

THE COUNTY OF RIVERSIDE FACILITIES MANAGEMENT DEPARTMENT

REQUEST FOR QUALIFICATIONS AND PROPOSALS  
FROM ARCHITECTURAL DESIGN TEAMS



FOR THE

**Harmony Haven Children &  
Youth Wellness Center**

Riverside, California

*FM08410013713*

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

Issue Date: May 20<sup>th</sup>, 2024

## NOTICE AND GENERAL DESCRIPTION OF THE PROJECT

The County of Riverside, ("County") in accordance with Public Contract Code Section 22160, is hereby soliciting qualifications and sealed proposals from Architectural Design Teams ("Respondent") to perform site master planning, programming and design for a proposed **Children and Youth Wellness Center** located at 14700 Manzanita Park Road, Beaumont, CA 92223. The site consists of a large, rural-style campus with a boundary of approximately 121 acres. This project will include development of a master plan, CEQA analysis, conceptual design documents, scope and schedule documents, site civil engineering, topographic survey, drainage, soils testing, site utilities in support of new construction, and renovation/modernization of some of the existing structures for Behavioral Health

Currently, there are thirteen existing buildings. Construction began in 1959 with additional buildings added over the years. Existing structures include a two-story administration building, four cottages/dormitories, barn & stable, elementary school, chapel, a gym/MPR, maintenance buildings, pump house, swimming pool and parking lots.

Design work requested includes, but is not limited to:

- Childrens Crisis Residential Program – Design for ground up construction of new 16 bed residential treatment facility of approximately 17,000 SF. Includes accommodations for housing and support for caregivers and children receiving treatment, nurse station, medication room, staff offices, group rooms, kitchen/dining area, restrooms/showers, laundry facilities recreation room, playroom, and outdoor playground.
- Mental Health Urgent Care Facility – Design for ground up construction of an urgent care for children, adolescents, and Transitional Age Youth (TAY). Facility will consist of approximately 6,000 SF including 6 exam/treatment rooms, triage, staff offices, etc.
- Children’s Short-Term Residential Therapeutic Program (4 separate homes).
- Adolescent Substance Use Disorder Residential (6 beds for boys/6 beds for girls).
- Adolescent Detox Unit (6 beds).
- Transitional Age Youth Housing.
- Transitional Age Youth Center. •
- CHC (primary care, dental, x-rays, BHI)
- Transitional Age Youth (TAY) Housing – Design for ground up construction of 30 bridge Housing & Transitional beds in a 5-6 single-family home-style setting.
- Administration – Renovate existing building or construct new, consisting of approximately 14,000-17,000 SF of space including offices, cubicles, conference rooms, breakroom, etc.
- Classrooms – Renovate two existing classrooms (approximately 4000 SF each) as needed for continuous use.
- Library/Cafeteria/Lounge – Renovate existing or construct new building of approximately 13,500 SF.

- Swimming Pool – Renovate existing 6600 SF pool and equipment for continued use.
- Maintenance Storage Facility – Renovate existing 2600 SF maintenance facility for continued use.
- Renovate existing Barn/space for equine/therapy.

The following exhibits are available for reference and can be found at the following link:

<https://rivcofm.org/rfp-rfq>

**Available Exhibits:**

1. Facility Condition Assessment – June 2023
2. As-built Drawings of various structures
3. Federal Funding Requirements

The target for RFP response for Master planning, design and programming must be received by June 13<sup>th</sup>, 2024.

**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	30%
1. History of the Firm	
2. Firms Experience on Public Facilities	
3. Indicate Experience with Riverside County	
4. Indicated Experience in Delivering similar projects.	
5. Firms resume and current workload.	
 Project Personnel	 30%
1. Project Team	
2. Key personnel	
3. Subconsultants	
 Project Proposal	
1. Fees, services and project cost	20%
2. Design excellence	10%
3. Commitment to skilled and trained workforce, diversity, and local participation	10%

**Step 2** 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 to revision to meet the project's demands:

- Request for qualifications and proposals (RFQ/P) May 2nd 2024
- RFQ/P due June 13th, 2024
- Completion of evaluations and notification of short list June 21st, 2024
- Interviews July 11th, 2024
- Selection, notification, and issuance of draft agreement July 17th<sup>th</sup>, 2024
- Board of Supervisors approval of contract and Notice to Proceed TBD

### **THE SELECTED FIRM(s):**

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 (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 expertise in site planning.
- Firm's experience on public facilities projects with Riverside County and for other public sector clients.
- Relevant experience of Principle, Project Manager, Designer, Cost Estimator, if applicable, and assigned 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

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

Firms selected for interview would make a presentation limited to one hour: (30) minutes for 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.

**THE PRE-QUALIFICATION SELECTION PROCESS:**

The elements and sequence of this qualification-based selection process are as follows:

- Issuance of this RFQ
- Submittal of six (6) bound Statement of Qualifications (SOQ) packages from prospective firms including electronic submittal.
- Evaluation of Qualifications by the County (including review of SOQs and interviews as deemed necessary by the County)
- Selection of two (2) top ranked firms for interviews
- Notification to all respondents of the apparent successful firm
- Board approval of selected firm

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

- Written response adherence to the RFQ
- Reference information
- Experience, demonstrated history of design of large public works projects.
- Presentations and, if necessary, interviews

**SUBMISSION OF STATEMENT OF QUALIFICATIONS**

Submit SIX (6) statements of qualifications and sealed proposals to:

John Harden, Facility Operations Manager - PMO  
County of Riverside  
Facilities Management Department

3450 – 14<sup>th</sup> Street, Suite 200  
Riverside, CA 92501  
Email: jharden@rivco.org

Clearly marked:  
Riverside County  
Children and Youth Wellness Center  
FM08410013713

Architectural Design Business Name & Business Address

## PRE-REQUISITE INFORMATION

### 1. Respondent information

(either fill out form or provide within response)

Entity name: \_\_\_\_\_

Main point of contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Entity (check one):

Private corporation     Limited liability company

Partnership     Joint venture     Sole Prop.     Other Assoc.

If respondent is a corporation, limited liability company, partnership, joint venture, or other legal entity then provide a copy of the organizational documents or agreement committing to for the organization.

Listing of all of the shareholders, partners or members, known at the time of statement of qualification submission who will perform work on the project:

### 2. Project team identification and organization

(either fill out form or provide within response)

List legal entities or individuals that are part of the project team and how they are proposed to be organized for this project

All business entities, design professionals needed to complete the project shall hold an appropriate license for their respective organization and discipline by the time of contract. Failure to possess the required license may deem the applicant as non-responsive, subject the forfeiture of security and loss of contract.

Provide information regarding any member of the project team having an instance of:

- (a) revocation or suspension of any license, credential or registration
- (b) being the subject of a default or termination by owner
- (c) ineligibility to bid pursuant to enforcement of the Labor Code, debarment, disqualification, or for any other reason
- (d) conviction of a crime related to construction
- (e) conviction of crime related to fraud, theft, or any other act of dishonesty
- (f) found liable in a civil suit or found guilty in a criminal action for making any false claim
- (g) current involvement in a bankruptcy case
- (h) operated under another name
- (i) any claim in excess of \$50,000 against a project owner

### 3. Notarized bonding capacity

Evidence that establishes that the respondent has the capacity to obtain all required liability insurance, and error and omissions insurance

### 4. Proof of liability, errors and omissions, and workers compensation insurance

Provide liability insurance information for architect:  
(either fill out form or provide within response)

_____	_____
Insured	Insured
_____	_____
Carrier	Carrier
_____	_____
Policy Number	Policy Number

Provide errors and omissions insurance information:

_____
Insured
_____
Carrier

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Policy Number

Provide workers compensation insurance information for architect/designer

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Insured

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Carrier

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Policy Number

## 5. Certification

The information provided by respondent is required to be certified under penalty of perjury by all members of respondents business entity.

## TEAM QUALIFICATIONS

Respondent or required to provide evidence that its team have completed, or demonstrated the experience, competency, capability, and capacity to complete projects of similar size scope, or complexity and that the proposed key personnel have sufficient experience and training to completely manage and complete the design.

### 1. Technical design expertise

Respondent shall provide a statement of qualifications for the architect, sub-consultants, and any other entities proposed for the project. The information submitted shall contain the following information:

- Type of company and date of formation
- Number of persons currently employed
- (3) similar completed projects with photos, plans, and;
  - Project name
  - Owner
  - Location
  - Project team
  - Description or photo representation of the scope of work
  - Project delivery method
  - Cost
  - Duration and completion date

### 2. Key Personnel

Respondent shall identify the key personnel according to its organizational structure and



provide a resume for each.

### 3. Financial capacity

To demonstrate that the General Contractor has the financial capacity to complete the project, provide the latest copy of a reviewed or audited financial statement. The financial statement shall include current assets, liabilities, total net worth, current ratio of assets/liabilities, and working capital (assets minus liabilities).

Also, submit the following:

- Gross revenues for the last three years

2023: \_\_\_\_\_ 2022: \_\_\_\_\_ 2021: \_\_\_\_\_

## PROJECT PROPOSAL

### 1. Fees, services, and project cost

Within a sealed envelope provide the following:

- Description of design and pre-construction services and its proposed lump sum fee to develop a design sufficiently to inform a guaranteed maximum price.
- Respondent management cost in lump sum
- Overhead and profit fee (percentage of trade packages)
  - Estimated specialty trade packages \$28.5M

### 2. Design Excellence and Life Cycle Cost

A design, sketch, or rendering is not required. Utilizing the medium of your choice provide a representative example of the quality of design envisioned for this project and an indication of its life cycle costs. The life-cycle costs shall be determined at a minimum of 15 years.

### 3. Commitment to Skilled and Trained Workforce, Diversity, and Local Participation

The County of Riverside has not and is currently not intending on entering into a project labor agreement. Therefor the respondent shall

- Provide an enforceable commitment to utilize skilled and trained workforce at every tier to perform all work on this project, or:
- Provide proof that respondent has entered into a project labor agreement to utilize a skilled and trained workforce

Commitment to employ workers from diverse background:

Percentage of workforce \_\_\_\_\_

Commitment to employ a local workforce:

Percentage of workforce \_\_\_\_\_