

**REQUEST FOR QUALIFICATIONS AND PROPOSALS FROM  
DESIGN/BUILD ENTITIES**

**FOR THE**

**Riverside County Lakeland Village Branch Library**

**& Calimesa Branch Library Facility Projects**



**RIVERSIDE COUNTY  
OFFICE OF ECONOMIC DEVELOPMENT**

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**ISSUED BY  
COUNTY OF RIVERSIDE  
OFFICE OF ECONOMIC DEVELOPMENT  
3403 10<sup>TH</sup> STREET, SUITE 400  
RIVERSIDE, CA 92501**

**Issue Date: April 22, 2022  
Responses Due: May 19, 2022, 3:00 PM**

## **NOTICE AND GENERAL DESCRIPTION OF THE PROJECT**

The Riverside County Office of Economic Development (“County”) in accordance with Public Contract Code Section 22160, is hereby soliciting qualifications and sealed proposals from design-build entities (“Respondent”) to install new modular Libraries within the unincorporated community of Lakeland Village and City of Calimesa.

### **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 will need to be removed as well as a remaining section of asphalt to the north, and replaced with approximately 8,200 SF of new modular space broken down by approximately 6,850 SF in Library, 1,100 SF for a maintenance storage/work area, and 250 SF for two ADA accessible restrooms. Existing building HVAC units are less than 2 years old and may be reused on the new project or saved for County maintenance’s use on another project. Site improvements will be limited to infill of two areas. The area to the north will need the existing asphalt removed and replaced with a combination of hardscape and landscaping to create a shaded outdoor patio/seating area and also provide maintenance riding mower access into their space. The area to the south is still to be determined by may be additional infill landscaping or creation of a shaded outdoor reading area, WQMP, etc. The total target budget for Lakeland Village Branch Library is \$4,300,000

### **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. This building and site shall comply with the City of Calimesa Downtown Commercial Architectural Design Guidelines. The total target budget for Calimesa Branch Library is \$4,000,000.

The total combined budget is \$8,300,000.

A total of 155 Exhibits shall be uploaded and The attached exhibits include: individual property reports, a generic Library program, a 5,500 library program, individual design intent drawings, Riverside County Design standards (145 documents), individual geotechnical investigation reports, Calimesa Downtown Commercial Architectural Design Guidelines, and surveys (Lakeland Village only).

To access the Exhibits, please go to the following link with password:  
[https://ftp.co.riverside.ca.us/public/folder/RHjS9c\\_8ekiopXbltC3PA/Libraries](https://ftp.co.riverside.ca.us/public/folder/RHjS9c_8ekiopXbltC3PA/Libraries)  
Password: Libraries\$2022

If it is found that modular libraries are deemed not viable for this application, submit an alternative that is within budget and scope. For further information regarding the target budget, see the Project Proposal section below (page 9). The schedule to complete from contract execution is 18 months. Both libraries are expected to be designed and built within the same duration. Prevailing wages will be required and monitored through a labor compliance program.

## COMPETITIVE SELECTION PROCESS

**Step 1 Prequalification.** Submit a response to the pre-requisite information, team qualifications, and project proposal. Respondents will be evaluated on a best value basis by a committee comprised of representatives of various entities including the County of Riverside Office of Economic Development and potentially other departments and organizations. The evaluation will consist of the following:

Pre-requisite information pass/ fail

1. Respondent information
2. Project team identification and organization
3. Notarized bonding capacity
4. Proof of liability, errors and omissions, and workers compensation insurance
5. Certification

Team Qualifications

- |  |     |
|--|-----|
| 1. Technical design and construction expertise | 15% |
| 2. Key personnel                               | 10% |
| 3. Financial capacity                          | 10% |
| 4. Skilled labor force availability            | 10% |
| 5. Safety record                               | 10% |

Project Proposal

- |   |     |
|---|-----|
| 1. Fees, services, and project cost   | 30% |
| 2. Design excellence and life cycle cost  | 5%  |
| 3. Commitment to skilled and trained workforce, diversity,<br>and local participation | 10% |

**Step 2** Only the top three (3) ranked respondents from step 1 will be shortlisted and interviewed. The evaluation criteria for the interviews will be given along with the notice.

**Step 3** After evaluations, reference checks, and consensus on a selection has been made. A notice of intent to award shall be issued to the prospective successful respondent. A design-build agreement incorporating the respondent's proposal for design and pre-construction services shall be drafted and presented to the County of Riverside Board of Supervisors for approval. The incorporation of a guaranteed maximum price shall occur after development of the design has progressed sufficiently to satisfy both the County and respondent to appropriately inform a guaranteed maximum price.

## PROCUREMENT SCHEDULE

The County will proceed with the following schedule; however, it is subject to revision to meet the project's demands:

- Request for qualifications and proposals Issued (RFQ/P): 4/22/22
- RFQ/P due: 5/19/22, 3:00 PM
- Completion of evaluations and notification of short list: 6/2/22
- Interviews: 6/13/22
- Selection, notification, and issuance of draft agreement: 7/1/22
- Board of Supervisors approval of contract and Notice to Proceed: September 2022

## SUBMISSION OF STATEMENT OF QUALIFICATIONS

Submit THREE (3) statements of qualifications and sealed proposals to:

Riverside County Office of Economic Development  
Attention: Erik Sydow, Principal Development Specialist  
3403 10<sup>th</sup> Street, Suite 400  
Riverside, CA 92501

Clearly marked with the Design/Build Entity Business Name & Business Address and entitle the package:

**RIVERSIDE COUNTY LAKELAND VILLAGE BRANCH LIBRARY & CALIMESA  
BRANCH LIBRARY FACILITY PROJECTS**

# PRE-REQUISITE INFORMATION

## 1. Respondent information

(either fill out form or provide within response)

Entity name: \_\_\_\_\_

Main point of contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Entity (check one):

- Private corporation     Limited liability company
- Partnership     Joint venture     Sole Prop.     Other Assoc.

If respondent is a corporation, limited liability company, partnership, joint venture, or other legal entity then provide a copy of the organizational documents or agreement committing to for the organization.

Listing of all of the shareholders, partners or members, known at the time of statement of qualification submission who will perform work on the project:

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**2. Project team identification and organization**

(either fill out form or provide within response)

List legal entities or individuals that are part of the project team and how they are proposed to be organized for this project (please review all applicable code including Public Contract Code Section 22166).

<b>Discipline</b>	<b>Name</b>	<b>License</b>
Contractor		
Specialty trades		
Architect		
Sub-consultants		

All business entities, design professionals, contractors and subcontractors proposed and needed to complete the project shall hold an appropriate license for their respective organization and discipline by the time of contract. Failure to possess the required license may deem the applicant as non-responsive, subject the forfeiture of security and loss of contract.

Provide information regarding any member of the project team having an instance of:

- (a) revocation or suspension of any license, credential or registration
- (b) being the subject of a default or termination by owner
- (c) ineligibility to bid pursuant to enforcement of the Labor Code, debarment, disqualification, or for any other reason
- (d) conviction of a crime related to construction
- (e) conviction of crime related to fraud, theft, or any other act of dishonesty
- (f) found liable in a civil suit or found guilty in a criminal action for making any false claim
- (g) current involvement in a bankruptcy case
- (h) operated under another name
- (i) any claim in excess of \$50,000 against a project owner

**3. Notarized bonding capacity**

Evidence that establishes that the respondent has the capacity to obtain all required payment and performance bonding, liability insurance, and error and omissions insurance. Information concerning worker’s compensation experience history and worker safety program

Provide notarized statement from a surety insurer admitted and authorized to issue bonds in the State of California which states that the General Contractor is able to obtain a bond for the value of the contract.

**4. Proof of liability, errors and omissions, and workers compensation insurance**

Provide liability insurance information for architect and contractor:  
(either fill out form or provide within response)

_____	_____
Insured	Insured
_____	_____
Carrier	Carrier
_____	_____
Policy Number	Policy Number

Provide errors and omissions insurance information:

_____
Insured
_____
Carrier
_____
Policy Number

Provide workers compensation insurance information for architect and contractor:

_____
Insured
_____
Carrier
_____
Policy Number

**5. Certification**

The information provided by respondent is required to be certified under penalty of perjury by all members of respondents business entity.

## TEAM QUALIFICATIONS

Respondent or required to provide evidence that its team have completed, or demonstrated the experience, competency, capability, and capacity to complete projects of similar size scope, or complexity and that the proposed key personnel have sufficient experience and training to completely manage and complete the design and construction.

### 1. Technical design and construction expertise

Respondent shall provide a statement of qualifications for the architect, sub-consultants, contractor, specialty subcontractors and any other entities proposed for the project. The information submitted shall contain the following information:

- Type of company and date of formation
- Number of persons currently employed
- (3) similar completed projects with photos, plans, and;
  - Project name
  - Owner
  - Location
  - Project team
  - Description or photo representation of the scope of work
  - Project delivery method
  - Cost
  - Duration and completion date

### 2. Key Personnel

Respondent shall identify the key personnel according to its organizational structure and provide a resume for each.

### 3. Financial capacity

To demonstrate that the General Contractor has the financial capacity to complete the project, provide the latest copy of a reviewed or audited financial statement. The financial statement shall include current assets, liabilities, total net worth, current ratio of assets/liabilities, and working capital (assets minus liabilities).

Also, submit the following:

- Gross revenues for the last three years  
2021: \_\_\_\_\_ 2020: \_\_\_\_\_ 2019: \_\_\_\_\_

### 4. Skilled labor force availability

- Number of directly employed tradesman \_\_\_\_\_
- Specialty trades worker commitment \_\_\_\_\_

**5. Safety record**

Respondent’s safety record expressed through its experience modification rate (EMR) for the most recent three-year period is required to be 1.0 or less:

EMR: \_\_\_\_\_

Average total recordable injury or illness rate: \_\_\_\_\_

Average lost work rate: \_\_\_\_\_

Is respondent a party to an alternative dispute resolution system as provided in Section 3201.5 of the labor code?

- Yes       No

If yes, provide information regarding the a copy of the dispute resolution system and the a summary of performance of its most recent three-year period.

Alternative dispute resolution system rating \_\_\_\_\_

**PROJECT PROPOSAL**

**1. Fees, services, and project cost – Proposals for each Library to be in separate sealed envelopes**

The total budget for Lakeland Village Library is \$4,300,000 and for Calimesa Branch Library is \$4,000,000 for a combined total budget of \$8,300,000. Within a sealed envelope provide the following:

- A. Description of design and pre-construction services with its proposed lump sum fee to develop a design sufficiently to inform a guaranteed maximum price.  
\$ \_\_\_\_\_
- B. Respondent management cost from generation of GMP to completion in lump sum. (e.g. public works general conditions)  
\$ \_\_\_\_\_
- C. Overhead and profit fee (percentage of trade packages, includes FF&E, communications cabling, and equipment)
  - Stipulated sum of specialty trade packages \$2,600,000 for Calimesa.
  - Stipulated sum of specialty trade packages \$2,800,000 for Lakeland Village.  
\_\_\_\_\_ %

The sum of A, B, and C shall constitute the design-build agreement total. The County will within the budget cover the costs of survey, geotechnical investigations, environmental due diligence, permitting fees, utility connection fees (built improvement shall remain as a respondent obligation), labor compliance monitoring, and County administrative costs.

**2. Design Excellence and Life Cycle Cost**

A design, sketch, or rendering is not required. Utilizing the medium of your choice provide a representative example of the quality of design envisioned for this project and an indication of its life cycle costs. The life-cycle costs shall be determined at a minimum of 15 years.

**3. Commitment to Skilled and Trained Workforce, Diversity, and Local Participation**

The County of Riverside has not and is currently not intending on entering into a project labor agreement. Therefor the respondent shall

- Provide an enforceable commitment to utilize skilled and trained workforce at every tier to perform all work on this project, or:
- Provide proof that respondent has entered into a project labor agreement to utilize a skilled and trained workforce

Commitment to employ workers from diverse background:

Percentage of workforce \_\_\_\_\_

Commitment to employ a local workforce:

Percentage of workforce \_\_\_\_\_