

# **REQUEST FOR STATEMENT OF QUALIFICATIONS**

## **Pre-Qualifying Firms for Professional Real Estate Service Contracts**



**SOLICITED BY:  
COUNTY OF RIVERSIDE  
ECONOMIC DEVELOPMENT AGENCY  
REAL PROPERTY DIVISION  
3403 10<sup>TH</sup> STREET, STE 400  
RIVERSIDE, CA 92501**

August 2017

**THE OPPORTUNITY:**

The County of Riverside's Economic Development Agency (EDA), Real Property Division is offering an opportunity for **Professional Real Estate Service Firms** to submit a "Statement of Qualifications" to the EDA, so the EDA may develop a list of Pre-Qualified firms. Successful responders would have an opportunity to submit proposals for Real Estate Services on projects which may include, but not be limited to:

- Appraisal Services
- Building Auditors
- Contractors
- Land Surveying
- Legal Services
- Phase I, Phase II, Hazardous Material and/or Environmental Services
- Relocation Services
- Real Estate Consultant Services
- Right of Way Consultant Services
- Title & Escrow Services

Respondents should tailor their response to the criteria described herein. Submitted "Statements of Qualification" shall be reviewed by the evaluation committee. The screening/selection committee will be composed of representatives from the County of Riverside's Economic Development Agency (EDA), Real Property Division.

**THE SELECTED FIRM:**

Firms submitting a Statement of Qualifications will be evaluated for selection based on the following criteria:

- Indication of general and specific interest.
- History of the firm including: years in business, current number of professional personnel and current volume of projects.
- Firm's Experience with County of Riverside EDA or other public sector clients.
- Relevant experience of firms preferred sub-consultants (if any).
- Overall project approach including, but not limited to, quality control program, project organization, management, philosophy, and experience.
- Firm's demonstrated ability and management commitment to successfully completed projects within budget and schedule.
- Resume of firm's principals and key personnel.
- Client References with addresses and telephone numbers
- Relative location of firms to County of Riverside.

If firms are selected for interview, they would make a presentation limited to 15 minutes. The firms are encouraged to bring no more than four 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 SELECTION PROCESS:**

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

- Issuance of this RFQ
- Submittal of a Statement of Qualifications (SOQ) package from prospective firms to the County
- Evaluation of Qualifications by EDA (including review of SOQs and interviews as deemed necessary by the EDA)
- Selection of top ranked firms for approval and inclusion in the Real Property Division's vendor list

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

- Written response to RFQ
- Prior Public Sector Experience and References
- Proximity of firm to the County of Riverside
- Overall Qualifications

## **PUBLIC RECORDS ACT:**

Responses to this RFQ become the exclusive property of the County of Riverside Economic Development Agency (EDA), Real Property Division. "Statement of Qualifications" become a matter of record and shall be regarded as public record, when the EDA recommends firms to its Board of Supervisors and such recommendations appear on the Board Agenda.

## **ANTICIPATED SELECTION PROCESS SCHEDULE:**

Release of RFQ to firms beginning **8/18/2017**

SOQs delivered to County – **9/29/2017**

Interviews - Upon Notification if necessary

Final Determination – Upon Notification

Projected Board Approval Date – **11/15/2017** (date subject to change)

Respondents to this RFQ should submit one (1) SOQ packages or submit SOQ package via email to the address below. Packages should clearly define the firm's team, including background/experience, and contain lists of projects worked on with references for same and relevant current project information.

Packages must be delivered to EDA by no later than 5:00 p.m. on Friday September 29, 2017. They should be labeled "**RFQ- Pre-Qualifying Professional Real Estate Service Firms.**"

And be addressed to:

County of Riverside  
Economic Development Agency  
Attention: **Candice Diaz**  
3403 10<sup>th</sup> Street, Ste. 400  
Riverside, CA 92501  
[cadiaz@rivco.org](mailto:cadiaz@rivco.org)

Please Contact **Candice Diaz** with any questions or comments at **(951) 955-4214**.