

**REQUEST FOR QUALIFICATIONS FOR:
ARCHITECTURAL
AND
ENGINEERING SERVICES**



**SOLICITED BY:
COUNTY OF RIVERSIDE
ECONOMIC DEVELOPMENT AGENCY
PROJECT MANAGEMENT OFFICE
3403 TENTH STREET, SUITE 400
RIVERSIDE, CA 92501**

THE OPPORTUNITY:

The County of Riverside (County) is offering an opportunity for professional firms to submit a "Statement of Qualifications" (SOQ) to the County in order to pre-qualify to provide Architectural and Engineering services associated with future public works construction projects. Alternative formats of this RFQ are available upon request to individuals with disabilities.

As this Request for Qualifications *is not project specific*, successful responders would have an opportunity to submit proposals for services on future projects on an "on-call" basis for a period of three (3) years.

Disciplines may include but not be limited to:

- Architecture
- Landscape Architecture
- Structural Engineering
- Civil Engineering
- Mechanical Engineering
- Electrical Engineering
- Plumbing Engineering
- Commissioning/Building Automation Systems
- Certified Access Specialist (CASp)

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 Economic Development Agency.

THE SPONSOR:

The County of Riverside is the public sponsor of this RFQ, which is authorized under Board Policy H-7, with County of Riverside Economic Development Agency acting as lead agency. On projects, the County's function will be administrative and financial. Administratively, the County will execute all required contracts to support a project as well as direct and manage the same. Financially, the County will fund the projects.

In the event the a future project may receive funding in whole or in part from Community Development Block Grant funds, additional federal requirements may apply. The Attachment I and Exhibit Q are for information purposes only. Do not complete Exhibit Q at this time.

The County of Riverside Economic Development Agency will appoint project managers to serve as the point of contact for all issues related to the professional service contracts resulting from this Request for Qualifications.

THE SELECTED FIRM:

Firms submitting a Statement of Qualifications will be evaluated for selection based on the following criteria, in the format as follows:

- Indication of general and specific interest
- Type of work firm performs
- History of the firm including years in business, current number of professional personnel and current volume of projects under contract
- Firm's experience with County of Riverside or other public sector clients
- Description of representative projects completed within the last five (5) years, that includes information of total project cost, scope of work performed by your firm and your contract amount.
- Resume of firm's principals and key personnel, including background/experience, licenses and/or credentials held
- Description of your firm's Quality Assurance/Quality Control (QA/QC) Program for project budgeting, scheduling, document control, and customer service

- Technology tools used by your project team (e.g. BIM, Bluebeam, ArcGIS etc)
- Client references with addresses and telephone numbers
- Relative location of firm to County of Riverside

Following the evaluation of the Statement of Qualifications (SOQs) by the committee, the County will determine the firms selected for prequalification. The number of firms selected for prequalification shall be at the County's discretion.

COSTS ASSOCIATED WITH THE RFQ PROCESS:

Each respondent will be responsible for all his/her expenses incurred during the RFQ process.

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 Economic Development Agency recommends firms to the Board of Supervisors, and such recommendations appear on the Board Agenda.

ANTICIPATED SELECTION PROCESS SCHEDULE:

Task	Date
Issuance of RFQ	11/1/2017
Statement of Qualifications (SOQ) packages due (by 5:00 PM)	12/1/2017
Evaluation of Qualifications by the County	TBD
Final Determination	TBD
Board of Supervisors Approval	June 2018

Respondents to this RFQ should submit two (2) SOQ packages per each discipline (*please do not combine more than discipline into your SOQ package*). Electronic submissions will not be accepted.

Packages must be delivered to County of Riverside Economic Development Agency by no later than **5:00 p.m. on December 1, 2017.**

Packages should be labeled "RFQ- Pre-Qualifying Architectural and Engineering Services." In addition, clearly list each discipline (i.e.: Architecture and or Electrical Engineering) you want to be considered for, on the mailing label, the front of the SOQ, and your cover letter, and address to:

County of Riverside
 Economic Development Agency
 Project Management Office
 3403 Tenth St., Suite 400 Riverside, CA 92501
 Attention: Serena Chow

Please Contact Serena Chow with any questions or comments at (951) 955-6619.

FEDERAL FUNDING CLAUSE

Future projects which may be funded with **Community Development Block Grant** funds from the U.S. Department of Housing and Urban Development (24 CFR Part 570), are subject to certain Federal requirements including the *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200)*. Information pertaining to the Federal requirements is on file with the County of Riverside Economic Development Agency.

ATTACHMENT I Additional Federal Requirements

Whereas, the work may be subject to applicable Federal, State, and local laws and regulations, including but not limited to the regulations pertaining to the Community Development Block Grant program (2 CFR Part 200). Contractor, sub-contractors, Consultants, and sub-consultants agree to comply with, and are subject to, all applicable requirements as follows:

1. **Equal Employment Opportunity** - Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). The Contractor/Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Contractor/Consultant will ensure that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. The Contractor/Consultant will take affirmative action to ensure that applicants are employed and the employees are treated during employment, without regard to their race color, religion, sex, or national origin. Such actions shall include, but are not limited to, the following: employment, up-grading, demotion, or transfer; recruitment or recruitment advertising; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor/Consultant agrees to post in a conspicuous place, available to employees and applicants for employment, notices to be provided by the County setting forth the provisions of this non-discriminating clause.
2. **Copeland "Anti-Kickback" Act** (18 U.S.C. 874 and 40 U.S.C. 276c: All contracts and subgrants in excess of \$2,000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to HUD.
3. **Davis-Bacon Act, as amended** (40 U.S.C. 276a to a-7: When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to HUD.
4. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 327 through 333: Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

5. **Rights to Inventions Made Under a Contract or Agreement**— Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by HUD.
6. **Rights to Data and Copyrights** – Contractors and consultants agree to comply with all applicable provisions pertaining to the use of data and copyrights pursuant to 48 CFR Part 27.4, Federal Acquisition Regulations (FAR).
7. **Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)**, as amended—Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to HUD and the Regional Office of the Environmental Protection Agency (EPA).
8. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**— Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.
9. **Debarment and Suspension (E.O.s 12549 and 12689)**—No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension,” as set forth at 24 CFR part 24. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.
10. **Drug-Free Workplace Requirements**—The Drug-Free Workplace Act of 1988 (42 U.S.C. 701) requires grantees (including individuals) of federal agencies, as a prior condition of being awarded a grant, to certify that they will provide drug-free workplaces. Each potential recipient must certify that it will comply with drug-free workplace requirements in accordance with the Act and with HUD's rules at 24 CFR part 24, subpart F.
11. **Access to Records and Records Retention:** The Consultant or Contractor, and any sub-consultants or sub-contractors, shall allow all duly authorized Federal, State, and/or County officials or authorized representatives access to the work area, as well as all books, documents, materials, papers, and records of the Consultant or Contractor, and any sub-consultants or sub-contractors, that are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions. The Consultant or Contractor, and any sub-consultants or sub-contractors, further agree to maintain and keep such books, documents, materials, papers, and records, on a current basis, recording all transactions pertaining to this agreement in a form in accordance with generally acceptable accounting principles. All such books and records shall be retained for such periods of time as required by law, provided, however, notwithstanding any shorter periods of retention, all books, records, and supporting detail shall be retained for a period of at least four (4) years after the expiration of the term of this Agreement.
12. **Federal Employee Benefit Clause:** No member of or delegate to the congress of the United States, and no Resident Commissioner shall be admitted to any share or part of this agreement or to any benefit to arise from the same.
13. **Energy Efficiency:** Mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94A 163, 89 Stat. 871).
14. **Procurement of Recovered Materials (2 CFR 200.322.)** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

EXHIBIT Q

QUESTIONNAIRE REGARDING BIDDERS

Bidder has been engaged in the contracting business under the present name of _____, since _____ (Date).

Present business address is: _____

Federal Tax ID: _____ **Amount of Bid \$** _____

State of California Contractor's License No.: _____

Expiration Date: _____

Because this project may be Federally-funded, it is necessary to obtain information concerning minority and other group participation for statistical purposes. The U.S. Department of Housing and Urban Development (HUD) uses this information to determine the degree to which its programs are being utilized by minority business enterprises and targeted group contractors.

A minority enterprise is defined by the Federal Government as a business that is fifty-one percent (51%) or more "minority-owned". Please check applicable box concerning the ownership of your business:

- American Indian or Native Alaskan
- Asian or Pacific Islander/Native Hawaiian
- Black/African American
- Hispanic
- White
- Hasidic Jews
- Other _____

A woman-owned enterprise is defined by the Federal Government as a business that is fifty-percent (50%) or more woman-owned. Please check applicable box concerning the ownership of your business:

- Woman/Female owned
- Male owned

A Section 3 Contractor or Subcontractor is a business concern that is more than fifty-one percent (51%) owned by a low or very low-income person, or a business concern that provides economic opportunities to low and very low-income residents. Please check applicable box concerning the ownership of your business:

- Section 3 Business concern
- Non-Section 3 Business concern

The United States Department of Housing and Urban Development (HUD) is authorized to solicit the information requested in this form by virtue of Title 12, United States Code, Section 1701 et seq., and other regulations. It will not be disclosed or released outside of HUD without your consent, except as required or permitted by law.