highest ranked proposers. However, GSA reserves the right to determine the number of interviews it will conduct for this project. Following the interviews, GSA will request the highest ranked proposer(s) to submit a fee proposal. Upon acceptance of a fee proposal and successful contract negotiations GSA will recommend a contract be awarded. Should an agreement not be reached on a fair and reasonable fee with the highest ranked firm, the next highest ranked firm will be requested to submit a fee proposal.

Each of the Evaluation Criteria below will be used in ranking and determining the quality of qualifications. Qualifications will be evaluated according to each Evaluation Criteria, and scored on the zero to five-point scale outlined below. The scores for all Evaluation Criteria will then be added, according to their assigned weight (below), to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is Five hundred fifty (550) points, including the possible fifty (50) points for local and small, local and emerging, or local preference points (maximum 10% of final score).

Each of the following Evaluation Criteria below will be used in ranking and determining the quality of Proposer's qualifications. Qualifications will be evaluated according to each Evaluation Criteria, and rated on a zero to five-point scale where the range is defined as follows:

0	Not Acceptable	Non-responsive, fails to meet RFQ specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFQ.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFQ specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.

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4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFQ requirements and expectations.
5	Excellent/ Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFQ specification.

The Evaluation Criteria and their respective weights are as follows:

	Evaluation Criteria	Weight
A.	<p><u>Completeness of Response</u> Responses to this RFQ must be complete. Responses that do not include the qualifications and other content requirements identified within this RFQ and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.</p> <p>To be considered complete, Proposers must include the complete and accurate documentation identified herein that they are certified small and local or emerging and local business or are partnering, joint venturing or subcontracting with small and local or emerging and local business(es) that are certified at the time of response submittal. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.</p>	Pass/Fail
	<p><u>Debarment and Suspension:</u> Proposers, its principal and named sub consultants are not identified on the list of Federally debarred, suspended or other excluded parties located at www.sam.gov</p>	Pass/Fail
B.1. B.2.	<p><u>Organization & Approach</u> <u>Roles and Organization of Prime Bridging Architect and Consulting team</u></p> <ul style="list-style-type: none"> ▪ Proposes qualified, adequate and appropriate Architectural and Engineering Consultant(s) and teams ▪ Key individual (and team member(s) have the minimum licensing and certifications ▪ Some or all of team members (firms) or individuals have previously worked together on similar assignments ▪ Overall organization of the team is relevant to program criteria for program intensive public sector institutional projects 	15 Points
C.1.	<p><u>Experience</u></p> <ul style="list-style-type: none"> ▪ Individual team has appropriate experience in similar assignments as described in the Scope of Work for tenant improvement projects ▪ The key team is going to be appropriately committed to the assignment as described pending a firm schedule to proceed. ▪ The team has the requisite experience in tenant improvement design and construction, current licenses and certification as a minimum qualification for consideration, and meets or addresses the County 	25 Points

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	Evaluation Criteria	Weight
	<p>SLEB/Outreach program. If the team does not meet the County SLEB/Outreach program, explain why.</p> <ul style="list-style-type: none"> Team structure demonstrates adequate capability to perform the Scope of Work as described pending a firm schedule to proceed based on individual and collective actual experience of the team and its members for the Arena Center TI projects 	
D.1 D.2. D.3.	<p><u>Scope of Services to be Provided by the Prime Architect</u></p> <p><u>Detailed Scope of Services to be Provided</u></p> <ul style="list-style-type: none"> The proposed design team will demonstrate their approach to Scope of Services as described for the Arena Center TI projects <p><u>Project Deliverables</u></p> <ul style="list-style-type: none"> The proposed design team will describe the development of deliverables for a comparable assignment which was fully designed and executed. 	10 Points
D.4.	<p><u>Cost Control and Budgeting Methodology</u></p> <ul style="list-style-type: none"> The proposed design team will described a system or process for managing time and fee based on the Scope of Work for TI projects for public entities The proposed design team will demonstrate through a specific examples evidence of successful budget and time management for similar assignments for public clients TI projects. 	5 Points
D.5.	<p><u>Schedule of Work</u></p> <ul style="list-style-type: none"> The proposed design team will demonstrate the ability to Schedule, showing completion of the work in a credible manner within overall time limits, pending a firm schedule 	5 Points
D.6.	<p><u>Litigation History</u></p> <ul style="list-style-type: none"> If litigation history is disclosable, then explanation provided. If judgment(s) against Proposer, appropriate explanation provided. 	5 Points
D.7.	<p><u>Hourly Rate Schedule</u></p> <ul style="list-style-type: none"> Schedule for each firm and for representative positions within each firm is provided for each key consultant/team member. <p><u>Person-hour Budget</u></p> <ul style="list-style-type: none"> Proposer provides a person-hour budget displayed for the scope of work which represents the level of effort Proposer anticipates for the TI projects including the Prime Bridging Architectural and Engineering Consultant and staff as appropriate. 	5 Points
D.8.	<p><u>References</u></p> <ul style="list-style-type: none"> Three references for the lead Architectural and Engineering Bridging and Related Professional Services on similar projects are provided. 	5 Points

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	Evaluation Criteria	Weight
E.	<u>Oral Presentation and Interview</u> Following evaluation of the written qualifications, Proposers receiving the three (3) highest scores will be invited to an oral presentation and interview. The scores at that time will not be communicated to Proposers. The oral presentation and question/answers by each Proposer shall not exceed sixty (60) minutes in length. The oral interview will consist of a Proposer's presentation, followed by standard questions asked of each of the Proposers and specific questions regarding the specific proposal. The qualifications may then be re-evaluated and re-scored based on the oral presentation and interview.	25 Points

B. NOTICE OF AWARD

1. At the conclusion of the RFQ response evaluation process ("Evaluation Process"), all Proposers will be notified in writing of the contract award recommendation. The document providing this notification is the Notice of Award.

The Notice of Award will provide the following information:

- a. The name of the proposer being recommended for contract award;
 - b. The names of all other proposers; and,
 - c. In summary form, evaluation points for each proposer.
2. Debriefings for unsuccessful proposers may be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful proposal with the Project Manager.
 - a. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful proposer, etc.
 - b. Debriefing may include review of successful proposer's proposal.
 3. The submitted qualifications shall be made available upon request no later than five (5) calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

C. AWARD

1. Qualifications will be evaluated by a committee and will be ranked in accordance with the RFQ section entitled "Evaluation Criteria/Selection Committee."
2. The Evaluation Committee will recommend award to the proposer who, in its opinion, has submitted the proposal that best serves the overall interests of the County, attains the highest

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overall point score, submits an acceptable fee proposal upon request and completes successful contract negotiations.

3. **Small and Emerging Locally Owned Business:** The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services.

As a result of the County's commitment to advance the economic opportunities of these businesses, Proposers must meet the County's Small and Emerging Locally Owned Business requirements in order to be considered for the contract award. These requirements can be found online at: <http://acgov.org/auditor/sleb/overview.htm>

A small business is defined by the United States Small Business Administration (SBA) as having no more than the number of employees or average annual gross receipts over the last three (3) years required per SBA standards based on the small business's appropriate NAICS code. For this procurement the NAICS Codes are:

541310 Architectural Services

541330 Engineering Services

An emerging business is defined by the County as having either annual gross receipts of less than one-half (1/2) that of a small business OR having less than one-half (1/2) the number of employees AND that has been in business less than five (5) years.

4. The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFQ or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for proposers to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
5. The County reserves the right to award to a single or multiple Consultants.
6. The County has the right to decline to award this contract for any reason.
7. Board approval to award a contract is required.
8. Consultant shall sign an acceptance of award letter prior to Board approval.
9. The RFQ specifications, terms, conditions and Exhibits, RFQ Addenda and Proposer's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFQ.

D. METHOD OF CONTRACTING

1. A written PO and signed Standard Agreement, customized to the specific scope of services for this procurement, will be prepared and the contract will be issued upon Board approval.
2. POs and Standard Agreements will be faxed, transmitted electronically or mailed and shall be the only authorization for the Consultant to place an order

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3. A signed Agreement will be issued upon Board approval.
4. Agreement will be faxed, transmitted electronically or mailed and shall be the only authorization for the Consultant to begin work
5. POs and payments will be issued only in the name of Consultant.
6. Change orders shall be agreed upon by Consultant and County and issued as needed in writing by County.

E. ACCOUNT MANAGER / SUPPORT STAFF

1. Consultant shall provide a dedicated competent account manager who shall be responsible for the County account/contract. The account manager shall receive all orders from the County and shall be the primary contact for all issues regarding Proposer's response to this RFQ and any contract which may arise pursuant to this RFQ.
2. Consultant shall also provide adequate, competent support staff that shall be able to service the County during normal working hours, Monday through Friday. Such representative(s) shall be knowledgeable about the contract, products offered and able to identify and resolve quickly any issues including but not limited to order and invoicing problems.
3. Consultant account manager shall be familiar with County requirements and standards and work with the GSA-Capital Program (CP)) to ensure that established standards are adhered to.
4. Consultant account manager shall keep the County Specialist informed of requests from departments as required.

IV. INSTRUCTIONS TO PROPOSERS

A. COUNTY CONTACTS

The GSA-Capital Program (CP)) is managing the RFQ process for this project on behalf of the County. All contact during the competitive process is to be through GSA-TSD only.

The evaluation phase of the RFQ process shall begin upon receipt of qualifications until a contract has been awarded. Proposers shall not contact or lobby evaluators during the evaluation process. Attempts by Proposer to contact evaluators may result in disqualification of proposer.

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail by 5:00 p.m. following the Second Networking Conference:

Rona G. Rothenberg, FAIA, Capital Program Manager
Alameda County
1401 Lakeside Drive, Suite 800
Oakland, CA 94612
E-Mail: rona.rothenberg@acgov.org

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The GSA Contracting Opportunities website will be the official notification posting place of all Request for Qualifications and Addenda. Go to http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp to view current contracting opportunities.

B. SUBMITTAL OF QUALIFICATIONS

1. All qualifications must be SEALED and must be received at the specified of Alameda County location shown in #2 below, **BEFORE** 2:00 p.m. on the due date specified in the Calendar of Events.

**NOTE: LATE AND/OR UNSEALED QUALIFICATIONS CANNOT BE ACCEPTED. IF
HAND DELIVERING QUALIFICATIONS PLEASE ALLOW TIME FOR METERED STREET
PARKING OR PARKING IN AREA PUBLIC PARKING LOTS AND ENTRY INTO SECURE
BUILDING.**

Qualifications will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any proposal received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the Proposer unopened.

All qualifications, whether delivered by an employee of Proposer, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time designated. The Technical Services Department's timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of qualifications.

2. Statements of Qualifications in response to this RFQ are to be addressed and delivered as follows:

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OAKLAND, CALIFORNIA AND RELATED PROFESSIONAL CONSULTING SERVICES**

Statements of Qualifications

Alameda County, GSA-TSD

1401 Lakeside Drive, Suite 800

Oakland, CA 94612

Attn: Rona G. Rothenberg, FAIA

3. Proposer's name and return address must also appear on the mailing package.
4. No e-mail (electronic) or facsimile qualifications will be considered.
5. By submission of its proposal Proposer agrees and acknowledges all RFQ specifications, terms and conditions and indicates ability to perform.
6. All costs required for the preparation and submission of a proposal shall be borne by Proposer.

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7. Only one proposal response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” shall mean, and is limited to, a legal partnership formed under one or more of the provisions of the California or other state’s Corporations Code or an equivalent statute.
8. All other information regarding the proposal responses will be held as confidential until such time as the County Selection Committee has completed its evaluation, and a recommended award has been made and the contract has been fully negotiated with the recommended awardee named in the recommendation to award/non-award notification(s). The submitted qualifications shall be made available upon request no later than five (5) calendar days before the recommendation to award and enter into contract is scheduled to be heard by the Board of Supervisors. All parties submitting qualifications, either qualified or unqualified, will receive mailed recommendation to award/non-award notification(s), which will include the name of the proposer to be recommended for award of this project. In addition, award information will be posted on the County’s “Contracting Opportunities” website, mentioned above.
9. California Government Code Section 4552: In submitting a (Statement of Qualifications to a public purchasing body, the proposer offers and agrees that if the proposal is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the proposer for sale to the purchasing body pursuant to the Statement of Qualifications . Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the proposer.
10. Proposers expressly acknowledge that they are aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Consultant may be subject to criminal prosecution.
11. The undersigned Proposer certifies that it is, at the time of submittal of this Statement of Qualifications, and shall be throughout the period of the contract, licensed and Certified by the State of California to do the type of work required under the terms of the Contract Documents. Proposer further certifies that it is regularly engaged in the Specific class and type of work called for in the Scope of Services.
12. The undersigned Proposer certifies that it is not, at the time of submission of this Statement of Qualifications, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).
13. It is understood that County reserves the right to reject this proposal and that the proposal shall remain open to acceptance and is irrevocable for a period of <one hundred eighty (180) days>, unless otherwise specified in the Proposal Documents.

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C. RESPONSE FORMAT / CONTENT

1. Proposal responses are to be straightforward, clear, concise and specific to the information requested. Submit in 8-1/2 x 11 format one (1) original plus four (4) copies of the proposal, plus a copy shall be submitted on read-only CD in “PDF” format. Original proposal is to be clearly marked, printed on plain white paper, and must be either loose leaf or in a 3-ring binder (NOT bound). It is preferred that all qualifications submitted shall be printed double-sided and on minimum 30% post-consumer recycled content paper. Inability to comply with this recommendation will have no impact on the evaluation and scoring of the proposal. Submittals shall contain only material directly related to response to requirements, not general marketing material. Organize your information under tabs in the same order delineated below under “Response Content.”
2. In order for qualifications to be considered complete, proposer must provide all information requested, including Exhibit A, Proposal Response Packet and Standard Form 330, a form of which is attached. In addition to, or in lieu of, the Form 330, the proposers may submit at a minimum:
 - a. Copy of current license to practice architecture or engineering in California; and
 - b. Copy of current certification by the State of California Division of the State Architect (DSA) as a Certified Access Specialist (CASP).
3. Proposal responses, in whole or in part, are NOT to be marked confidential or proprietary. County may refuse to consider any proposal response or part thereof so marked. Proposal responses submitted in response to this RFQ/Q may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Please refer to the County’s website at: <http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm> for more information regarding Proprietary and Confidential Information policies.
4. Proposal responses must be signed in ink. The signatures of all persons required under the applicable organizational documents in order to bind the Proposer must be on the proposal response. Provide applicable signature documentation pursuant to Consultant’s organizational structure verifying the authority of the person signing the proposal response to commit to its Proposal on behalf of the Consultant.
5. Subject to the criteria for evaluation included in Section A of this RFQ, the proposal responses shall include the following information:
 - a. Organization and Approach
 - (1) Describe the background and qualifications of the proposed Prime Architectural and Engineering Consultant and his or her team. Describe the roles and organization of the proposed Architectural and Engineering Consultant’s team for this project or future projects. Indicate the composition and number of project staff, availability and relevant experience of the Prime Bridging Architectural and Engineering Consultant/team as it relates to the scope of work for this assignment as you understand it from this RFQ.

***PLANNING AND ARCHITECTURAL SERVICES FOR THE ARENA CENTER OFFICE COMPLEX and
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OAKLAND, CALIFORNIA***

- (2) Describe your specific experience for this special assignment for other clients, to the extent that that can be disclosed and to your management approach to implementing the duties identified in your understanding of them. Provide a detailed description of how the individual Prime Architectural and Engineering Consultant and his/her team, including all sub consultants , if there are any proposed will be managed and the scope of work provided by each firm to respond to the phases described above.

Every proposer must fill out and submit a signed SLEB Partnering Information Sheet, (found on page # of Exhibit A) indicating their SLEB certification status. If Proposer is not certified, the name, identification information, and goods/services to be provided by the named CERTIFIED SLEB partner(s) with whom the Proposer will subcontract to meet the County SLEB participation requirement must be stated. If a CERTIFIED SLEB subConsultant(s) is named, the Exhibit must be signed by the CERTIFIED SLEB(s) according to the instructions. All named SLEB subConsultant(s) must be certified by the time of Proposal submittal.

- (3) In addition to the materials required in Exhibit B, or in lieu of Exhibit B, the Prime Bridging Architectural and Engineering Consultant and his/her team should all show relevant experience, for the Project's Scope of Work, as well as the duration of qualifications for this specialized work within or outside employment with the proposing firm if the key individual Prime Bridging Architectural and Engineering Consultant is working in a larger firm. Key members, especially the Prime Bridging Architectural and Engineering Consultant and support or key staff shall have significant demonstrated experience with this type of assignment, and should be committed to stay with the project for the duration of the assignment as it has been described, subject to contract and publication of a specific schedule for the Scope of Work..
- (4) Describe how your team will work with the General Services Agency (GSA) staff and identify what information and time will be required from them for this project in your experience with similar assignments. Indicate where the CASp Prime Bridging Architectural and Engineering Consultant or Prime Bridging Architectural and Engineering Consultants on the team will be physically located for the duration of the assignment which is described.

b. Scope of Work Provided:

- (1) Include a detailed Scope of Work statement describing all services to be provided in response to the RFQ as you understand that from the Scope of Work described in this RFQ.
- (2) Describe Project Deliverables for each phase of your work from what you currently understand in this RFQ.

***PLANNING AND ARCHITECTURAL SERVICES FOR THE ARENA CENTER OFFICE COMPLEX and
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c. Schedule of Work:

A schedule will be developed with Alameda County once the consultant is selected, the scope of work is contracted and the specified overall schedule is identified.

d. Litigation:

Indicate if your firm was involved with any litigation in connection with your prior projects to the extent that that may be disclosed generically or specifically. If yes, briefly describe the nature of the litigation and the result.

e. Hourly Rate Schedule

1. Provide hourly rate fee schedules for your office and each key consultant Architectural and Engineering Bridging and Related Professional Services and staff, indicating the job classifications for the proposed staff for the intended. Show duration of applicability of hourly rates.
2. Once the Architectural and Engineering Bridging and Related Professional Services is selected, the selected Prime Bridging Architectural and Engineering Consultant will be asked to provide a person-hours budget for the proposed project scope by position, broken out by project phase as per the proposed contract terms, on which the contract will be based.

f. References

Provide one to three references for clients/projects which are similar to this one and who can attest to proposer's firm/team performance. Provide name, contact address and telephone number, with brief description of the project, to the extent disclosable, including both current and past assignments.

5. Exhibits/Attachments

Proposers shall include in their submittal completed and signed documentation for all listed Exhibits, including any attachments required by the Exhibit. Any material deviation from these requirements may be cause for rejection of the proposal, as determined in the County's sole discretion. The content and sequence for each required document shall be as follows:

- Exhibit A – Proposal Response Packet
- Exhibit B - Questionnaire: Standard Form 330 including (a) copy of current license(s) to practice architecture and/or engineering and (b) copy of current State of California DSA Certified Access Specialist (CAsp) certification.
- Exhibit C – Insurance Requirements
- Exhibit J- Draft Agreement



V. STANDARD ATTACHMENTS

EXHIBIT A - STATEMENT OF QUALIFICATIONS/PROPOSAL PACKET

RFQ for

*PLANNING AND ARCHITECTURAL SERVICES FOR THE ARENA CENTER OFFICE COMPLEX and
MASTER CONSULTING SERVICES FOR OTHER PROJECTS AND BUILDINGS IN
OAKLAND, CALIFORNIA*

To: The County of Alameda

From: _____
(Official Name of Proposer)

- **PROPOSERS ARE TO SUBMIT ONE (1) ORIGINAL HARDCOPY BID (EXHIBIT A – PROPOSAL RESPONSE PACKET), INCLUDING ADDITIONAL REQUIRED DOCUMENTATION), WITH ORIGINAL INK SIGNATURES, PLUS ONE (1) COPY AND ONE (1) ELECTRONIC COPY OF THE STATEMENT OF QUALIFICATIONS IN PDF (with OCR preferred)**
- **ALL PAGES OF THE PROPOSAL RESPONSE PACKET (EXHIBIT A) MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS ATTACHED THERETO; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES OF EXHIBIT A (OR ITEMS THEREIN) NOT APPLICABLE TO THE PROPOSER MUST STILL BE SUBMITTED AS PART OF A COMPLETE PROPOSAL RESPONSE, WITH SUCH PAGES OR ITEMS CLEARLY MARKED “N/A”**
- **PROPOSERS SHALL NOT SUBMIT TO THE COUNTY A RE-TYPED, WORD-PROCESSED, OR OTHERWISE RECREATED VERSION OF EXHIBIT A – PROPOSAL RESPONSE PACKET OR ANY OTHER COUNTY-PROVIDED DOCUMENT**
- **ALL NOTATIONS MUST BE PRINTED IN INK OR TYPEWRITTEN; NO ERASURES ARE PERMITTED; ERRORS MAY BE CROSSED OUT AND CORRECTIONS PRINTED IN INK OR TYPEWRITTEN ADJACENT, AND MUST BE INITIALED IN INK BY PERSON SIGNING BID**
- **PROPOSERS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT INCOMPLETE PROPOSAL PACKAGES, SHALL BE SUBJECT TO DISQUALIFICATION AND THEIR STATEMENTS OF QUALIFICATIONS REJECTED IN TOTAL**
- **IF PROPOSERS ARE MAKING ANY CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO POLICIES OR SPECIFICATIONS OF THIS RFQ, INCLUDING THOSE TO THE COUNTY SLEB POLICY, THESE MUST BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AMENDMENTS SECTION OF THIS EXHIBIT A –**

**PROPOSAL RESPONSE PACKET IN ORDER FOR THE PROPOSAL RESPONSE TO BE
CONSIDERED COMPLETE**

PROPOSER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the Proposal Documents, including, without limitation, the RFQ, Addenda, and Exhibits have been read.

The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Proposal Documents of RFQ

***PLANNING AND ARCHITECTURAL SERVICES FOR THE ARENA CENTER OFFICE COMPLEX
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2. The undersigned has reviewed the Proposal Documents and fully understands the requirements in this Proposal including, but not limited to, the requirements under the County Provisions, and that each Proposer who is awarded a contract shall be, in fact, a prime Consultant, not a subConsultant, to County, and agrees that its Proposal, if accepted by County, will be the basis for the Proposer to enter into a contract with County in accordance with the intent of the Proposal Documents.
3. The undersigned acknowledges receipt and acceptance of all addenda.
4. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website: use as is, modify or delete as required.

Agencies/Departments other than GSA should click on the **Protests / Appeals Process** link below, and copy and paste the language from the link replacing all references to GSA with references to their own Agency/ Department and specific personnel to whom a protest should be addressed. (Also, delete the link itself.)

- **Protests / Appeals Process**
[<http://www.acgov.org/gsa/departments/purchasing/policy/bidappeal.htm>]
- **Debarment / Suspension Policy**
[<http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm>]
- **Iran Contracting Act (ICA) of 2010**
[<http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm>]
- **General Environmental Requirements**
[<http://www.acgov.org/gsa/departments/purchasing/policy/environ.htm>]
- **Small Local Emerging Business Program**
[<http://acgov.org/auditor/sleb/overview.htm>]
- **First Source**
[<http://acgov.org/auditor/sleb/sourceprogram.htm>]
- **Online Contract Compliance System**
[<http://acgov.org/auditor/sleb/elation.htm>]
- **General Requirements**
[<http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm>]

▪ **Proprietary and Confidential Information**

[<http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm>]

5. The undersigned acknowledges that Proposer will be in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFQ and associated Proposal Documents.
6. It is the responsibility of each Proposer to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Proposal, the Proposer certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
7. Patent indemnity: Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
8. Insurance certificates are not required at the time of submission. However, by signing Exhibit A – Proposal Response Packet, the Consultant agrees to meet the minimum insurance requirements stated in the RFQ. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the RFQ.
9. The undersigned acknowledges **ONE** of the following (please check only one box):
 - ☐ Proposer is not local to Alameda County and is ineligible for any bid preference; **OR**
 - ☐ Proposer is a certified SLEB and is requesting 10% bid preference; (Proposer must check the first box and provide its SLEB Certification Number in the **SLEB PARTNERING INFORMATION SHEET**); **OR**
 - ☐ Proposer is LOCAL to Alameda County and is requesting 5% bid preference, and has attached the following documentation to this Exhibit:
 - Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and
 - Proof of six (6) months business residency, identifying the name of the vendor and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.

Official Name of Proposer: _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Webpage: _____

Type of Entity / Organizational Structure (check one):

☐ Corporation

☐ Joint Venture

☐ Limited Liability Partnership

☐ Partnership

☐ Limited Liability Corporation

☐ Non-Profit / Church

☐ Other: _____

Jurisdiction of Organization Structure: _____

Date of Organization Structure: _____

Federal Tax Identification Number: _____

Primary Contact Information:

Name / Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

SIGNATURE: _____

Name and Title of Signer: _____

Dated this _____ day of _____ 20_____

**SMALL LOCAL EMERGING BUSINESS (SLEB)
PARTNERING INFORMATION SHEET**

RFQ No.

**PLANNING AND ARCHITECTURAL SERVICES FOR THE ARENA CENTER OFFICE COMPLEX
OAKLAND, CALIFORNIA**

In order to meet the Small Local Emerging Business (SLEB) requirements of this RFQ, all proposers must complete this form as required below.

Proposers not meeting the definition of a SLEB (<http://acgov.org/auditor/sleb/overview.htm>) are required to subcontract with a SLEB for at least twenty percent (20%) of the total estimated bid amount in order to be considered for contract award. SLEB sub consultants must be independently owned and operated from the prime Consultant with no employees of either entity working for the other. This form must be submitted for each business that proposers will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)

Proposers are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economic, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, proposers will not be able to substitute named sub consultants without prior written approval from the Auditor-Controller, Office of Contract Compliance (OCC).

County departments and the OCC will use the web-based Elation Systems to Prime Bridging Architectural and Engineering Consultant contract compliance with the SLEB program (Elation Systems: <http://www.elationsys.com/elationsys/>).

☐ **PROPOSER IS A CERTIFIED SLEB** (sign at bottom of page)

SLEB PROPOSER Business Name: _____
SLEB Certification #: _____ SLEB Certification Expiration Date: _____
NAICS Codes Included in Certification: _____

☐ **PROPOSER IS NOT A CERTIFIED SLEB AND WILL SUBCONTRACT _____% WITH THE SLEB NAMED BELOW FOR THE FOLLOWING GOODS/SERVICES:** _____

SLEB SubConsultant Business Name: _____
SLEB Certification #: _____ SLEB Certification Expiration Date: _____
SLEB Certification Status: ☐ Small / ☐ Emerging
NAICS Codes Included in Certification: _____
SLEB SubConsultant Principal Name: _____
SLEB SubConsultant Principal Signature: _____ Date: _____

Upon award, prime Consultant and all SLEB sub consultants that receive contracts as a result of this bid process agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subConsultant participation including, but not limited to, subConsultant contract amounts, payments made, and confirmation of payments received.

Proposer Printed
Name/Title: _____

Street Address: _____ City _____ State _____ Zip Code _____

Proposer Signature: _____ Date: _____





CURRENT REFERENCES

PLANNING AND ARCHITECTURAL SERVICES FOR THE ARENA CENTER OFFICE COMPLEX OAKLAND, CALIFORNIA

Proposer Name: _____

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	



FORMER REFERENCES

PLANNING AND ARCHITECTURAL SERVICES FOR THE ARENA CENTER OFFICE COMPLEX OAKLAND, CALIFORNIA

Proposer Name: _____

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	E-mail Address:
Services Provided / Date(s) of Service:	



EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

PLANNING AND ARCHITECTURAL SERVICES FOR THE ARENA CENTER OFFICE COMPLEX OAKLAND, CALIFORNIA

Proposer Name: _____

List below requests for clarifications, exceptions and amendments, if any, to the RFQ and associated Bid Documents, and submit with your bid response.

The County is under no obligation to accept any exceptions and such exceptions may be a basis for bid disqualification.

Reference to:			Description
Page No.	Section	Item No.	
p. 23	D	1.c.	<i>Vendor takes exception to...</i>

*Print additional pages as necessary

EXHIBIT B = SF330
COUNTY OF ALAMEDA
REQUEST FOR QUALIFICATIONS

For
PLANNING AND ARCHITECTURAL SERVICES FOR THE ARENA CENTER OFFICE COMPLEX
OAKLAND, CALIFORNIA

ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: **9000-0157**
Expires: **12/31/2006**

Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVA), Regulatory and Federal Assistance Publications Division, GSA, Washington, DC 20405.

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR).

The Brooks A-E Act requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.
2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this

form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.
2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.
3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime Consultant or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime

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Consultant or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named sub consultants and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Sub consultants and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime Consultant or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.
13. Role in This Contract. Self-explanatory.
14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).
15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.
16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.
18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.
19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed

with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.
21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).
- 23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.
- 23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.
- 23c. Point of Contract Telephone Number. Self-explanatory.
24. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.
25. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their

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proposed roles in this contract in the same order as they appear in Section E.

criteria that are not covered by the information provided in Sections A-G.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

Section I. Authorized Representative

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

31. & 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime Consultant must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection

33. Name and Title. Self-explanatory.

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SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY PERSONNEL
(From Section E, Block 12)

27. ROLE IN THIS CONTRACT
(From Section E, Block 13)

28. EXAMPLE PROJECTS LISTED IN SECTION F
Fill in "Example Projects Key" section below
before completing table. Place "X" under project
key number for participation in same or similar role.

		1	2	3	4	5	6	7	8	9	10						
Jane A. Smith	Chief Architect						X		X								
Joseph B. Williams	Chief Mech. Engineer						X	X	X	X							
Tara C. Donovan	Chief Elec. Engineer						X	X		X							

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	N O.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport, RI

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Part II - General Qualifications

See the "**General Instructions**" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number. See FAR Part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective

and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime Consultant or subConsultant), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

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COUNTY OF ALAMEDA
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For

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OAKLAND, CALIFORNIA

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

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List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics; Noise Abatement	E06	Embassies and Chanceries
A02	Aerial Photography; Airborne Data and Imagery	E07	Energy Conservation; New Energy Sources
A03	Agricultural Development; Grain Storage; Farm Mechanization	E08	Engineering Economics
A04	Air Pollution Control	E09	Environmental Impact Studies, Assessments or Statements
A05	Airports; Navais; Airport Lighting; Aircraft Fueling	E10	Environmental and natural Resource Mapping
A06	Airports; Terminals and Hangars; Freight Handling	E11	Environmental Planning
A07	Arctic Facilities	E12	Environmental Remediation
A08	Animal Facilities	E13	Environmental Testing and Analysis
A09	Anti-Terrorism/Force Protection	F01	Fallout Shelters; Blast-Resistant Design
A10	Asbestos Abatement	F02	Field Houses; Gyms; Stadiums
A11	Auditoriums and Theaters	F03	Fire Protection
A12	Automation; Controls; Instrumentation	F04	Fisheries; Fish Ladders
B01	Barracks; Dormitories	F05	Forensic Engineering
B02	Bridges	F06	Forestry and Forest Products
C01	Cartography	G01	Garages; Vehicles Maintenance Facilities; Parking Decks
C02	Cemeteries (<i>Planning and Relocation</i>)	G02	Gas Systems (<i>Propane; Natural, Etc.</i>)
C03	Charting; Nautical and Aeronautical	G03	Geodetic Surveying: Ground and Airborne
C04	Chemical Processing and Storage	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C05	Child Care/Development Facilities	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C06	Churches; Chapels	G06	Graphic Design
C07	Coastal Engineering	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C08	Codes; Standards; Ordinances	H02	Hazardous Materials Handling and Storage
C09	Cold Storage; Refrigeration and Fast Freeze	H03	Hazardous, Toxic, Radioactive Waste Remediation
C10	Commercial Building (<i>Low Rise</i>); Shopping Centers	H04	Heating; Ventilating; Air Conditioning
C11	Community Facilities	H05	Health Systems Planning
C12	Communications Systems; TV; Microwave	H06	High-rise; Air-Rights-Type Buildings
C13	Computer Facilities; Computer Service	H07	Highways; Streets; Airfield Paving; Parking Lots
C14	Conservation and Resource Management	H08	Historical Preservation
C15	Construction Management	H09	Hospital and Medical Facilities
C16	Construction Surveying	H10	Hotels; Motels
C17	Corrosion Control; Cathodic Protection Electrolysis	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H12	Hydraulics and Pneumatics
C19	Cryogenic Facilities	H13	Hydrographic Surveying
D01	Dams (<i>Concrete; Arch</i>)	I01	Industrial Buildings; Manufacturing Plants
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees Collection and Analysis	I02	Industrial Processes; Quality Control
D03	Desalinization (<i>Process and Facilities</i>)	I03	Industrial Waste Treatment
D04	Design-Build - Preparation of Requests for Statements of qualifications	I04	Intelligent Transportation Systems
D05	Digital Elevation and Terrain Model Development	I05	Interior Design; Space Planning
D06	Digital Orthophotography	I06	Irrigation; Drainage
D07	Dining Halls; Clubs; Restaurants	J01	Judicial and Courtroom Facilities
D08	Dredging Studies and Design	L01	Laboratories; Medical Research Facilities
E01	Ecological and Archeological Investigations	L02	Land Surveying
E02	Educational Facilities; Classrooms	L03	Landscape Architecture
E03	Electrical Studies and Design	L04	Libraries; Museums; Galleries
E04	Electronics	L05	Lighting (<i>Interior; Display; Theater, Etc.</i>)
E05	Elevators; Escalators; People-Movers	L06	Lighting (<i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i>)

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M01	Mapping Location/Addressing Systems	R08	Research Facilities
M02	Materials Handling Systems; Conveyors; Sorters	R09	Resources Recovery; Recycling
M03	Metallurgy	R10	Risk Analysis
M04	Microclimatology; Tropical Engineering	R11	Rivers; Canals; Waterways; Flood Control
M05	Military Design Standards	R12	Roofing
M06	Mining and Mineralogy	S01	Safety Engineering; Accident Studies; OSHA Studies
M07	Missile Facilities (<i>Silos; Fuels; Transport</i>)	S02	Security Systems; Intruder and Smoke Detection
M08	Modular systems Design; Pre-Fabricated Structures or Components	S03	Seismic Designs and Studies
N01	Naval Architecture; Off-Shore Platforms	S04	Sewage Collection, Treatment and Disposal
N02	Navigation Structures; Locks	S05	Soils and Geologic Studies; Foundations
N03	Nuclear Facilities; Nuclear Shielding	S06	Solar Energy Utilization
O01	Office Buildings; Industrial Parks	S07	Solid Wastes; Incineration; Landfill
O02	Oceanographic Engineering	S08	Special Environments; Clean Rooms, Etc.
O03	Ordnance; Munitions; Special Weapons	S09	Structural Design; Special Structures
P01	Petroleum Exploration; Refining	S10	Surveying; Platting; Mapping; Flood Plain Studies
P02	Petroleum and Fuel (<i>Storage and Distribution</i>)	S11	Sustainable Design
P03	Photogrammetry	S12	Swimming Pools
P04	Pipelines (<i>Cross-Country - Liquid and Gas</i>)	S13	Storm Water Handling and Facilities
P05	Planning (<i>Community, Regional, Areawide and State</i>)	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P06	Planning (<i>Site, Installation and Project</i>)	T02	Testing and Inspection Services
P07	Plumbing and Piping Design	T03	Traffic and Transportation Engineering
P08	Prisons and Correctional Facilities	T04	Topographic Surveying and Mapping
P09	Product, Machine Equipment Design	T05	Towers (<i>Self-Supporting and Guyed Systems</i>)
P10	Pneumatic Structures, Air-Support Buildings	T06	Tunnels and Subways
P11	Postal Facilities	U01	Unexploded Ordnance Remediation
P12	Power Generation, Transmission, Distribution	U02	Urban renewals; Community Development
P13	Public Safety Facilities	U03	Utilities (<i>Gas and Steam</i>)
R01	Radar; Sonar; Radio and Radar Telescopes	V01	Value Analysis; Life-Cycle Costing
R02	Radio Frequency Systems and Shieldings	W01	Warehouse and Depots
R03	Railroad; Rapid Transit	W02	Water Resources; Hydrology; Ground Water
R04	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)	W03	Water Supply; Treatment and Distribution
R05	Refrigeration Plants/Systems	W04	Wind Tunnels; Research/Testing Facilities Design
R06	Rehabilitation (<i>Buildings; Structures; Facilities</i>)	Z01	Zoning; Land Use Studies
R07	Remote Sensing		

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ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (*City and State*):
2. PUBLIC NOTICE DATE:
3. SOLICITATION OR PROJECT NUMBER:

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE:
5. NAME OF FIRM:
6. TELEPHONE NUMBER:
7. FAX NUMBER:
8. E-MAIL ADDRESS:

C. PROPOSED TEAM

(Complete this section for the prime Consultant and all key sub consultants .)

-
- 9a. PRIME (CHECK HERE):
 - 9a. JOINT-VENTURE PARTNER (CHECK HERE):
 - 9a. SUBCONSULTANT (CHECK HERE):
 - 9a. FIRM NAME:
 - 9a. IF BRANCH OFFICE CHECK HERE:
 - 10a. ADDRESS
 - 11a. ROLE IN THIS CONTRACT
-
- 9b. PRIME (CHECK HERE):
 - 9b. JOINT-VENTURE PARTNER (CHECK HERE):
 - 9b. SUBCONSULTANT (CHECK HERE):
 - 9b. FIRM NAME:
 - 9b. IF BRANCH OFFICE CHECK HERE:
 - 10b. ADDRESS
 - 11b. ROLE IN THIS CONTRACT
-
- 9c. PRIME (CHECK HERE):
 - 9c. JOINT-VENTURE PARTNER (CHECK HERE):
 - 9c. SUBCONSULTANT (CHECK HERE):
 - 9c. FIRM NAME:

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9c. IF BRANCH OFFICE CHECK HERE:

10c. ADDRESS

11c. ROLE IN THIS CONTRACT

9d. PRIME (CHECK HERE):

9d. JOINT-VENTURE PARTNER (CHECK HERE):

9d. SUBCONSULTANT (CHECK HERE):

9d. FIRM NAME:

9d. IF BRANCH OFFICE CHECK HERE:

10d. ADDRESS

11d. ROLE IN THIS CONTRACT

9e. PRIME (CHECK HERE):

9e. JOINT-VENTURE PARTNER (CHECK HERE):

9e. SUBCONSULTANT (CHECK HERE):

9e. FIRM NAME:

9e. IF BRANCH OFFICE CHECK HERE:

10e. ADDRESS

11e. ROLE IN THIS CONTRACT

9f. PRIME (CHECK HERE):

9f. JOINT-VENTURE PARTNER (CHECK HERE):

9f. SUBCONSULTANT (CHECK HERE):

9f. FIRM NAME:

9f. IF BRANCH OFFICE CHECK HERE:

10f. ADDRESS

11f. ROLE IN THIS CONTRACT

D. ORGANIZATIONAL CHART OF PROPOSED TEAM *(Attached; check here)*

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME:

13. ROLE IN THIS CONTRACT:

14a. YEARS EXPERIENCE - TOTAL:

14b. YEARS EXPERIENCE - WITH CURRENT FIRM:

15. FIRM NAME AND LOCATION *(City and State)*:

16. EDUCATION *(DEGREE AND SPECIALIZATION)*:

17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*:

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18. OTHER PROFESSIONAL QUALIFICATIONS (*Publications, Organizations, Training, Awards, etc.*):

19a(1) RELEVANT PROJECT - TITLE AND LOCATION (*City and State*):

19a(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:

19a(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (*If applicable*):

19a(3) RELEVANT PROJECT - BRIEF DESCRIPTION (*Brief scope, size, cost etc.*) AND SPECIFIC ROLE:

19a(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

19b(1) RELEVANT PROJECT - TITLE AND LOCATION (*City and State*):

19b(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:

19b(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (*If applicable*):

19b(3) RELEVANT PROJECT - BRIEF DESCRIPTION (*Brief scope, size, cost etc.*) AND SPECIFIC ROLE:

19b(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

19c(1) RELEVANT PROJECT - TITLE AND LOCATION (*City and State*):

19c(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:

19c(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (*If applicable*):

19c(3) RELEVANT PROJECT - BRIEF DESCRIPTION (*Brief scope, size, cost etc.*) AND SPECIFIC ROLE:

19c(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

19d(1) RELEVANT PROJECT - TITLE AND LOCATION (*City and State*):

19d(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:

19d(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (*If applicable*):

19d(3) RELEVANT PROJECT - BRIEF DESCRIPTION (*Brief scope, size, cost etc.*) AND SPECIFIC ROLE:

19d(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

19e(1) RELEVANT PROJECT - TITLE AND LOCATION (*City and State*):

19e(2) RELEVANT PROJECT - YEAR COMPLETED - PROFESSIONAL SERVICES:

19e(2) RELEVANT PROJECT - YEAR COMPLETED - CONSTRUCTION (*If applicable*):

19e(3) RELEVANT PROJECT - BRIEF DESCRIPTION (*Brief scope, size, cost etc.*) AND SPECIFIC ROLE:

19e(3) RELEVANT PROJECT - BRIEF DESCRIPTION - Check here if project performed with current firm:

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S
QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified.
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER:

21. TITLE AND LOCATION (*City and State*):

22. YEAR COMPLETED - PROFESSIONAL SERVICES:

a. YEAR COMPLETED – CONSTRUCTION (*If applicable*):

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23a. PROJECT OWNER'S INFORMATION – PROJECT OWNER:

23b. PROJECT OWNER'S INFORMATION – POINT OF CONTACT NAME:

23c. PROJECT OWNER'S INFORMATION – POINT OF CONTACT TELEPHONE NUMBER:

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost):*

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

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[illegible]

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29. EXAMPLE PROJECTS KEY			
NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

-
30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED:

I. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

31. SIGNATURE OF AUTHORIZED REPRESENTATIVE:
32. DATE SIGNED:
33. NAME AND TITLE OF SIGNER:

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ARCHITECT-ENGINEER QUALIFICATIONS

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

1. SOLICITATION NUMBER *(If any):*
- 2a. FIRM (OR BRANCH OFFICE) NAME:
- 2b. FIRM (OR BRANCH OFFICE) STREET:
- 2c. FIRM (OR BRANCH OFFICE) CITY:
- 2d. FIRM (OR BRANCH OFFICE) STATE:
- 2e. FIRM (OR BRANCH OFFICE) ZIP CODE:
3. YEAR ESTABLISHED:
4. DUNS NUMBER:
- 5a. OWNERSHIP - TYPE:
- 5b. OWNERSHIP - SMALL BUSINESS STATUS:
- 6a. POINT OF CONTACT NAME AND TITLE:
- 6b. POINT OF CONTACT TELEPHONE NUMBER:
- 6c. POINT OF CONTACT E-MAIL ADDRESS:
7. NAME OF FIRM *(If block 2a is a branch office):*

8a. FORMER FIRM NAME(S) <i>(If any)</i>	8b. YR. ESTABLISHED	8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE

a. Function Code	b. Discipline	c(1). No. of Employees - Firm	c(2). No. of Employees - Branch
	Other Employee		

***PLANNING AND ARCHITECTURAL SERVICES FOR THE ARENA CENTER OFFICE
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10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

11c. Total Work:

12b. DATE SIGNED:

EXHIBIT C

CONSULTANTS INSURANCE REQUIREMENTS

PLANNING AND ARCHITECTURAL SERVICES FOR THE ARENA CENTER OFFICE COMPLEX OAKLAND, CALIFORNIA

(Request Insurance requirements from RMU for each RFQ)

The Risk Management Unit has developed a new basic insurance requirement system to assist its clients in determining the appropriate insurance to require from County Consultants. This new system can be applied to your operations effective immediately. You may access the County of Alameda Minimum Insurance Requirement forms [here](http://dsmain/docushare/dscgi/ds.py/Get/File-5784/COI_Reqmt_DB.xls) (or visit: http://dsmain/docushare/dscgi/ds.py/Get/File-5784/COI_Reqmt_DB.xls). You will find Risk Management's instructions, insurance requirements, and certificate numbers. The path to this may be found on the County internet site: Alcoweb / Document Center / Risk Management / Consultants Insurance Requirements / COI Requirements Database.

To be provided as an Addendum

EXHIBIT J

DRAFT PROFESSIONAL SERVICES AGREEMENT FOR

COUNTY OF ALAMEDA

SANTA RITA JAIL

DUBLIN, CA

**ARCHITECTURAL AND ENGINEERING BRIDGING AND RELATED PROFESSIONAL
SERVICES**

(FOLLOWS)

To be provided as an Addendum