

# REQUEST FOR QUALIFICATIONS

for:

**ARCHITECTURAL DESIGN FIRM**

associated with:

**INFORMATION TECHNOLOGY**

**DATA CENTER TENANT**

**IMPROVEMENT PROJECT**

**(FM08740013465)**

Due January 17, 2024



**SOLICITED BY: COUNTY OF RIVERSIDE**

**FACILITIES MANAGEMENT**

**PROJECT MANAGEMENT OFFICE**

**3450 14<sup>TH</sup> STREET, SUITE 200**

**RIVERSIDE, CA 92501**

## **THE OPPORTUNITY:**

The County of Riverside (County) is offering an opportunity for Architectural Design Firms to submit a "Statement of Qualifications" (SOQ) to the County to provide Programming and Design services for an approximately 8,000 to 10,000 square feet tenant improvement for a Data Center on the first floor at the Riverside County Innovation Center (RCIC) located at 3450 14<sup>th</sup> Street in Riverside. This is a Fast-Track project and the County seeks to select one architectural design team with knowledge, experience, and availability to complete the design documents for the information technology data center.

## **THE SPONSOR:**

The County of Riverside is the public sponsor of this RFQ with the County of Riverside Facilities Management, Project Management Office acting as the lead agency. On projects, the County's function will be administrative and financial. Administratively, the County will execute all required contracts to support the project as well as direct and manage the same. Financially, the County will fund the project. 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 Rizaldy Baluyot, who will serve as the point of contact for all issues related to any future professional services contract resulting from this RFQ.

**THE PROJECT:**

The project in general includes the design and construction (build-out) of a new data center within existing areas on the ground floor of the RCIC building. The new data center will be constructed within a total combined area of approximately 8,000 square feet to 10,000 square feet, and may include but not be limited to the following based on a preliminary design program:

- Mechanical, Electrical, and Plumbing Equipment & Infrastructure
- Uninterrupted Power Supply System
- Telecommunications Equipment & Infrastructure
- Data Equipment & Infrastructure
- Emergency Power Generator(s) System
- Redundant Building & Equipment Cooling System
- Electronic Security System
- Fire Suppression System
- Data Warehouse
- Interior and or Exterior Security Mantrap(s)
- Staging Area
- Telco Closet
- Receiving Area
- UPS room
- Other

**THE SELECTED FIRM(s):**

The Facilities Management, Project Management Office will select the Architectural design team 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 is not limited to:

- A. Relevant Firm Experience (40 points possible)
  - Firm experience with designing IT data centers of a minimum of 8,000 square feet (20 pts)
  - Firm experience with public projects (10 pts)
  - Familiarity with required relevant construction standards and procedures (10 pts)
- B. Qualifications of Project Personnel (25 points possible)
  - Staff resumes with relevant experience (10 pts)
  - Availability of other professionals with relative experience (10 pts)
  - Other resources (5 pts)
- C. Approach/Project Management Plan (30 points possible)
  - Statement of Interest (5 pts)
  - Organizational Chart (5 pts)

- Quality Control procedures to ensure complete inspections (10 pts)
- Project flow chart depicting sequencing of key task activities (5 pts)
- Location of work office (5 pts)

(Reference “RFQ Attachment A”, DRAFT FOR REFERENCE STANDARD FORM OF PROFESSIONAL SERVICES AGREEMENT along with Exhibits “Draft Exhibit A” thru “Draft Exhibit O”)

**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 DATA CENTER projects** (*please include project description, client, completion date, project value, role of architectural firm*)
- Firm’s experience on public facilities projects with Riverside County and for public or private sector clients.
- Relevant experience of Principal, Project Architect, 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 staff 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 RCIT 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. If the County chooses to conduct interviews, 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 architectural design firm for the Project

**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
SOQs Due (by 5:00 PM)	<b>January 17, 2024</b>
Interviews (if required)	TBD
Final Determination	TBD
Board of Supervisors Approval	TBD

Respondents to this RFQ should submit four (4) SOQs. No electronic copies are accepted in lieu of hard copies. Packages must be delivered to the County of Riverside Facilities Management, Project Management Office by no later than **5:00 p.m. on January 17, 2024.**

Clearly label the front of the SOQ, and your cover letter as: **“Architectural Design firm for Information Technology Data Center Tenant Improvement Project”**

Address to:  
County of Riverside  
Facilities Management  
Project Management Office  
3450 14<sup>th</sup> Street, Suite 200  
Riverside, CA 92501  
Attention: Rizaldy Baluyot

Please Contact Rizaldy Baluyot with any questions or comments at 951-955-4889 or at [RBaluyot@rivco.org](mailto:RBaluyot@rivco.org)