



PALMDALE

REQUEST FOR QUALIFICATIONS

Engineering Services



REQUEST FOR QUALIFICATIONS **Value Engineering**

The City of Palmdale ("City") is requesting qualifications from qualified individuals and/or firms to provide value engineering/design review services. The selected individual or firm will provide value engineering and design review services for the design and construction documents for the Palmdale Conference Center. The Palmdale Conference Center is currently proposed as a 50,000 square foot building, which includes a 20,000 square foot ballroom and several board rooms and break out rooms. Site work will include parking lot, landscaping, storm drainage and utilities.

Qualification Statements should be submitted in accordance with the requirements set forth in this **Request for Qualifications (RFQ)**. Only written qualifications shall be considered. Questions regarding the RFQ may be directed to Michael Livingston, Associate Civil Engineer, Public Works Department at (661) 267-5300 or via email at mlivingston@cityofpalmdale.org.

**QUALIFICATIONS MUST BE RECEIVED IN THE
OFFICE OF DEPARTMENT OF PUBLIC WORKS
38250 SIERRA HIGHWAY, PALMDALE, CA 93550
NO LATER THAN 2:00 PM, WEDNESDAY, NOVEMBER 5, 2008.**

City of Palmdale

Request for Qualifications (RFQ) for Value Engineering Services

QUALIFICATION SUBMITTAL REQUIREMENTS AND CONDITIONS:

I. INSTRUCTIONS

A. GENERAL:

The City of Palmdale requires value engineering and design review services for the development of the Palmdale Conference Center; budget to be determined based upon recommendations of the consultant and design team. The selected value-engineering firm will be tasked to provide ongoing review of the building program, design and budget, and provide recommendations for ensuring that the project can be constructed within the given budget, including but not limited to the following:

1. Evaluate the initial design concept and building program, and develop a preliminary project budget based upon the initial design concept and building program.
2. Provide analysis and recommendations that may be used by the City and the design team to achieve savings without sacrificing the building program, building function and/or building aesthetics.
3. Provide value engineering and design review throughout the design stages of the project.
4. Provide detailed cost estimates throughout the design stages of the project.
5. Participate in discussions on utilizing Design-Build method of contracting.
6. Participate (if requested) in the selection of an eligible contractor to perform the designated construction activity.
7. Attend meetings with City staff, design team, project participants and/or contractors.

B. STATEMENT OF QUALIFICATIONS – MINIMUM REQUIREMENTS. The Statement of Qualifications should include the following information:

1. Contact information. Name, street and email address, and phone number of the architectural firm.
2. Form of organization. Whether firm is a partnership, corporation, or sole proprietorship, where it is organized, and the names of principals, officers, and directors of the firm.

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3. Statement of Qualifications. A narrative or other statement by the firm of its understanding of project objectives, methods and techniques that would be used to approach the project, and its qualifications for the proposed project.
4. Resume(s) of primary contact professionals.
5. Availability. A brief statement of the availability of key personnel of the firm to undertake the proposed project.
6. List of references. Please include address and telephone numbers.

C. EVALUATION AND AWARD

The selection of the firm to provide professional services in connection with this project shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. A professional service agreement will be entered into with the most qualified responsible individual or firm who complies with the prescribed requirements. The City reserves the right to waive any technical errors, irregularities, or discrepancies, to do so is deemed to serve the best interests of the City. No service contract will be awarded until all necessary investigations have been completed regarding the responsibility and qualifications of the firm or individual. Requests for Qualifications will be reviewed and evaluated by City staff, and ranked based on the following considerations:

- Verification of minimum requirements
- Understanding of project objectives
- Demonstrated ability to render high quality design services
- Experience of firm with similar projects
- Relevance of education and experience of probable staff
- Time availability

In the event that the City requires additional information or clarification, interviews may be conducted with selected individuals or firms. The City staff will make a recommendation to the City Council for the final selection and award.

D. AGREEMENT

The selected individual/firm will be requested to enter into a professional service agreement with the City. The agreement with the City will provide the selected architect an opportunity to provide needed services based on a scope of work for each identified project and the agreed upon billing rates. An agreement must be executed and returned to the City within fifteen (15)

days after it has been delivered or mailed to the successful firm.

II. GENERAL PROVISIONS

A. SUBMITTAL FORM

All submittals must contain the requested information. If the submittal is made by a partnership, the name(s) and address of the general and limited partner(s) and the managing partner(s) must be shown. If made by a corporation, the submittal must show the name of the state under which the laws of the corporation was chartered, and the names, titles and address of the president, secretary, treasurer, manager, and agent for service of process.

All submittals shall be submitted in sealed envelopes bearing the name of the individual or firm, their address, and labeled **“Qualifications For Value Engineering- Palmdale Conference Center.”** It is the sole responsibility of the individual or firm to ensure that the submittal is received in a timely manner. Any submittals received after the scheduled closing time for receipt of submittals will be returned to the individual or firm unopened.

B. REJECTION OF QUALIFICATIONS CONTAINING ALTERATIONS, ERASURES, OR IRREGULARITIES

At the City's discretion Statement of Qualifications may be rejected if they contain any alterations, additions, erasures or conditional terms. If the submittal is incomplete or contains any irregularities it may be rejected. The City reserves the right to reject any and all proposals.

C. LABOR DISCRIMINATION

No discrimination shall be made in the employment of persons because of race, color or religion in violation of this section. Such violation is subject to all penalties imposed for violation of Chapter 1 of Part VII, Division 2 of the Labor Code, in accordance with the provisions of Section 1753 thereof.

D. COMPLIANCE WITH APPLICABLE STATUTES, ORDINANCES, AND REGULATIONS

The selected firm shall comply with all applicable Federal, State, County, and City statutes, ordinances, and regulations.

E. SUCONTRACTING OF AGREEMENT

The awardee shall not subcontract any portion of the agreement without the written permission of the City Administrator or his designated representative.