

REQUEST FOR QUALIFICATIONS
for:
SPECIAL INSPECTIONS & MATERIALS TESTING
associated with:
Lakeland Village and Calimesa Branch Library Project
(ED1900567/ED1900667)



**RIVERSIDE COUNTY
OFFICE OF ECONOMIC DEVELOPMENT**

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

THE OPPORTUNITY:

The County of Riverside (County) is offering an opportunity for Certified Special Inspections & Materials Testing Firms to submit a "Statement of Qualifications" (SOQ) to the County to provide Special Inspections and Materials Testing services for the Lakeland Village and Calimesa Branch Library Project (ED1900567/ED1900667). Specifically, the County seeks to select one (1) Special Inspections & Materials Testing firm with knowledge and experience in standard public works construction projects.

THE PROJECT:

The Riverside County Library System (RCLS) covers the state's fourth largest geographic library service area, more than 7,000 square miles, and includes thirty-six libraries within the county.

Lakeland Village Branch Library:

The specific project area currently has approximately 10,000 SF of existing modular classrooms with a generally finished site with new landscaping improvements. The existing modulares shall be removed as various site improvements and replaced with approximately 8,000 SF of new construction.

Calimesa Branch Library:

The specific project area currently has an approximately 1,250 SF existing building with an undeveloped site. The existing building will need to be removed and replaced with approximately 5,500 SF Library and all site improvements.

The Office of Economic Development (OED), Erik Sydow, Development Manager will be the assigned project manager for these projects, and serve as the point of contact for all issues related to any future professional services contract resulting from this RFQ.

THE SELECTED FIRM(s):

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:

- A. Relevant Firm Experience (40 points possible)
 - Summary of certifications and services (10 pts)
 - Firm completed experience for similar sized projects (20 pts)
 - Firm experience with public projects (5 pts)
 - Familiarity with required relevant construction standards and procedures (5 pts)
- B. Qualifications of Project Personnel (30 points possible)
 - Deputy Inspector and Principle Engineer resumes with relevant experience (10 pts)
 - Lab Manager and Principle Geologist resumes with relevant experience (10 pts)

- Availability of deputy inspectors, special inspectors, and other professionals with relative experience (5 pts)
 - Other resources (5 pts)
- C. Inspections Approach/Project Management Plan (30 points possible)
- Statement of Interest (10 pts)
 - Organizational Chart (5 pts)
 - Quality Control procedures to ensure complete inspections (5 pts)
 - Project flow chart depicting sequencing of key task activities (5 pts)
 - Location of work office/lab (5 pts)

THE SELECTION CRITERIA:

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

- Letter of interest
- History of the firm including: years in business, current number of professional personnel and current volume of work (number of projects / total project value)
- Firm's description of experience for a minimum of five (5) of its largest projects that **best represent your firm's portfolio of projects** (*please include project description, client, completion date, project value, role of special inspections & materials testing firm*)
- Firm's experience on public facilities projects with Riverside County and for public or private sector clients.
- Relevant experience of Deputy Inspector, Principal/Project Engineer, Lab Manager, Principle Geologist, and assigned staff as a "project team"
- Overall project approach including, but not limited to, quality control program, work organization, budget and schedule management and customer service philosophy.
- Resumé and current workload of listed team members.
- Client References with addresses and telephone numbers
- Relative location of firm to Riverside County

Firms should tailor their response to the RFQ criteria described herein. An evaluation committee will be composed of representatives from the County of Riverside OED; and shall review submitted Statements of Qualifications (SOQs). Following evaluation of the SOQs by the committee, a short list of firms may be selected for interview. Firms selected for interview will be at the committee's discretion.

COSTS ASSOCIATED WITH THE RFQ PROCESS:

Each respondent will be responsible for all their expenses incurred during the RFQ process.

THE SELECTION PROCESS:

- Issuance of this RFQ to prospective firms
- Submittal of Statement of Qualifications (SOQ) from prospective firms to the County
- Evaluation of SOQ by the County
- Interviews, if deemed necessary by the County, with respective evaluation and final

selection of special inspections & materials testing firm for the Project

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 the County recommends firms to the Board of Supervisors, and such recommendations appear on the Board Agenda.

ANTICIPATED SELECTION PROCESS SCHEDULE:

Task	Date
Issuance of SOQ	February 14, 2024
SOQs Due	February 29, 2024, 3:30 PM
Interviews (if required)	TBD
Final Determination	TBD
Board of Supervisors Approval	TBD
Anticipated Construction Start	June 2024

Respondents to this RFQ shall submit their SOQs via email to esydow@rivco.org, or in person SOQ submittals must be delivered to OED no later than **3:30 p.m. on February 29, 2024**.

Clearly label the front of the SOQ or email title, and your cover letter as: **"Special Inspections & Materials Testing for Lakeland Village and Calimesa Branch Library Project (ED1900567/ED1900667)"**

Address to:

Email:

esydow@rivco.org

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

Please Contact Erik Sydow, Development Manager, with any questions or comments at 951-955-9021 or esydow@rivco.org.

Attachments:

1. Lakeland Village Library Plan Check 1 Submittal.
2. Calimesa Library Plan Check 1 Submittal.
3. Project Specifications.
4. Draft Project Schedule.
5. California Executive Order N-6-22: Russian Sanctions Form