

REQUEST FOR QUALIFICATIONS

For Firms with Experience in

JOB ORDER CONTRACTING CONSULTING SERVICES

Release Date: May 1, 2019

Due: May 22, 2019



SOLICITED BY:

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

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1. THE OPPORTUNITY

The County of Riverside Economic Development Agency (EDA), Project Management Office (PMO) is seeking Statement of Qualifications from qualified firms to provide Job Order Contracting (JOC) consulting services.

1.1 Background

The Economic Development Agency (EDA), Project Management Office (PMO) is responsible for the construction, expansion, rehabilitation and improvements of county facilities to fulfill the capital needs of County Departments in support of the county's collective mission of public safety, healthy communities and business friendly operations. County client departments include, but are not limited to, the Sheriff, Probation, County Fire, Facilities Management, Library, Museums, Courts, and the Riverside University Health System. The primary objective of the Job Order Contracting (JOC) program is to enable the County to expedite the completion of renovations and deferred maintenance projects for these and other county departments we serve.

1.2 Existing JOC Program

The County has established and maintained a successful JOC program since 2007 with its current consultant, The Gordian Group. To date, the County has executed approximately \$26 million in construction contracts and continues to utilize JOC as an efficient method of project delivery. This RFQ process is intended to promote business opportunities through quality services and resources to deliver projects on time and within budget.

1.3 Base Services

The Consultant will provide all necessary labor, equipment, and materials, as customarily rendered when providing professional consulting services for an existing JOC Program within the County and assistance in the administration of Job Order Contracts. Services shall include the following services and deliverables:

- a. Program Development. The Consultant shall work with the County's facility, procurement, legal and other appropriate staff to assess, develop and manage the JOC program. Program development includes reviewing and assessing the County's needs to determine the functionality of the existing program and, in conjunction with the County's staff, developing additional procedures that will be used to implement and administer the JOC program. The following additional items are required of the JOC Program Development:
 - The Consultant shall organize and manage a series of conferences in order to promulgate general operating and organizational concepts.
 - The Consultant shall assist the County in developing draft internal execution procedures/policies for the JOC Program. These procedures should incorporate all applicable Federal, State and County laws, regulations and policies.
 - The Consultant shall fully document the final JOC Program execution procedures and policies.

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- The Consultant shall assist the County in incorporating appropriate safeguards into the execution procedures for the prevention of fraud, waste and abuse.
 - The Consultant shall coordinate the County JOC Program, policies and procedures with various County Departments as well as other Local, State and Federal agencies as designated by the County.
- b. Document Preparation. The Consultant shall provide a full set of customized JOC documents including a Riverside County specific Construction Task Catalog, Technical Specifications and the Contractual Terms and Conditions. The full JOC documents will be comprised of the following:
- Consultant shall provide a license to its proprietary construction cost data for the purpose of publishing the Construction Task Catalog for the County's JOC contracts. The Construction Task Catalog shall contain comprehensive individual construction tasks, along with applicable unit prices associated with County buildings and public works facilities (roadways, sidewalks, water, wastewater systems, drainage facilities, etc.). Each unit price shall be based on the prevailing equipment, material and labor prices within the County's geographical region. The use of factors to localize prices is not acceptable. A price for demolition shall be provided for each construction task, if applicable. Consultant shall be responsible for maintaining and updating annually the Construction Task Catalog, including labor composition, regional rates, and local productivity factors. Consultant shall also maintain a comprehensive database containing each of the individual construction tasks and their corresponding unit prices. The Consultant shall publish one master or reference copy of the Construction Task Catalog.
 - The Technical Specifications shall be prepared in conjunction with the Construction Task Catalog and, where available, the County standards will be incorporated. The Consultant shall maintain a comprehensive set of technical specifications for each of the construction tasks listed in the Construction Task Catalog and shall publish one master or reference copy of the Technical Specifications.
 - The contractual Terms and Conditions shall be prepared in conjunction with County staff and shall incorporate JOC Contract language and forms with all appropriate County Contract language and forms.
 - The Construction Task Catalog and Technical Specifications shall conform to current standard Construction Specifications Institute (CSI) Master Format convention.
 - The complete customized JOC documents shall be electronic format, in a current version of Adobe Portable Document File (.PDF) or Microsoft Word on DVD or other media acceptable to the County.

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- c. Procurement and Bid Support. The Consultant shall be capable of providing the County with complete technical and marketing support during the procurement and bid phase. Qualified staff with public sector procurement experience shall provide this support. The Consultant shall be required to organize and conduct pre-bid meetings with the intending bidders as well as make presentations on behalf of the County with various business and contracting organizations. The following additional requirements apply:
- Prepare and conduct orientation briefings for the County and other interested parties.
 - Assist the County with JOC Contract bidding services, including bid addendums, RFI's and administration during the JOC Contract bid phase.
 - The Consultant shall coordinate with the County and attend the Public Bid Openings for JOC Contract services. Methods of representing the bid pricing and comparison for the Public Bid Opening shall be implemented in coordination with the appropriate County departments.
 - The Consultant shall assist with verification of the successful bidding JOC Contractor qualifications or capability and other tasks involved in the selection and award of JOC Contract Services as needed by the County.
- d. Automated Job Order Contracting System. The Consultant shall provide the County with a license to access and use the comprehensive Internet-based JOC information management system. This system shall be compatible with the most current "Windows" operating system, as directed by the County. The JOC information management system shall be capable of providing full project tracking, developing cost proposals, preparing independent County estimates, generating all project documentation, providing project scheduling and status, budgeting and cost control, and generating customized reports. The system shall be capable of incorporating current County forms and documentation. The following additional requirements apply:
- The County shall not be restricted as to the number of licenses provided to County employees for the management system software.
 - More than one County user shall be allowed to log on and update the system or database and use the data synchronously.
 - Export capability for reports, as specified by the County, shall be provided.
 - Export shall be in formats meeting industry standards and capable of being uploaded to a County database system.
 - For emergency and prevention of data loss, the system software shall provide backup and restore capability. All application software and data shall be able to be backed

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up. All procedures shall be documented and approved by the County. Validation of the update process shall be a priority to safeguard the data.

- e. Training Support. The Consultant shall provide training to County staff to ensure that the JOC program functions properly. As part of the proposal, the Consultant shall include its plans to develop specialized training courses that will involve all parties utilizing and administrating the program. All aspects of the program are to be covered in the training. The following additional requirements apply:
- Provide a 'hands-on' training program based on the approved County policies and procedures. Training will include a comprehensive training/reference manual with sample Work Orders, flow charts, and forms. The training program shall emphasize functional use and individual performance as the objective. The Consultant shall conduct as many training courses as are required to ensure County staff is fully prepared to execute the JOC system. The training courses shall include practical exercises that shall be based on actual County projects. The JOC training program, comprised of multiple training sessions, shall be structured to the specific needs of the audience. The training courses shall stress practical application of the concept and contracts.
 - Train the prospective and/or awarded JOC General Contractors staff on the implementation of the contracts. Conduct/attend orientation meetings, program review conferences, and program briefings as needed.
 - Provide all training aids and material necessary to support the JOC training courses.
- f. Technical Support. The Consultant shall provide scheduled and on-demand technical support. Expectations include assisting the County with program execution, troubleshooting, implementation, and continuous system monitoring. Providing technical support is considered a vital component to ensuring a successful program. The following additional requirements apply:
- The Consultant shall provide the County with continuous post-award documents maintenance support. This support shall include updating of construction tasks, unit prices, technical specifications, execution procedures, training materials and all other applicable documents. New updated document sets would be provided to the County upon request.
 - Provide available updates of the JOC System software.
 - Provide continuous telephonic systems support to the County. The support shall include debugging and other systems-related support and shall be available 8 AM PST-8 PM PST Monday thru Friday.
 - Conduct periodic training sessions for new Project Managers.

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- Assist the County in conducting periodic reviews of the concepts, performance and effectiveness. Develop documentation and statistics regarding elements of the program's execution. Document this information for senior management review and evaluation.
 - Assist the County in the execution of the Job Order Contracting system by providing experienced, on-site project managers to periodically work with County staff and evaluate program execution issues and implement best-practices.
 - Attend a joint scope meeting with County staff, JOC Contractor, and architect or engineer, if needed.
 - Assist with resolving issues when project plans and actual conditions vary.
- g. Employees. The Consultant's supervisory personnel will provide adequate competent supervision at all times during the performance of the contract. The Contractor will be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and immediately remove any employee whose conduct is unsatisfactory to the County. The Consultant will furnish all transportation and labor costs for the services necessary to provide a complete Job Order Contracting program for the County of Riverside.

1.4 Alternate Services

- h. Construction Management
The capability of firms submitting proposals will include a full range of construction management services that cover the entire life cycle of a project, including owner representation, assistance, support and/or recommendations pertaining to preliminary studies and programming; due diligence, data gathering and analysis; design input and review; cost estimating; construction delivery and means-and-methods; permit requirements and approval process(es); bid solicitation process; observation of onsite construction progress and weekly construction meeting minutes; ongoing project development and financial oversight, review invoicing and disbursements; clarifications and changes in the work; close-out packages'; verify accurate updates to as-built drawings; and warranty issues. Firms may be required to provide these services on an as-needed basis at the County's discretion.

2. STATEMENT OF QUALIFICATIONS (SOQ)

2.1 Selection Process

- a. All SOQs will be evaluated by the Evaluation Committee based on the Candidate's qualifications which represent the best service regardless of race, color, and gender. The successful Candidates are also referred to as the Consultants in this document. Depending on the quantity and quality of SOQs received, a short list of at least the three most qualified Candidates will be developed. The County reserves the right to conduct oral interviews with more than three of the high ranked Candidates or as appropriate and in the best interest of the County. The oral interviews will be evaluated in conjunction with the written SOQs and the Evaluation Committee may recommend firms for approval.
- b. When the recommendation is approved, the selected Candidates will be invited to negotiate rates/fees/mark-up for the final Scope of Services. If negotiations with the highest scoring firms reach an impasse, negotiations will be terminated with the firm or firms and the next highest scoring firm or firms will be invited to negotiate fees for the final scope of work. If necessary, this process will be repeated until either the negotiations are successful or negotiations with all six highest-scoring firms prove unsuccessful.
 - In the event that additional elements, changes, or enhancements to existing elements contained in this RFQ may be required, the County reserves the right to negotiate these changes to be incorporated in the work product.
- c. Upon successful conclusion of negotiations, EDA-PMO on behalf of the evaluation committee will recommend award of contract to the County of Riverside, Board of Supervisors (BOS).
- d. Notwithstanding a recommendation of a department, agency, individual, or other, the BOS retains the right to exercise its judgment concerning the selection of Candidates and the terms of any resultant agreement or agreements, and to determine which Candidates best serve the interests of the County. The BOS is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.
- e. Upon contract award and receipt of a written Notice to Proceed, the Consultant will provide the services required in the Professional Services Agreement.

2.2 Addenda

County reserves the right to interpret or change any provisions of this RFQ at any time prior to the SOQ submittal date. Such interpretations or changes will be in the form of addenda to this RFQ. Such addenda will become part of this RFQ and may become part of the resultant contract and will be made available to each person or organization which has received an RFQ. Should such addenda require additional information not previously requested, a Candidate's failure to address the requirements of such addenda may result in the Candidate not being considered.

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EDA, at its sole discretion, may determine that a time extension is required for submittal of SOQs, in which case an addendum will indicate the new SOQ submittal date.

2.3 Required Content and Organization of Statement of Qualifications

The response to this RFQ must be made according to the requirements set forth in this Section, both for content and for sequence. Noncompliance with these requirements or the inclusion of conditions, limitations, or misrepresentations, may be cause for rejection of the SOQ. SOQ submittals will be organized as indicated below. There is no maximum number of pages.

- a. Section 1 - Letter of Interest
- b. Section 2 - History of the Firm
 - years in business
 - current number of professional personnel
 - current and past clients, with reference information
 - current volume of work
- c. Section 3 - Experience in JOC Program Development and Management
- d. Section 4 - Firm's experience with JOC program development and management services for other public sector clients
- e. Section 5 - Relevant experience of assigned personnel as a "project team"
 - Professional affiliations or certifications (e.g. Certified JOC Professional –CJP, etc.),
 - resumes of both management personnel and account representatives
 - working knowledge of the construction process
- f. Section 6 - Quality Control Program
 - On-site client customer service and training
 - JOC Best Management Practices
 - Work organization
 - Management and customer service philosophy
 - Project cost and scheduling controls
- g. Section 7 – Description of the Automated Job Order Contracting Software System used
 - functionality
 - level of customization
 - access, licensing
 - data backup
- h. Section 8 – Description of the Unit Price Book/Construction Task Catalog utilized
 - accuracy of pricing
 - handling of non, pre-priced items
 - frequency of updates

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2.4 Evaluation Criteria

- a. Written response to RFQ
- b. Demonstrated Experience in JOC Program Development and Management Services
- c. JOC Program Personnel
- d. Automated JOC System
- e. On-site client customer service and training
- f. Construction Task Catalog
- g. Quality Control / JOC Best Practices

Acknowledgement

Candidates understand and agree that submittal of a SOQ will constitute acknowledgment and acceptance of, and a willingness to comply with, all of the terms, conditions, and criteria contained in this RFQ, including attachments thereto, except as otherwise specified in the SOQ. Any and all parts of the submitted SOQ may become part of any resultant contract between the selected Consultants and the County.

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.

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 from the list of firms deemed most qualified as well as successful scope/fee negotiations.

Anticipated Selection Schedule

Task	Date
Issuance of RFQ	May 1, 2019
SOQs Due (by 5:00 PM)	May 22, 2019
Interviews	TBD
Final Recommendations	TBD
Board of Supervisors Award of Contract	TBD
Notice to Proceed	TBD

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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 the Economic Development Agency by no later than 5:00 p.m. on May 22, 2019. They should be labeled “RFQ – Job Order Contracting (JOC) Consulting Services for the County of Riverside Economic Development Agency”** and be addressed to:

County of Riverside
Economic Development Agency
Project Management Office
3403 10th Street, Suite 400
Riverside, CA 92501
Attention: **Teresa Valadez**

Please Contact **Teresa Valadez** with any questions or comments at **(951) 955-0396** or TRValadez@rivco.org