

REQUEST FOR QUALIFICATIONS
for:
Architectural Design Services
associated with:
**Indio Fairgrounds Entry Façade and
Recreational Vehicle Park Project**

Due February 14, 2023

Project FM08720012435



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 rehabilitate the Riverside County Fair & National Date Festival Fairgrounds entrance off Highway 111 and Dr. Carreon, rehabilitate the landscape from Highway 111 to Dr. Carreon, and to design a recreational vehicle park. Specifically, the County seeks to qualify firms with knowledge and experience in planning, landscaping and entertainment facility design. Successful responders would have an opportunity to submit proposals for services.

THE PROJECT:

The Riverside County Fair & National Date Festival Fairgrounds is located at 82-503 Highway 111, Indio, California, 92201. Riverside County Fair & National Date Festival Fairgrounds currently has multiple buildings within the subject site. The project will rehabilitate and enhance the experience to meet the needs

of the expanding communities and provide alternative opportunities for recreational vehicle facilities within the Coachella Valley. **(See Exhibit “A” Property Description)**

American Rescue Plan Act of 2021 “ARPA” funds will be utilized to build the rehabilitate two (2) entry points to the fairgrounds and the development of a recreational vehicle park site within the fairgrounds. The scope of work includes but is not limited to: replacement of entry walls parallel to Highway, 111 and Dr. Carreon, landscaping and lighting at the entry points and along the spine between both entry points, and the development of a new recreational vehicle park. **(See Exhibit “A” Property Description)**

THE SERVICES:

The Facilities Management, Project Management Office will select the construction management 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:

- Programming
- Schematic Design
- Design Development
- Construction Documents
- Bidding Phase
- Construction Administration
- Structural
- Mechanical, Plumbing, Low Voltage, Electrical Engineering
- Civil Engineering / Survey
- Landscaping

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 the Real Estate Office.

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 and ARPA 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 Carlos Cueva, 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 recreational venue projects**
- 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 recreational venue projects
- 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	January 18, 2023
SOQs Due (by 5:00 PM)	February 14, 2023
SOQs Scored	February 17, 2023
Interviews	February 28, 2023
Final Determination	March 3, 2023
Board of Supervisors Approval	May 2, 2023

ANTICIPATED PROJECT SCHEDULE:

Task	Dates
Design thru Plan Check/Permitting	May 3, 2023 thru September 1, 2023
Bidding and Award	September 2, 2023 thru November 21, 2023
Construction	December 11, 2023
Post-Construction/Close-out Phase	TBD

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 six (6) 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 February 14, 2023. Six (6) copies of the SOQ should be submitted. They should be labeled “RFQ – Architectural Design Services for the Indio Fairgrounds Entry Façade and Recreational Vehicle Park Project.” Submit all electronic submittals to ccueva@rivco.org. No electronic submittals will be accepted in lieu of hard copy SOQ’s.

Address packages to:

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

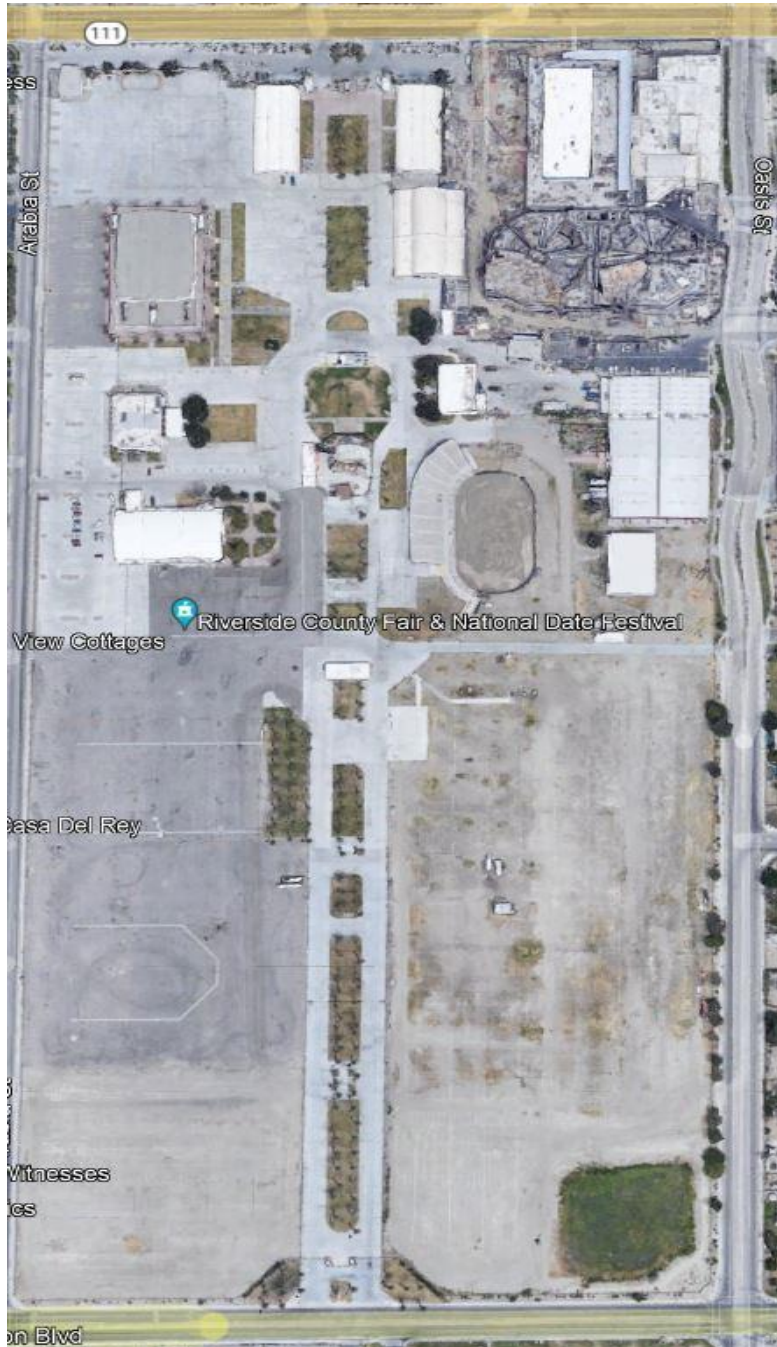
Please Contact **Carlos Cueva** with any questions or comments at **(951) 955-9056** or ccueva@rivco.org.

EXHIBIT "A "

PROPERTY DESCRIPTION

Riverside County Fair & National Date Festival Fairgrounds:

The subject property and facility is located at 82-503 Highway 111, Indio, California, 92201.



INITIALS