

**REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL CONSULTING FIRMS
with experience in
HOSPITAL/OSHPD FACILITIES CONSTRUCTION and RENOVATION**

Release Date: April 16, 2019

Deadline for Submittals: May 7, 2019



**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 Economic Development Agency Project Management Office is offering an opportunity for Professional Consulting Firms with experience in hospital / Office of Statewide Health Planning and Development (OSHPD) construction and renovation projects to submit a "Statement of Qualifications" (SOQ) to the County. The purpose is to establish an "on-call" list of Pre-Qualified professional consulting services firms for a term of three (3) years. Successful responders would have an opportunity to submit professional services proposals for projects for the construction, expansion, or renovation at the Riverside University Health System (RUHS) Medical Center and its associated health clinics.

Specific disciplines include, but are not limited to:

- OSHPD Inspector of Record* (IOR) A, B, and C
- Medical Equipment Planning Consultant
- Hospital Mechanical and Electrical Engineering
- Hospital Space Planning
- Hospital Architectural Planning & Design

*Specialty inspections as required by OSHPD

Firms should tailor their response to the criteria described herein. The evaluation committee shall review submitted Statements of Qualifications. The screening/selection committee will be composed of representatives from the County of Riverside Economic Development Agency (EDA) and the Riverside University Health System (RUHS).

THE SPONSOR:

The County of Riverside is the public sponsor of this RFQ 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 RUHS Medical Center, RUHS Behavioral Health, or RUHS Community Health Centers will fund the projects. All proposals, plans, specifications reports and documents will be subject to review and approval by OSHPD and County Department of Public Health (CDPH) with final approval by the County;

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 (90 possible points):

A. Relevant Firm Experience (40 points possible)

1. Cover letter describing area of specific expertise and primary services (5 pts)
2. History of the firm including years in business; current number of professional personnel and current volume of work (5 pts)
3. Firm's experience with OSHPD projects of various types and sizes (20 pts)
4. Firm experience with public projects (5 pts)
5. Firm certifications, accreditations, and professional affiliations (5 pts)

B. Qualifications of Project Personnel (15 points possible)

1. Relevant experience of assigned staff as a “project team” (5 pts)
2. Resumes of listed team members (5 pts)
3. Individual licenses, registration and/or certifications (5 pts)

C. Quality Control Program, (25 points possible)

1. Management and customer service philosophy (5 pts)
2. Familiarity with required relevant construction standards and procedures (5 pts)
3. Training (5 pts)
4. Project organization/approach (5 pts)
5. Cost and schedule controls (5 pts)

D. Client References (10 points possible)

1. Client references with addresses and telephone numbers
2. 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 interview. Firms selected for interview will be at the committee's discretion.

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 SOQ by the County
- Interviews, if deemed necessary by the County, with respective evaluation
- Selection of firm to be listed as a County of Riverside prequalified

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 SOQ	4/16/19
SOQs Due (by 5:00 PM)	5/7/19
Interviews (if required)	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 three (3) SOQ packages. Packages should clearly define the firm's name, address, and primary contact.

Packages must be delivered to County of Riverside Economic Development Agency by no later than **5:00 p.m. on May 7, 2019**. **No electronic copies will be accepted.**

Clearly label the front of the SOQ, and your cover letter as: **“RFQ for Professional Services: Hospital / OSHPD Construction and Renovation”**

Address to:
County of Riverside, Economic Development Agency
Project Management Office
3403 Tenth St., Suite 400 Riverside, CA 92501
Attention: Nahid Selbe

Please Contact Nahid Selbe with any questions or comments at 951-955-4728 or nselbe@rivco.org