

REQUEST FOR QUALIFICATIONS
For Firms with Experience in
CONDUCTING CONTRACTOR PREQUALIFICATION

Release Date: January 20, 2025

Due: February 20, 2025



SOLICITED BY:
COUNTY OF RIVERSIDE
FACILITIES MANAGEMENT
3450 14th Street, Suite 200
RIVERSIDE, CA 92501

THE OPPORTUNITY:

The County of Riverside (County) is offering an opportunity for professional firms to conduct pre-qualification services for the purpose of establishing a list of pre-qualified specialized trade contractors associated with public works construction projects using the Construction Manager Multiple Prime (CMMP) and other methods of project delivery. Pre-qualified consulting firms will be on an “on-call” basis for a period of three (3) years. Professional services for conducting annual renewal and pre-qualification of specialized trade contractors may include, but not be limited to:

- Conducting contractor outreach notifications
- Advertising in plan rooms for specialized trade contractors
- Utilizing the County’s standardized questionnaire and Renewal Affidavit for on-line responses
- Scoring questionnaires
- Identifying non-conforming/incomplete questionnaires
- Developing a pre-qualified list of specialized trade contractors by license classification downloadable to Excel document
- Participating in appeals, if necessary

This solicitation is not for the purchase of nor subscription to a software solution. The selected consulting firms will meet the criteria described herein and be determined by the evaluation committee during the selection phase to be the best qualified firm for this particular set of services. The screening/selection committee will be composed of representatives from the County of Riverside Facilities Management (FM) Project Management Office.

THE SPONSOR:

The County of Riverside is the public sponsor for this RFQ with the County of Riverside Facilities Management, Project Management Office acting as lead agency. The County’s function will be administrative and financial. Administratively, the County will execute all required contracts to support the services and also direct and manage the same. Financially, the County will fund the services. All deliverables will be subject to final approval by the County.

BACKGROUND:

The County of Riverside Facilities Management is the designated building official for the County and is responsible for the construction, expansion, rehabilitation and improvements of County facilities to fulfill the capital needs of county departments in support of the County’s collective mission of public safety, healthy communities and business-friendly operations.

The County utilizes Trade Contractors for Construction Manager Multiple Prime (CMMP) and other methods of project delivery for public works construction where specialized construction trades are needed. The purpose of engaging a professional firm to conduct pre-qualification services is to maximize the number of pre-qualified trade contractors under each license classification.

FM’s standard questionnaire and renewal affidavit was authorized by the Riverside County Board of Supervisors (Board) on June 25, 2024 (Item 3.22) to develop the annual pre-qualified list of trade contractors.

THE SELECTED FIRM:

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

- Indication of specific interest
- History of the firm including years in business; current number of professional personnel and current volume of work
- Firm’s experience in conducting pre-qualification of contractors and/or subcontractors for other public sector clients
- Relevant experience of assigned staff as a “project team”
- Quality control program, work organization, management and customer service philosophy

- Pre-qualification/bidding software use (if applicable)
- Resumes of listed team members
- Client references with addresses and telephone numbers
- Relative location of firm to Riverside County

Following evaluation of the Statement of Qualifications (SOQs) by the committee, a short list of firms may be selected for interviews. The number of firms selected for interview would be at the committee's discretion.

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:

- Advertisement of this RFQ
- Statement of Qualifications (SOQs) from prospective Pre-Qualification Services Consultants
- County evaluation and scoring of SOQs
- Selection of top ranked firms for interviews (if needed)
- Notification to all respondents of the apparent successful firms to be pre-qualified
- Board approval of pre-qualified firms

Significant criteria to be used in selection process may include, but not be limited to:

- Written response to RFQ
- Experience and demonstrated history of conducting similar prequalification services for other public entities
- Pre-qualification/bidding software used
- Reference information
- Relative location of firm to Riverside County

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.

CONTRACT AWARD

The County reserves the right to accept or reject any or all of the proposals, 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, on as-needed basis, from the Board-approved list of firms deemed most qualified as well as successful scope/fee negotiations.

ANTICIPATED SELECTION PROCESS SCHEDULE:

Task	Date
Issuance of SOQ	January 20, 2025
SOQs Due (by 5:00 PM)	February 20, 2025
Interviews(if needed)	March 2025
Final Recommendations	April 2025
Board of Supervisors Approval (Estimate)	May 2025

Alternate formats of this notice for individuals with disabilities are available upon request. Respondents to this RFQ should submit two (2) SOQ packages. Packages should clearly define the firm's name, address, and primary contact. **Packages must be delivered to the Facilities Management, Project Management Office by no later than 5:00 p.m. on February 20, 2025. No electronic submittals shall be accepted. They should be labeled “RFQ – Conducting Contractor Pre-Qualification Services for the County of Riverside Facilities Management”**

and be addressed to:

County of Riverside
Facilities Management
3450 14th Street, Suite 200
Riverside, CA 92501
Attention: **Serena Chow**

Please Contact **Serena Chow** with any questions or comments at **(951) 955-6619**.