

REQUEST FOR STATEMENTS OF QUALIFICATION

For:

**Palm Desert Library Renovation
Project #FM08110000005**



**SOLICITED BY:
COUNTY OF RIVERSIDE
ECONOMIC DEVELOPMENT AGENCY**

DESIGN & CONSTRUCTION DIVISION
3133 MISSION INN AVENUE
RIVERSIDE, CA 92507

THE OPPORTUNITY:

The County of Riverside (County) is seeking qualified **architectural design** firms to submit a “Statement of Qualifications” to the County to provide architectural and engineering services for the Palm Desert Library Renovation (**FM08110000005**) located at **73300 Fred Waring Drive, Palm Desert, CA**. The current facility is a joint use facility by the City of Palm Desert and College of the Desert. Services may include but not be limited to:

- Program Verification
- Architectural Design:
 - o Schematic Design
 - o Design Development
 - o Construction Documents
 - o Specifications
- Bidding Assistance
- Construction Administration
- Close-out & Record Drawings

THE PROJECT:

A preliminary scope listing has been developed, work shall include but not limited to:

Flooring Upgrades

Acoustic Study/ Implementation

Lighting Study/ Implementation

Roof Evaluation and Repair

Revitalize Architectural Elements

Monument Sign

Improved Wall Finishes

Metal Finishes

Complete Fire Life/ Safety Compliance

Complete ADA Compliance

Restrooms

Signage

Door Hardware

MEP to coordinate with new Space Plan and Furniture

Circulation Desk

Reference Desk

RFID Check Out Stations

RFID Check in slot (OFCI)

RFID Gates (OFCI)

RFID Bins (OFCI)

DVD Jukeboxes
Display furniture (OFCI)
New Computer Labs
Sound System
Directional Signage
Security System with CCTV, Access Control, Remote Monitoring and Alarm
Landscaping Upgrades
Patio Furniture
Smoking Area
Parking Solar Panels
Surplus Removal
Provide Janitorial Storage Areas
Replace Book Drops and Add New
Relocate Artwork/ New Installations
Kitchen Upgrades
New Coffee Bar
New Lockers
Window Coverings

THE SPONSOR:

County of Riverside is the public sponsor of this RFQ with County of Riverside Economic Development Agency acting as lead agency. On projects, the County's function will be administrative and financial. Administratively, the County will execute all required contracts to support a project as well as direct and manage the same. Financially, the County will fund the projects. All proposals will be subject to final approval of the County.

The County of Riverside Economic Development Agency has appointed a project manager to serve as the point of contact for all issues related to the professional service contracts resulting from this RFQ.

COSTS ASSOCIATED WITH THE RFQ PROCESS:

Each respondent will be responsible for all his/her expenses incurred during the RFQ process.

THE SELECTION PROCESS and SELECTED FIRM:

Submitted "Statements of Qualification" shall be reviewed by an evaluation committee. The screening/selection committee will be composed of representatives from the County of Riverside's Economic Development Agency's Design and Construction Division, County Librarian, City of Palm Desert, and College of the Desert.

The elements and sequence of this qualification based selection process are as follows:

- Issuance of this RFQ to prospective firms

- Submittal of a bound Statement of Qualifications (SOQ) package from prospective firms to the County
- Evaluation of Qualifications by the County (including review of SOQs and interviews as deemed necessary by the County)
- Selection of top ranked firms

Significant criteria to be used in selection process may include, but not be limited to:

- Written response to RFQ
- Prior Experience with the County
- Interviews

Firms submitting a Statement of Qualifications will be evaluated for selection based on the following criteria:

- Indication of general and specific interest with project approach/ management plan.
 - History of the firm including: years in business, current number of professional personnel and current volume of projects.
 - Organizational Chart
 - Chain of Command
 - Firm's Experience with County of Riverside or other public sector clients.
 - Firm's demonstrated ability and management commitment to successfully complete projects within budget, schedule while maintaining quality/ document control.
 - Overall project design approach including, but not limited to, quality control program, project organization, management and design philosophy.
 - Design Phases
 - Construction Administration approach
 - Relative location of firm to County of Riverside.
- Firm's Specialty Experience (unique to Library Design/ Library Interior Renovations) making firm potentially uniquely qualified for this project.
 - Design Quality
 - Experience with project of similar type and size
- Resume of firm's principals, project architect, key personnel and any other appropriate individuals.
- Client References with addresses and telephone numbers.

Following evaluation of the Statement of Qualifications (SOQs) by the committee, a short list of firms may be selected for interview. The number of firms selected for interview will be at the committee's discretion.

Firms selected for interview will make a presentation limited to 45 minutes (30 minutes for presentation and 15 minutes for questions and answers). The firms are encouraged to bring no more than four individuals to the presentation and to focus exclusively on the scope of work identified herein. Economic Development Agency reserves the right to videotape this presentation.

PUBLIC RECORDS ACT:

Responses to this RFQ become the exclusive property of the County. "Statement of Qualifications" become a matter of record and shall be regarded as public record, when Economic Development Agency recommends firms to the Board of Supervisors and such recommendations appear on the Board Agenda.

ANTICIPATED SELECTION PROCESS SCHEDULE:

Release of RFQ to firms –	1/26/10
Last Day to Submit Questions-	2/8/10 no later than 7:00am
Response to Questions-	2/8/10 5:00pm

SOQs delivered to County –	2/10/10 no later than 5:00pm
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Delivery of Evaluations to Committee-	2/11/10
Evaluations of SOQ's –	2/11/10 through 2/25/10
Notification of Short List-	2/25/10
Interviews/ Evaluation-	3/4/10
Scope Review w/ Selected Architect-	3/8/10
Fee Proposal Due-	3/15/10
Fee & Scope Review to be Complete-	3/24/10
County of Riverside/ City of Palm Desert/ College of the Desert Approvals-	TBD

Respondents to this RFQ should submit three (6) SOQ packages. Packages should clearly define the firm's project team, including background/experience, and contain lists of similar projects (including financial information) worked on with references for same and relevant current project information.

Packages must be delivered to Economic Development Agency by no later than 5:00 p.m. on Wednesday February 10, 2010. They should be labeled "**Palm Desert Library Renovation**"

Address to:

County of Riverside
Economic Development Agency
Design & Construction Division
3133 Mission Inn Ave.
Riverside, CA 92507
Attention: **Sergio Pena**

Please fax **Sergio Pena** 72 hours prior (02/08/10 7:00am) to SOQ due date for county to properly respond to any questions or comments at fax number **(951) 955-4890**.