

REQUEST FOR QUALIFICATIONS
for:
Architectural Design Services
associated with:
Riverside County
Lakeland Village Community Center
New Childcare Center Project

Due April 06, 2023
Project FM08938011633



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 architectural firms to submit a "Statement of Qualifications" (SOQ) to the County to provide architectural design services to build a new childcare facility meeting all licensing requirements in order to meet the current needs of the Riverside County Children & Families Commission – First 5 at Lakeland Village Community Center in Lake Elsinore. Specifically, the County seeks to qualify firms with knowledge and experience in childcare planning, licensing requirements and design. Successful responders shall submit proposal for services at time of interview.

THE PROJECT:

Lakeland Village Community Center is located at 16275 Grand Avenue, Lake Elsinore California, 92530; The Center currently has multiple buildings within the site. To meet the needs of the expanding communities and accommodate the childcare needs, Riverside County Children & Families Commission - First 5 would like to construct a new multiple classrooms childcare center (**See Exhibit “A” Programming Report**)

ARPA funds will be utilized to build the new childcare center. The scope of work includes but is not limited to: construct a new 10,500 sf, pre-fabricated building, in addition to 4,400 sf of outdoor play area with storage space, landscaping, parking and utility connection(s).

THE SERVICES:

The Facilities Management, Project Management Office will select the Architectural (A-E) firm which demonstrates a client focused business philosophy that is determined to be the best qualified through organization, structure, resource base, and personnel expertise and experience 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:

1. Architectural Design Basic Services:
 - Schematic Design
 - Design Development
 - Construction Documents
 - Bidding Phase
 - Construction Administration
 - Structural
 - Mechanical, Plumbing, Engineering
2. Additional Services
 - Low Voltage Engineering

Firms should tailor their response to the criteria described herein. The evaluation committee shall review submitted Statements of Qualification. The screening/selection committee will be composed of representatives from the County of Riverside Facilities Management, Project Management Office, and Riverside County First 5 Children and Families Commission.

THE SPONSOR:

The County of Riverside is the public sponsor for this RFQ with the County of Riverside Facilities Management acting as lead agency. The Director of Facilities Management serves as the designated building official for county-owned buildings and has the responsibility to support other County departments and agencies by administering the countywide facilities management program. 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 of the County.

The County of Riverside Facilities Management, Project Management Office’s assigned project manager is Blanca Limon, 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):

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 portfolio of new pre-fabricated buildings**
- 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 shall provide a fee proposal at time of interview and are 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 (3) bound Statement of Qualifications (SOQ) packages from prospective firms
- Evaluation of Qualifications by the County (including review of SOQs and interviews as deemed necessary by the County)
- Selection of 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 fire station projects, and resources available
- Presentations and, if necessary, interviews

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:

Contract award(s) will be based on the selection of the firm, deemed most qualified for the Project as well as successful scope/fee negotiations. The County reserves the right to accept or reject any or all proposals, waive any irregularity and to require the proposer to verify, clarify or explain any part of the submitted proposal, including conflicts of interest.

ANTICIPATED SELECTION PROCESS SCHEDULE:

Task	Date
Issuance of SOQ	March 21, 2023
Legal Publication	March 23 and 30, 2023
SOQs Due (by 5:00 PM)	April 06, 2023
Interviews the week of April 10 th	April 10, 2023
Final Determination	April 17, 2023
Board of Supervisors Approval	TBD

ANTICIPATED PROJECT SCHEDULE:

Task	Dates
Design thru Plan Check/Permitting	16 weeks
Bidding and Award	8 weeks
Construction	52 weeks
Post-Construction/Close-out Phase	4 weeks

Dates indicated are tentative and subject to change.

Alternate formats of this notice for individuals with disabilities are available upon request. Respondents to this RFQ should submit three (3) SOQ packages. Packages should clearly define the firm's project team, including background/experience, and contain lists of similar projects (including financial information) worked on with references for same and relevant current project information.

Packages must be delivered to the County of Riverside Facilities Management, Project Management Office by no later than 5:00 p.m. on April 6, 2023. Three (3) copies of the SOQ should be submitted. They should be labeled “RFQ – Architectural Design Services for the New Childcare Center.” No electronic submittals are accepted.

Address packages to:

County of Riverside
Facilities Management
Project Management Office
3450 14th Street, Suite 200
Riverside, CA 92501
Attention: **Blanca Limon, Project Manager**

Please Contact **Blanca Limon** with any questions or comments at (951) 955-9138 or blimon@rivco.org.