

REQUEST FOR QUALIFICATIONS

For:

ARCHITECTURAL SERVICES

ASSOCIATED WITH

COUNTY OF RIVERSIDE

LAW OFFICES OF THE PUBLIC DEFENDER

**LOCATED AT:
4075 MAIN STREET
RIVERSIDE, CA.**



RIVERSIDE COUNTY
Economic Development Agency

**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 offering an opportunity for an architectural (A&E) design firm or architectural (A&E) design firms to provide services associated with the referenced projects. Services may include but not be limited to:

- Architectural Programming
- Program Verification
- Project Design Including:
 - o Schematics
 - o Design Development
 - o Construction Drawings
 - o Specifications
- Bidding Assistance
- Construction Administration
- Close-out & Record Drawings

The County is seeking a qualified firm to provide architectural and engineering design services to remodel the entire building (basement & 8 floors approx. 67,000 sf.) at 4075 Main Street, Riverside, Ca

THE SPONSOR:

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

The County Riverside Economic Development Agency will appoint a project manager or project managers who will serve as the point of contact for all issues related to the professional services contract resulting from this RFQ.

THE PROJECT:

The project shall remodel subject building to accommodate the Law Offices of The Public Defender in down town Riverside. A draft Architectural Space plan has been developed by The County and has formed the base-line intent for the function of the subject building. The work is primarily an interior remodel including but not limited to demolition, abatement of hazardous materials, new ceilings, flooring, painting, lighting, HVAC, security systems, fire alarm/fire suppression, electrical distribution (including emergency power requirements), ADA upgrade of restrooms and other issues. The work is also intended to address exterior and/or infrastructure needs including but not limited to information technology (RCIT), 1st.floor roof, HVAC equipment (1st floor especially), seismic upgrade requirements, all exterior glazing, parking structure upgrades with added security improvements, basement improvements (moisture barrier repairs, ADA, etc.), elevator improvements.

The design of the project must adhere to County of Riverside Board Policy H-29 – Sustainable Buildings.

THE SELECTED FIRM:

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

- Indication of general and specific interest
- History of the firm including: years in business, current number of professional personnel and current volume of projects in design phase.
- Firm's Experience on projects of similar scope and budget
- Firm's Experience on project of similar scope and budget for a public sector client.
- Relevant experience of sub-consultants and assigned staff as a "project team"
- Overall project approach including, but not limited to, quality control program, project organization, management and design philosophy.
- Firm's demonstrated ability and management commitment to successfully complete a project within budget and schedule.
- Resume and current work load of listed team members.
- Client References with addresses and telephone numbers
- Relative location of firm to project site

Following evaluation of the Statement of Qualifications (SOQs) by the committee, a short list of firms will 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 one hour (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 identifies herein.

The first qualified firm will be notified in writing and via telephone to schedule fee negotiations. If agreement cannot be reached, negotiations will be terminated with the selected firm and opened with the firm ranked next in order.

At the discretion of the Economic Development Agency, a design contract may be awarded to the architectural (A&E) firm determined to be the most qualified to provide design services for the project referenced herein.

COSTS ASSOCIATED WITH THE RFQ PROCESS:

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

THE SELECTION PROCESS:

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 a top ranked firm
- Fee negotiations
- Contract award

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

- Written response to RFQ
- Reference information
- Experience, demonstrated history of work on similar projects, resources available
- Presentations and interviews

PUBLIC RECORDS ACT:

Response to this RFQ becomes the exclusive property of the County. At such time as The Economic Development Agency may recommend a firm to the Board of Supervisors, and when such recommendation appears on the Board Agenda, all proposals submitted become a matter of record and shall be regarded as public record.

CONTRACT AWARD (ARCHITECTURAL SERVICES AGREEMENT)

The County reserves the right to accept or reject any or all of the proposals, waive any irregularity and to require the proposer to verify, clarify or explain any part of the submitted proposal. Contract award will be based on the selection of the firm deemed most qualified as well as successful scope/fee negotiations and approval by the Board of Supervisors

ANTICIPATED SELECTION PROCESS SCHEDULE:

Release of RFQ to firms – September 8, 2009
 SOQs delivered to County – **September 30, 2009**

Interviews - Upon Notification
 Notice to Proceed – Upon Notification

Respondents to this RFQ should submit six (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 The Economic Development Agency by no later than 5:00 p.m. on September 30, 2009. They should be labeled **“RFQ- Architectural Design Services – County of Riverside – Law offices of The Public Defender.**

and be addressed to:

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

Please contact Bob Bell with any questions or comments at **(951) 955-4843 or via email at robell@rivcoeda.org**