

County of Riverside Facilities Management

Request for Qualifications/Request for Proposal

FOR:

**CONSTRUCTION MANAGEMENT
SOFTWARE**



**Issued
September 9, 2020**

SOLICITED BY:
County of Riverside
Facilities Management
Project Management Office
3133 Mission Inn Avenue
Riverside, California 92507

THE OPPORTUNITY:

The County of Riverside (County) is offering an opportunity for Construction Management Software firms to submit a "Statement of Qualifications" (SOQ) to the County located at 3133 Mission Inn Avenue, Riverside, California 92507 based on the criteria included in this Request For Qualifications (RFQ). This is a qualification-based two-step selection process. At the conclusion of the RFQ process, the top ranked firms will be identified as pre-qualified (the number of firms shall be at the discretion of the County). The County will solicit a Request for Proposals (RFP) from the pre-qualified firms. The successful responder will be awarded a contract for the software purchase/subscription and licensing for a period to be determined.

THE OBJECTIVE:

The County's Facilities Management Department, Project Management Office (PMO) is seeking a Business Technology Software Solution to automate, centralize and manage information for all aspects and stages of a construction project from estimating, design, planning, procurement and management of vendor contracts, to the management of the construction process, including communication between project stakeholders. Additionally, the business technology solution must be able to manage real time project details such as document change management and project expenditures that can correlate to multiple contracts or funding sources and track budget and scheduling performance at the project and portfolio level. Functionality needs to extend to mobile devices for operation from any location.

Firms should tailor their response to the criteria described herein and in Exhibit A, "Business Technology Software Solution". The evaluation committee shall review submitted Statements of Qualifications. The screening/selection committee will be composed of representatives from the County of Riverside Facilities Management and other department representatives.

THE SPONSOR:

County of Riverside is the public sponsor of this RFQ-RFP with the County of Riverside, Facilities Management, Project Management Office (PMO) acting as lead agency. The PMO is responsible for the oversight of public works projects for all county facilities, which may include design and new construction, major repairs, renovation, demolition and tenant improvements. Other responsibilities include construction program performance reporting and forecasting. Currently, the PMO uses a partial automated process, Microsoft Dynamics CRM, for many of the project management sequences of administrative, and business processes, e.g. invoice approvals but it does not function as construction project management software. Cash transactions for project expenses which are processed by the County Auditor-Controller through the County's internal

financial system, PeopleSoft, will remain unchanged.

The PMO's customer base consists of divisions internal to the Facilities Management Department and other County staff; viewing access or user rights by all other external project team members should be at the discretion of Facilities Management. External project team members include construction professionals involved at different project stages such as County, City or State regulatory agencies, as well as Contractors, Architects, Engineers and other construction-related consultants. As external project team members may differ from one project to another, the business technology solution should be able to offer unlimited users. Microsoft Outlook is used to exchange project-related decisions, data, documents, and drawings. These communications must be integral to the business technology solution.

The County of Riverside Facilities Management will appoint an administrative manager to serve as the point of contact for all issues related to the professional service contract resulting from this RFQ-RFP.

ORGANIZATION OF THE STATEMENT OF QUALIFICATIONS:

Firms submitting a Statement of Qualifications will be evaluated for selection based on the written responses provided in this RFQ and the Business Technology Software Solution Requirements (Exhibit A). The Statement of Qualifications should be organized in the following manner:

Section I: General Vendor Information:

- a. History of the firm including; years in business, current number of professional personnel and current volume of work
- b. List of public sector clients or municipalities
- c. Describe your licensing structure and terms – indicate fee basis: number of users, tiered volume of work, flat fee, subscription as a service (SAAS), etc.
- d. Describe your level and frequency of software support, training, and updates provided
- e. Indicate whether your software is a cloud-based service subscription, web-hosted or software purchase – what is the software performance percentage, downtime and restoration?
- f. Describe software mobility - on a smart phone or tablet?
- g. Describe software compatibility with:
 - Microsoft Dynamics CRM
 - Microsoft Windows 10
 - Geographic Information Systems (GIS)
- h. Indicate whether software has Building Information Modeling (BIM) capability
- i. Describe support services included in the software solution – training modules on-site or on-line; estimated time from training to usage.
- j. Describe the software's Project Accounting Module, whether it is included or provided by a 3rd party vendor under separate contract.

Section II: Qualitative Performance

The purpose of Qualitative Performance is to implement Best Practices to streamline project management workflows, improve communication, and control costs.

- a. Minimal “down” time needed to seamlessly transition current project data from Microsoft Windows platform into the new software with minimal manual entry
- b. Ease of use by multiple users requiring little or no computer training
- c. “Out-of-the-box templates” requiring minimal customization
- d. “One-touch”, visual-based project dashboards to minimize Project Management time to enter project data at the workstation or on a mobile device
- e. Ability to communicate to multiple users internal and external without their need to download software
- f. Ability to generate, receive, respond, and/or distribute project communications in multiple formats, written or graphic and manage document version changes.
- g. Intuitive organization and financial management of multiple vendor contracts and funding sources
- h. Automated Reports in Real Time
- i. Use of dashboards to visually assess risk management and project performance in terms of Scope, Budget, or Schedule by project, project manager, customer, or program.

Section III: (Exhibit A) “Business Technology Software Solution”

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:

- Outreach of this RFQ to prospective firms, legal advertising, posting on the County website
- Submittal of a bound Statement of Qualifications (SOQ) package from prospective firms to the County
- Following evaluation of the Statement of Qualifications (SOQs) by the committee, a short list of firms will be selected for interview and given an opportunity to provide a presentation. The number of firms selected for interview will be at the committee's discretion.
- Following interviews, the committee will select the top-ranked firm to be invited to submit a price proposal and scope of services.
- Recommendations are forwarded to the Director of Facilities Management and if approved, application is made to the Information Technology Policy

H-11 Technology Standards and Oversight Committee (TSOC)

- If TSOC approval is granted, Board of Supervisors action is taken to approve the procurement and award of the contract.

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 of Riverside Facilities Management recommends firms to the Board of Supervisors, and such recommendations appear on the Board Agenda.

ANTICIPATED SELECTION PROCESS SCHEDULE:

Task	Date
Issuance of SOQ	September 9, 2020
SOQs Due (by 5:00 PM)	September 30, 2020
Recommendations for Pre-Qualification	TBD
Request For Proposals	TBD
Interviews	TBD
TSOC Approval (Technology Standards & Oversight Committee)	TBD
Board of Supervisors Contract Approval	TBD

Respondents to this RFQ should submit four (4) SOQ packages. Packages should clearly define the firm's support 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 received by County of Riverside Facilities Management by no later than 5:00 p.m. on **Wednesday, September 30, 2020**. They should be labeled "**RFQ-CONSTRUCTION MANAGEMENT SOFTWARE**". The Statement of Qualifications must be time-stamped at the reception desk. Because of the County's retention and distribution among county departments, no email submittals will be accepted.

Address to:
County of Riverside
Facilities Management
Project Management Office
3133 Mission Inn Avenue, Riverside, CA 92507
Attention: **Serena Chow**

Please Contact Colleen Lake with any questions or comments at (951) 955-2784.