

**REQUEST FOR QUALIFICATIONS FOR
ARCHITECTURAL DESIGN SERVICES
FOR THE
HOME GARDENS LIBRARY & MECCA LIBRARY RENOVATION
PROJECT
FUNDING INCLUDING
U.S. DEPARTMENT OF THE TREASURY AMERICAN RESCUE PLAN ACT
&
COMMUNITY DEVELOPMENT BLOCK GRANT**



**RIVERSIDE COUNTY
OFFICE OF ECONOMIC DEVELOPMENT**

**SOLICITED BY
COUNTY OF RIVERSIDE
OFFICE OF ECONOMIC DEVELOPMENT
3403 10TH STREET, SUITE 400
RIVERSIDE, CA 92501**

RFQ Issued: November 17, 2023

SOQ Due: December 14, 2023

REQUEST FOR QUALIFICATIONS:

Table of Contents

- 1.0 The Owner
- 2.0 Federal Funding
- 3.0 The Opportunity
- 4.0 The Project
- 5.0 The Selected Firm
- 6.0 Costs Associated with the RFQ Process
- 7.0 The Selection Process
- 8.0 Public Records Act
- 9.0 Contract Award (Services Agreement)
- 10.0 Anticipated Selection Process Schedule

1.0 THE OWNER:

The Riverside County Office of Economic Development's mission is to elevate the economic position of the county and foster economic vitality, encourage business growth, build a positive business climate, preserve and enhance neighborhoods, improve the quality of life, provide and promote cultural and learning opportunities for all.

The Office of Economic Development, CCSD Division is lead agency for this RFQ. The CCSD Division's function will be as follows:

- Administrative:
 - will execute and manage all required contracts to support the project;
 - will manage the pre-design, design, bidding, construction, and closeout phases;
 - will direct and manage the permitting process.

2.0 FEDERAL FUNDING:

This project is being financed in part by the following Federal funding sources:

- American Rescue Plan Act ("ARPA") funds from the U.S. Department of the Treasury (31 CFR Part 35) and subject to certain requirements including: compliance with Uniform Guidance's Cost Principles at 2 CFR part 200 requirements; System for Award Management (SAM.gov) registration and others. Information pertaining to the Federal requirements is on file with the Riverside County Office of Economic Development and included in the Special Federal Provisions, Exhibits "C," "D," and "E."
- Community Development Block Grant ("CDBG") funds from the U.S. Department of Housing and Urban Development (24 CFR Part 570), and subject to certain Federal requirements. Information pertaining to the Federal requirements is on file with the County of Riverside Economic Development Agency. The selected Consultant will be required to complete and submit the attached Exhibit "Q."

3.0 THE OPPORTUNITY:

The Riverside County Office of Economic Development (County) is offering an opportunity for Architectural Design firms to submit a "Statement of Qualifications" (SOQ) to the County to provide architectural design services for two library renovations: Mecca Library and Home Gardens Library. This Request for Qualifications (RFQ) is being conducted in accordance with Board of Supervisor's Policy H-7. The County will seek to negotiate specific design costs for each library and sign two individual contracts.

Home Gardens Library

Home Gardens Library, located at 3785 S Neece St, Corona, CA 92879, is approximately 12,463 square feet of renovations including new finishes (paint and carpet), new furniture, new playground surfacing and equipment, restroom upgrades, etc. Exhibit “A” provides the design intent drawings for the new space. PDF as-built drawings are available, but no AutoCAD.

Mecca Library

Mecca Library, located at 91260 66th Ave, Mecca, CA 92254, will renovate approximately 7,700 square feet of the total 11,345 square feet building. Currently, the library occupies 5,000 square feet and will expand the interior foot footprint by approximately 2,700 square feet. Planned improvements include new study rooms, new finishes (paint and carpet), new furniture, a dedicated staff work room and break room, expanded reading collection, computers, programming services, building system and energy efficiency upgrades, and site improvements in compliance with the Americans with Disabilities Act (ADA) standards. Exhibit “B” provides the design intent drawings for the new space. PDF as-built drawings are available, but no AutoCAD.

4.0 THE PROJECT:

The County is seeking a qualified architectural firm to provide the following services, including but not limited to:

1. Full Architectural Design Services:
 - a. Existing Conditions and property inspection.
 - b. Schematic Design
 - c. Design Development
 - d. Construction Documents
 - e. Bidding Assistance
 - f. Construction Administration
 - g. Close-out & Record Drawings
 - h. Other.
2. Subconsultants:
 - a. Electrical Engineering
 - b. Mechanical Engineering
 - c. Plumbing Engineering
 - d. Structural Engineering (Mecca only)

5.0 THE SELECTED FIRM:

The selected firm will be required to meet the criteria described herein and be determined by the evaluation committee during the interview phase to be the best qualified firm for this particular project. The screening/selection committee will be composed of representatives from the County of Riverside.

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(s) 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 and private sector work.
- 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 workload 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 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 forty-five (45) minutes (30 minutes for presentation and 15 minutes for questions and answers). The firms are encouraged to bring no more than four (4) individuals to the presentation and to focus exclusively on the scope of work identified herein. Due to the current Covid-19 Pandemic, the County may require interviews and presentations to be over Microsoft Teams or alternate online video conferencing communication platform. Final determination of interview location will be provided by the County with notice of interview selection.

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

6.0 COSTS ASSOCIATED WITH THE RFQ PROCESS:

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

7.0 THE SELECTION PROCESS:

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

- Issuance of this RFQ to prospective firms.
- **Emailed or delivered** Submittal of a Statement of Qualifications (SOQ) package 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 (fee schedule to be submitted at this time. No fee schedule should be submitted with the initial SOQ).
- Riverside County Board of Supervisors contract approval.

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.

8.0 PUBLIC RECORDS ACT:

Response to this RFQ becomes the exclusive property of the County. At such time as the County 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.

9.0 CONTRACT AWARD (SERVICES AGREEMENT):

The County reserves the right to accept or reject any or all the proposal, 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.

10.0 ANTICIPATED SELECTION PROCESS SCHEDULE:

Release of RFQ to firms – **November 17, 2023**

SOQs delivered to County – **December 14, 2023**

Interviews - Upon Notification

Board of Supervisor Approval- TBD

Notice to Proceed – Upon Notification

Respondents **may email** or deliver the SOQ Package(s) to the County of Riverside Office of Economic Development, Attention: Erik Sydow, by **no later than 4:30 p.m. on December 14, 2023.**

They should be labeled “**RFQ- Home Gardens Library & Mecca Library Renovation Project**” and be addressed to:

Digital Email Transmittal to esydow@rivco.org

Or

Delivered Hardcopy to:
County of Riverside
Office of Economic Development
3403 10th Street, Suite 400
Riverside, CA 92501
Attention: Erik Sydow

Please Contact **Erik Sydow, Principal Development Specialist**, with any questions or comments at esydow@rivco.org or via phone at **951-955-9021**.

Attachments:

- Exhibit “A” Home Gardens Library Design Intent Drawing
- Exhibit “B” Mecca Library Design Intent Drawing
- Exhibit “C” Special Federal Provisions
- Exhibit “D” 31 CFR Part 35 Final Rule
- Exhibit “E” PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Exhibit “F” Form: Compliance with Economic Sanctions in response to Russia’s Actions in Ukraine.
- Exhibit “Q” Questionnaire Regarding Architect or Engineer