

REQUEST FOR QUALIFICATIONS
for:
HEALTHCARE ACCESS AND INFORMATION (HCAI)
INSPECTOR OF RECORD (IOR) CLASS A
associated with:
Riverside University Health System Medical Center
Elevator Modernization Project
(FM08430011940)

Due July 13, 2023



SOLICITED BY: COUNTY OF RIVERSIDE
FACILITIES MANAGEMENT
PROJECT MANAGEMENT OFFICE
3450 14TH STREET, SUITE 200
RIVERSIDE, CA 92501

THE OPPORTUNITY:

The County of Riverside (County) is offering an opportunity for Health Care Access and Information Certified Inspector of Records (HCAI IOR) Class A to submit a "Statement of Qualifications" (SOQ) to the County to provide HCAI IOR services for the modernization of the elevators at the Riverside University Health System Medical Center in Moreno Valley. Specifically, the County seeks to select one (1) IOR firm with knowledge and experience in construction projects for the RUHS-MC Elevator Modernization Project; successful responders not selected for the Project will be added to the list of pre-qualified HCAI IORs for on-call services for HCAI projects and would have an opportunity to submit proposals for future projects.

THE PROJECT:

The Elevator Modernization Project is located at the Riverside University Health System Medical Center (RUHS-MC) at 26520 Cactus Avenue in Moreno Valley, California 92555. The County seeks to improve the operation, reliability, and system performance of its seven (7) existing passenger elevators and one (1) new passenger elevator in a blank hoistway, along with proposed modernization to equipment reliability, life safety and conformance with requirements of the Americans with Disabilities Act (ADA).

THE SPONSOR:

County of Riverside is the public sponsor of this RFQ with County of Riverside Facilities Management, Project Management Office acting as lead agency. On projects, the County's function will be administrative and financial. Administratively, the County will execute all required contracts to support a project as well as direct and manage the same. Financially, the County will fund the projects. All proposals, plans, specifications reports, and documents will be subject to final approval by the County.

The Project Management Office's assigned project manager is Kuldip Rakhra, who will 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 Facilities Management, Project Management Office will select the HCAI IOR Class A firm which demonstrates a client focused business philosophy that is determined to be the best qualified through experience, organization, structure, resource base, and personnel expertise to deliver the required knowledge, skills, and abilities in the following subject areas to support successful project delivery services which include, but are not limited to:

- A. Relevant Firm Experience (40 points possible)
 - Summary of certifications and services as required per HCAI Testing, Inspection and Observation (TIO) Program (10 pts)
 - Firm experience with HCAI projects of various type and size (20 pts)
 - Firm experience with public projects (5 pts)
 - Familiarity with required relevant construction standards and procedures (5 pts)
- B. Qualifications of Project Personnel (25 points possible)
 - HCAI IOR resumes with relevant experience (10 pts)
 - Availability of deputy inspectors, special inspectors, and other professionals with relative experience (10 pts)
 - Other resources (5 pts)
- C. Inspections Approach/Project Management Plan (35 points possible)
 - Statement of Interest (5 pts)
 - Organizational Chart (5 pts)
 - Quality Control procedures to ensure complete inspections (10 pts)
 - Demonstrated positive rapport with HCAI officials (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 HCAI/OSHPD projects** (*please include project description, client, completion date, project value, role of HCAI IOR firm*)
- Firm's experience on public facilities projects with Riverside County and for public or private sector clients.
- Relevant experience of HCAI Inspector/Principal, HCAI Inspector/Project Engineer, 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 Facilities Management, Project Management Office and the Riverside University Health System 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 three (3) bound 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 HCAI IOR firm for the Project
- Note: Successful firms meeting the selection criteria but not selected for the Project will be added to the list of pre-qualified HCAI IORs for on-call services for future HCAI projects and will have an opportunity to submit proposals for future projects.

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 | Wednesday, June 21, 2023 |
| SOQs Due (by 5:00 PM) | Thursday, July 13, 2023 |
| Interviews (if required) | TBD |
| Final Determination | TBD |
| Board of Supervisors Approval | TBD |

Respondents to this RFQ should submit three (3) SOQs. No electronic copies are accepted in lieu of hard copies. Packages must be delivered to County of Riverside Facilities Management, Project Management Office by no later than **5:00 p.m. on July 13, 2023.**

Clearly label the front of the SOQ, and your cover letter as: **“HCAI IOR for RUHS-MC Elevator Modernization Project”**

Address to:
 County of Riverside
 Facilities Management
 Project Management Office
 3450 14th Street, Suite 200
 Riverside, CA 92501
 Attention: Kuldip Rakhra

Please Contact Kuldip Rakhra with any questions or comments at 951-955-8274