

**THE COUNTY OF RIVERSIDE FACILITIES MANAGEMENT DEPARTMENT**

**REQUEST FOR QUALIFICATIONS AND PROPOSALS FROM  
MASTER PLANNING DESIGN FIRMS AND  
FACILITY CONDITION ASSESSMENT FIRMS**



FOR THE

**Indio Probation Juvenile Hall Campus  
Master Plan Project**

Issued by:  
COUNTY OF RIVERSIDE  
Facilities Management Department  
Project Management Office  
3450 14<sup>th</sup> Street, Suite 200  
Riverside, CA 92501

Issue Date: October 03, 2024

**NOTICE REQUESTING QUALIFICATIONS  
for Master Planning Design Services and Facility Condition  
Assessment Services**

**INDIO PROBATION JUVENILE HALL CAMPUS  
MASTER PLAN PROJECT  
Due: November 7, 2024**

The County of Riverside, (“County”) in accordance with Public Contract Code Section 22160, is hereby soliciting qualifications and sealed proposals from Master Planning and Facility Condition Assessment Consulting Firms to submit separate "Statement of Qualifications" (SOQ) to the County to provide services for the Indio Probation Juvenile Hall Campus Project (“Project”) in Indio, California. Specifically, the County seeks to select one (1) Master Planning firm and one (1) Facility Condition Assessment (FCA) firm with knowledge and experience in construction projects for the treatment and housing of juveniles in the criminal justice system; the County also seeks to expand its prequalified list of Facility Condition Assessment firms. Successful responders for FCA not selected for the Project may be added to the list of pre-qualified FCA consultants for on-call services and would have an opportunity to submit proposals for future projects.

**PROJECT DESCRIPTION:**

The Indio Probation Juvenile Hall Campus Project is located at 47665 Oasis Street in Indio, California 92201. The campus consists of administration, intake, housing units, vocational classrooms, commercial kitchen and laundry, treatment/counseling, gymnasium and recreation spaces. The County is seeking to develop a master plan of the campus with a phased conceptual construction plan and estimated construction costs. The County is also seeking to complete a Facility Condition Assessment Report of all existing structures, equipment, life safety, conformance with Americans with Disabilities Act (ADA), and utilities and will provide recommendations on condition, life-span, recommendations and estimated costs for repair or replacement based on the findings.

Respondents to this RFQ should mail or hand deliver five (5) SOQs per each discipline. Electronic submissions will not be accepted. Packages must be received at the County of Riverside, Facilities Management-Project Management Office at 3450 14th Street, Riverside, CA 92501, by no later than 5:00 p.m. on November 7, 2024. The full text of the RFQ and Submittal Criteria can be downloaded at [RFP & RFQ | County of Riverside Facilities Management \(rivcofm.org\)](https://rivcofm.org). Please Contact Anna Rodriguez with any questions or comments at (760) 863-2537.

**FEDERAL FUNDING CLAUSE:**

Future projects which may be funded with Community Development Block Grant funds from the U.S. Department of Housing and Urban Development (24 CFR Part 570) or American Rescue Plan Act funds from the U.S. Department of the Treasury (31 CFR Part 35), are subject to certain Federal requirements including the *Uniform Administrative Requirements, [Cost Principles and Audit Requirements for Federal Awards \(2 CFR Part 200\)](#)*. Information pertaining to the Federal requirements is on file with the County of Riverside Facilities Management.

## 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 County departments. The evaluation will consist of the following:

Written Adherence to RFQ for Master Planning Design	30%
1. History of the firm, including years in business, current number of professional personnel and current volume of projects under contract (# projects / total project value)	
2. Firm's demonstrated experience of a minimum of five (5) projects for campus master planning of similar projects that includes information of date of completion, total project cost, scope of work performed by your firm and your contract amount	
3. Firm's experience with County of Riverside or other public sector clients	
Qualifications of Project Personnel	30%
1. Project Team (Principal, Project Manager, Engineer(s), Designer, Cost Estimator)	
2. Resumes of Key personnel	
Sealed Detailed Project Proposal	
1. Fees, services and project cost	30%
2. Design excellence	5%
3. Project References	5%
Written adherence to RFQ for Facilities Condition Assessments	70%
1. History of the firm, including years in business, current number of professional personnel and current volume of projects under contract (# projects / total project value)	
2. Firm's demonstrated experience of a minimum of five (5) projects for facilities condition assessments of similar campus-wide project assessments that includes information of date of completion, total project cost, scope of work performed by your firm and your contract amount.	
3. Provide a sample of a similar campus-wide completed assessment report	
4. Firm's experience with County of Riverside or other public sector clients	
Qualifications of Project Personnel	20%
1. Project Team (Principal, Project Manager, Engineer(s), Designer, Cost Estimator)	
2. Resumes of Key personnel	
3. Project References	
Sealed Detailed Project Proposal with Breakdown	10%

**Step 2 Short List and Interviews.** The top ranked respondents from Step 1 will be shortlisted and interviewed at the discretion of the committee.

**PROCUREMENT SCHEDULE**

The County will proceed with the following schedule; however, it is subject change at the County’s discretion:

Advertisement of RFQ/RFP	October 03 and 10, 2024
Site Visit 10:00 AM	October 28, 2024
Statement of Qualifications (SOQ) packages due 5:00pm	November 7 , 2024
Completion of Evaluations and Notice of Short List	TBD
Interviews/Proposals	TBD
Board of Supervisors Approval and Notice to Proceed	TBD

**SELECTION CRITERIA:**

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

- Adherence to the RFQ
- Indication of specific interest
- History of the firm including years in business, current number of professional personnel and current volume of work
- Firm’s demonstrated experience of master planning or facilities condition assessment projects.
- Firm’s experience with public facilities projects with Riverside County or other public sector clients.
- Relevant experience of Principal, Project Manager, Engineer, Designer, Cost Estimator, if applicable, and in-house staff as a “project team.”
- Overall project approach including, but not limited to, quality control program, work organization, management and customer service philosophy.
- Firm’s demonstrated ability and management commitment to successfully complete a project within budget and schedule.
- Resumé and current workload of listed team members.
- Client References with addresses and telephone numbers
- Relative location of firm to Riverside County
- Presentation and Interview

Firms selected for interview would make a presentation limited to one hour: (45) minutes for set-up and presentation and (15) minutes for questions and answers. The firms would be encouraged to bring no more than four (4) individuals to the presentation and to focus exclusively on the scope of work identified herein.

**COSTS ASSOCIATED WITH THE RFQ PROCESS:**

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

**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.