

# **REQUEST FOR QUALIFICATIONS**

**For:**

**CONSTRUCTION CLAIMS CONSULTING SERVICES**

**for**

**Correctional Facilities and/or General County Facilities**



**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 pre-qualify to provide claims and other contract dispute resolution services associated with future public works construction projects listed above on an “on-call” basis for a period of three (3) years. Services may include but not be limited to:

- Project Documents Review for Dispute Resolution Purposes
- Claims Documents Review for Dispute Resolutions Purposes
- Forensic Review of Scopes, Schedules and Costs Related to Claims and Other Disputes
- Time and Cost Impact Analyses Related to Claims
- Review and Evaluation of Loss of Productivity Claims
- Evaluation of Entitlement
- Damages Quantification
- Assist with the Preparation of Responses to Claims and Other Disputes
- Assist with Preparation for and Through Claims Processes, Mediation, Arbitration, Litigation, and or other Dispute Resolution Processes as Necessary
- Provide Expert Witness as Necessary
- Attend Meetings with Project Stakeholders
- Other

The selected firm will meet the criteria described herein and be determined by the evaluation committee during the selection phase to be the best qualified firm for this particular set of services. The screening/selection committee will be composed of representatives from the County of Riverside Economic Development Agency.

**THE SPONSOR:**

County of Riverside is the public sponsor for this RFQ with the County of Riverside Economic Development Agency acting as lead agency. The County’s function will be administrative and financial. 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 Economic Development Agency will appoint a project manager who will serve as the point of contact for all issues related to the professional services contract resulting from this RFQ.

**THE TYPES OF PUBLIC WORKS PROJECTS: (Please check the type of public works projects on which your firm specializes for construction claims consulting. Candidates must indicate on the cover page for which type of project the SOQ is being submitted:)**

- |  |   |
|--|---|
| <input type="checkbox"/> Correctional Facilities, including:<br>Secured Inmate Housing<br>Housing Support<br>Inmate Services<br>Other Areas, Secured & Unsecured<br>Administration Areas<br>Public Areas | <input type="checkbox"/> General County Facilities (examples):<br>Hospital Facilities<br>General County Offices |
|--|---|

**THE SELECTED FIRM:**

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
- Firm's demonstrated experience on three (3) of its largest projects **for EACH type of project indicated on the SOQ submittal**
- Firm's experience on public works projects for a public sector client.
- Relevant experience of sub-consultants, 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.
- Resume and current work load 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 may be selected for interviews. The number of firms selected for interview would be at the committee's discretion.

Should the selection committee determine an interview process to be necessary, 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 identifies 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 to prospective firms
- Submittal of a bound Statement of Qualifications (SOQ) package from prospective firms to the County
- Evaluation of Qualifications by the County (including review of SOQs and interviews as deemed necessary by the County)
- Identification of a Specific Project
- Selection of a top ranked firm
- Fee negotiations
- Contract award

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

- Written response to RFQ
- Reference information
- Experience, demonstrated history of claims consultation services, 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 Economic Development Agency recommends firms to the Board of Supervisors, and such recommendations appear on the Board Agenda.

**CONTRACT AWARD**

The County reserves the right to accept or reject any or all of the proposals, waive any irregularity and to require the proposer to verify, clarify or explain any part of the submitted proposal. Contract award will be based on the selection of the firm deemed most qualified as well as successful scope/fee negotiations and approval by the Board of Supervisors

**ANTICIPATED SELECTION PROCESS SCHEDULE:**

Task	Date
Issuance of SOQ	6/13/2017
SOQs Due (by 5:00 PM)	6/27/2017
Interviews	Upon Notification
Final Determination	Upon Notification
Board of Supervisors Approval	TBD

Alternate formats of this notice for individuals with disabilities are available upon request. Respondents to this RFQ should submit four (4) 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 Economic Development Agency by no later than 5:00 p.m. on June 27, 2017. One (1) SOQ should be submitted for EACH type of project. They should be labeled “RFQ – Construction Claims Consulting Services for [indicate type of project being submitted]”**

and be addressed to:

County of Riverside  
Economic Development Agency  
Project Management Office  
3403 10<sup>th</sup> Street, Suite 400  
Riverside, CA 92501  
Attention: **Rizaldy Baluyot**

Please Contact **Rizaldy Baluyot** with any questions or comments at **(951) 232-9268**.