

# REQUEST FOR QUALIFICATIONS

## REEDLEY LIBRARY

1819 11TH STREET  
REEDLEY, CALIFORNIA

RFQ Number: PWP23-035

USING THE  
**Design-Build Project Delivery Method**

2220 TULARE STREET 7TH FLOOR  
FRESNO, CA 93721

MAY 22, 2023



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*Department of Public Works and Planning*

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# NOTIFICATION OF REQUEST FOR QUALIFICATIONS (RFQ) FOR THE DESIGN-BUILD PROJECT DELIVERY OF

## REEDLEY LIBRARY

**RFQ#: RFQ 23-035**

The County of Fresno is requesting competitive RFQ Prequalification Questionnaires to pre-qualify prospective Design-Build Entities (D-B ENTITY) for the design and construction of:

**Reedley Library  
1819 11<sup>th</sup> Street  
Reedley, California**

**Prequalification Questionnaire Submission Deadline: Due No Later than 12:00 P.M. Pacific Time, June 23, 2023 at:**

<https://www.bidexpress.com/businesses/36473/home>

Design and construction of new 14,000 square foot library to replace existing 5,000 square foot building. The new library will include a children's room, teen space, meeting room, study areas, quiet room, and an innovation hub where people can choose to be creative.

**Project Type: New Construction**

**Reference Comparison Projects: Library**

**Reference Comparison Project Size: 14,000 SQ FT**

**Required Contractor License Classifications: B-General Building Contractor**

**Minimum Bonding Capacity: \$6,915,000**

Prospective D-B Entities that cannot provide bonding at that amount will not be considered qualified even though they otherwise may be qualified.

**Design-Build Stipulated Sum: \$6,915,000**

**Insurance Limits:** D-B Entity minimum policy limit for commercial general liability insurance at least \$5,000,000 per occurrence and \$5,000,000 aggregate.

**Project Website:** <https://www.co.fresno.ca.us/rfp>

### **Questions and Inquiries**

Requests for Clarification (RFCs) regarding this Request for Qualifications (RFQ) must be submitted in writing via webform:

<http://www.co.fresno.ca.us/departments/public-works-and-planning/construction-bidding-opportunities/pwp23-035-reedley-library/request-for-clarification-form>

**Requests for Clarifications Due:** No later than 5:00 p.m. PT, June 9, 2023.

The County shall provide responses to all pertinent inquiries on the County website within five (5) working days of the inquiry submittal.

### **Updates**

All reasonably available information that will facilitate preparation of responses, requests for clarification and associated responses, and any addenda to this RFQ, will be posted on the project website.

Any changes to or clarification of the RFQ shall be in the form of written addendum. To receive email notification of updates to this RFQ, submit your email address on the RFQ webpage:

<https://www.co.fresno.ca.us/rfp>

Updates and addenda will not otherwise be distributed.

### **Basis of Selection**

The selection will be on a Best Value basis with a stipulated sum as the maximum not-to-exceed amount as the basis for a responsive proposal.

### **Stipend**

There will be a stipend of \$20,000 paid to the top two ranked shortlisted proposers who are not ultimately selected for award of the project, provided that they agree that concepts included in their proposals may be utilized in the design and construction of the project.

### **Notifications and Requirements**

The County of Fresno reserves the right to reject any and all RFQ Prequalification Questionnaires and to waive minor irregularities, to accept any RFQ Submittal or portion thereof, and to take all RFQ Prequalification Questionnaires under advisement for such period of time as the County deems necessary to complete Phase 1.

Any oral explanation or interpretations provided with regard to this RFQ are not binding on the County.

### **Additional Regulations**

Compliance with apprenticeship employment standards established by the State Director of Industrial Relations will be required. The Design-Build entity shall be required to provide, in accordance with Public Contract Code Section 22164(c), an enforceable commitment to the County that the entity and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project that falls within an apprenticeable occupation in the building and construction trades. Such enforceable commitment shall be included as one of the contractual obligations in the Agreement between the County and the D-B Entity that ultimately is elected to be responsible for the design and construction of the project, which the D-B Entity shall be required to execute following award of the project by the County's Board of Supervisors.

The County of Fresno hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority / disadvantaged business enterprises will be afforded full opportunity to provide submissions in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for the

award. This contract is subject to state contract nondiscrimination and compliance requirements pursuant to Government Code Section 12990.

### **Obtaining RFQ**

Interested design-build entities may obtain the RFQ package, including anticipated schedule, etc. by downloading it from the County website:

<https://www.co.fresno.ca.us/rfp>

The Pre-Qualification Questionnaire can be accessed at the following website:

<https://www.bidexpress.com/businesses/36473/home>

# REQUEST FOR QUALIFICATIONS (RFQ) PREQUALIFICATION PROCEDURE

## Definitions

**Bridging Documents:** The attachments to this Document provide preliminary plan drawings and related images of the new facilities as developed in the “bridging documents.” The complete bridging documents will be included in the Technical Proposal Phase of the selection process (Phase 2 – Request for Proposals) and distributed electronically to all short-listed D-B Entities in connection therewith.

**Design-Build Entity** abbreviated to **(D-B Entity)** shall mean a partnership, corporation, or other legal entity qualified to provide the appropriately licensed Architect or Engineer and Contractor Services to Design and Build a Construction Project using the Design-Build Method.

**Design-Build Method:** a project delivery method in which the owner contracts with a single Entity for both design and construction of a given project. The Design-Build contract is based on the owner's “program,” a statement of project requirements. The program materials may include preliminary design documents, and identifies the owner's specific project needs, such as size, special uses, adjacencies, and appearance. The owner solicits proposals from qualified Design-Build Entities (including Contractor and Architect/Engineer) based on the program and may select the successful D-B Entity based on low bid, “best value,” or other scoring methods as specified in the Request for Proposals for that project. The selected D-B Entity completes the project design and prepares construction documents. Once the owner has approved the design, the D-B Entity builds the project. The D-B Entity is responsible for its design documents and cannot seek additional time and/or money for defects in its own design documents.

**Architect/Engineer:** The California State licensed architect or engineer developing the design of the project.

**Contractor:** The contractor who is licensed by the State of California for the type of construction for the project.

**Associates** shall mean any or all of the following:

- The current qualifiers for all California Contractors State License Board contracting licenses held by the D-B Entity.
- All current officers of a D-B Entity which is a corporation.
- All current partners of a D-B Entity which is a partnership.
- All current joint venturers of the joint venture D-B Entity which is seeking prequalification.

## Phases In The Selection Process

The County's competitive selection process will proceed in two Phases.

**Phase 1** is the **Shortlist Phase** in the Design-Build Entity (D-B Entity) selection process. This Phase consists of an objective scoring methodology to rank candidate D-B Entities. The RFQ Questionnaire received in accordance with this RFQ will be reviewed and ranked. A shortlist of what is anticipated to be the three (3) top ranked firms will be the only firms allowed to participate in the Phase 2 Request for Proposal process.

The County has determined that all D-B Entity RFQ Submissions for the Project must be ranked and that no more than the top three (3) ranked D-B Entities are required to be shortlisted in accordance with California Public Contract Code Section 22164.

The County appointed Selection Committee shall evaluate D-B Entity RFQ Prequalification Questionnaires based on the D-B Entity's Questionnaire Scores, interviews with owner representatives listed by the D-B Entity regarding its past design-build projects, and overall conformance to the RFQ requirements. The County reserves the right to review other sources of information the Selection Committee may deem relevant to the County's evaluation process.

Upon conclusion of the RFQ evaluation process, the County shall provide a written notice of the County's Shortlisted D-B Entities. The County shall notify the Shortlisted D-B Entities via email, Receipt Requested. The Phase 2 RFP Process shall be limited to the shortlisted D-B Entities only.

A twenty thousand dollar (\$20,000) Stipend shall be paid to the top two ranked shortlisted D-B Entities who are not ultimately selected for award of the project, provided that they agree that concepts included in their proposals may be used in the design and construction of the project. Any stipends paid to the Number Two (2) and Number Three (3) ranked D-B Entities shall be considered as "Payment in Full" and no further payments or stipends shall be considered.

Upon written request, D-B Entities not shortlisted may request from the County supporting evidence for that determination resulting from the County's RFQ evaluation.

**Phase 2** is the **Request for Proposal Phase** of the selection process. Only those D-B Entities that were successfully shortlisted in Phase 1 will be allowed to participate in Phase 2. The County will distribute the Request For Proposals (RFP) to those D-B Entities shortlisted in Phase 1. The RFP will be a detailed description of the County's expectations for the Project including the Project Space Program, Project Construction Budget, Performance Criteria, Standard Form Design-Build Agreement, known site conditions, and other pertinent project information. The RFP will also stipulate the minimum deliverables and level of detail required in the proposal Prequalification Questionnaires for consideration. During the proposal development period, the County will conduct a series of informal and confidential conferences with the individual short-listed proposers if necessary. Upon submission, the County and its selection panel will evaluate the proposals on their respective merits and based on their conformance to the published performance standards. County staff will provide a recommendation to the County Board of Supervisors for consideration and final selection. That recommendation will be based upon adherence to the performance criteria and overall best value to the County. The anticipated distribution date of the Request for Proposals is listed in the Anticipated Project Schedule.

## **RFQ Prequalification Questionnaire Submission Instructions**

Register with the Bid Express service in order to submit a Prequalification Questionnaire on the Bid Express website. This service is **FREE** to submit a Prequalification Questionnaire for Fresno County (the County has paid a fee to Bid Express for this service, so no fees should be charged to Design-Build Entities). To access the solicitation for free, do not use the "Start your subscription" button, but choose "I will pay as I go for now." A Digital ID is **not** required in order to use this service (electronic signature is selected by default and either "electronic signature" or "Digital ID" is acceptable).

Prequalification Questionnaire questions must be filled out in the Bid Express Solicitation answer fields. The Prequalification Questionnaire consists of answers in the Solicitation and the attached files.

Where attachments are requested, each requested document must consist of a separate file with a maximum of 10MB per file. Additional file upload fields are provided, each of which has a 10 MB limit

which may be used for larger documents. Example: If a requested document is 15 MB, split the document into 2 files with filenames of Filename-1of2.pdf and Filename-2of2.pdf and attach Filename-1of2.pdf in the usual file upload field and upload Filename-2of-2.pdf under “Additional Documents (Use if needed).”

Where hardcopy documents are requested, documents will be received at the Fresno County Department of Public Works and Planning, Design Division, Seventh Floor, Fresno County Plaza Building, 2220 Tulare Street, Fresno, CA 93721 until seven (7) calendar days after the submission deadline. Label with the project name and RFQ number: “Design-Build – RFQ Number RFQ Name”

## **Notifications and Requirements**

The County of Fresno reserves the right to reject any and all RFQ Prequalification Questionnaires and to waive minor irregularities, to accept any RFQ Submittal or portion thereof, and to take all RFQ Prequalification Questionnaires under advisement for a period of ninety (90) calendar days beyond the RFQ Submittal Due Date.

Any contract entered into pursuant to this notice will incorporate the provisions of the State Labor Code, Labor Code Section 1735, that requires no discrimination be made in the employment of persons upon public works because of the race, religious creed, color, national origin, ancestry, physical disability, medical condition, marital status, sexual orientation, or sex of such persons, except as provided in Government Code Section 12940.

Compliance with apprenticeship employment standards established by the State Director of Industrial Relations will be required. The Design-Build entity shall be required to provide, in accordance with Public Contract Code Section 22164(c), an enforceable commitment to the County that the entity and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project that falls within an apprenticeable occupation in the building and construction trades. Such enforceable commitment shall be included as one of the contractual obligations in the Agreement between the County and the D-B Entity that ultimately is elected to be responsible for the design and construction of the project, which the D-B Entity shall be required to execute following award of the project by the County’s Board of Supervisors.

The County of Fresno hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority / disadvantaged business enterprises will be afforded full opportunity to provide submissions in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for the award.

The RFQ due date and time (deadline) is absolute. The due date for RFQ Prequalification Questionnaires shall not be changed to accommodate supplementation of incomplete or late RFQ submissions. Failure to timely submit information shall not provide a basis for appeal of disqualification.

## **Minimum RFQ Requirements**

The County shall use RFQ Submissions as the primary basis to be considered by the County appointed Selection Committee’s evaluation of D-B Entities. The County reserves the right to verify and consider other available sources.

A D-B Entity’s RFQ Submittal may be disqualified for any of the following reasons:



- Late RFP Submission
- Failure to fully answer Required Pre-Qualification Questionnaire questions
- Failure to provide requested information
- Unauthorized Contact of any Individual listed in the RFQ Submittal Process.
- Conflict of interest
- Falsification of information
- Insufficient Bonding capacity

## **Labor Compliance**

The successful D-B Entity, including the Contractor and all subcontractors, must comply with the provisions of State Senate Bill 854 (Stat. 2014, chapter 28). This includes the following:

1. No contractor or subcontractor may be listed on a bid proposal for public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
2. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
3. This project is subject to state contract nondiscrimination and compliance requirements pursuant to Government Code, Section 12990.

## **Notice of RFQ Requirements**

Notice is hereby given that the County has determined that all proposers on the Project to be undertaken by the County must be shortlisted prior to submitting a proposal on the Project in accordance with California Public Contract Code Section 22164. It is mandatory that all Design-Build Entities that intend to submit a proposal must complete their Prequalification Questionnaire, provide all materials requested and be pre-qualified by the County. No proposal will be considered from a D-B Entity that has failed to comply with any of these requirements. The County is not responsible for costs that the D-B Entities may incur to complete the prequalification questionnaire.

Answers are required to all questions contained in the Request For Qualifications. The County intends to use these documents as the primary basis to be considered in its evaluation of D-B Entities, while reserving the right to review and consider other available sources. The recommendations to the County Board of Supervisors will be based on stated evaluation criteria.

While the intended purpose of the Request For Qualifications and other required supporting information is to assist the County in determining proposer responsibility prior to submittal of any proposals, neither the fact of being shortlisted nor any shortlist rating, will in any way prevent or preclude the County from a post-proposal consideration and determination of whether a proposer has the quality, fitness, capacity, and experience to satisfactorily perform the proposed work.

A D-B Entity may be found Disqualified for proposing on this Project based on the D-B Entity's failure to meet the County's requirements. In addition, a D-B Entity may be found Disqualified for any of several reasons as previously referenced, including but not limited to the following: (1) Failure to correctly answer any of the "Pass/Don't Pass" questions listed in Part II ("Essential Requirements"), (2) Omission of requested information, (3) Conflict of interest, or (4) Falsification of information.

## Proposal Approach

The Request for Proposal (RFP), when issued to the short-listed D-B Entities, will describe the project in detail. The proposal approach will be based on the following:

- There will be performance criteria requirements and schematic level Bridging Documents expressing the project criteria.
- The D-B Entities will be provided the opportunity to propose design improvements to the Bridging Documents that, in their opinion, result in better value to the County.
- The County is satisfied that the Bridging Documents reflect the criteria for the project. Proposed design improvements will need to be detailed to demonstrate a better value.
- The Bridging Documents will be available to the D-B Entities for reference and/or development of their proposal.
- The selected D-B Entity may develop their design and construction documents using BIM technology.

## Public Record

The Prequalification Questionnaire submitted by D-B Entities will be kept confidential to the extent permitted by law; however, the contents may be disclosed to third parties for purpose of verification or investigation of substantial allegations.

## County Rights

The County reserves the right to waive minor irregularities and omissions in the information contained in the D-B Entity's response to the Request For Qualifications, and to make all final determinations, and to determine at any time whether to utilize the design-build project delivery method and its attendant shortlist procedures as to any specific future project.

The County may refuse to accept a response to the RFQ where the requested information and materials are not provided or not provided by the date specified. The closing time for proposals will not be changed in order to accommodate supplementation of incomplete submissions or late submissions. Failure to timely submit requested information shall not provide a basis for appeal.

The County reserves the right to adjust, increase, limit, suspend, or rescind a proposer's pre-qualification rating based on subsequently ascertained information. D-B Entities whose initial rating changes to an extent sufficient to effectively remove them from highest scoring D-B Entities to be shortlisted will be notified and given an opportunity for a hearing consistent with the hearing procedures described in the Appeal Process included below.

Subconsultants such as (but not limited to) mechanical, electrical, and plumbing will be required to successfully prove that they have completed, or demonstrated the experience, competency, capability, and capacity to complete projects of similar size, scope, or complexity, and that proposed key personnel have sufficient experience and training to competently manage and complete the design and construction of the project.

The County may require D-B Entities that will be using subcontractors who are not members of the D-B Entity for this Project, to submit the qualifications of certain subcontractors during the RFP Phase as specified in the proposal documents.

The County may (but is not required) to reserve the right to conduct interviews with the short-listed firms when the award is based on a best-value selection method. In such case the County may allow the short-listed firms to provide at the interview, if requested in advance by the County prior to

the interview, such supplemental information regarding subcontractors, including but not limited to the major subcontractors (e.g., mechanical, electrical, plumbing) as the County may require in order to prove to the County's satisfaction that those subcontractors have the requisite experience, competency, capability and capacity to complete the respective project components for which the D-B Entity plans to retain them.

The County reserves the right to contact and interview former D-B Entity Project Owners, Owner Representatives and/or other reliable sources of information as part of this RFQ.

### **County Selection Responsibility**

The selection of the highest ranked (shortlisted) firms to receive the Request For Proposal and the ultimate selection of the Design-Build Entity are at the sole discretion of the County. No appeal of those decisions will be entertained.

### **Appeal of Pre-Qualification Determination**

Where a timely and completed pre-qualification application results in a D-B Entity being disqualified or receiving a score below that which is necessary to be shortlisted, the Contractor may dispute the proposed disqualification or score through the appeal process, as set forth herein.

Upon conclusion of the review and shortlist process, the County will provide, to any D-B Entity determined by the County to be disqualified or not to be shortlisted, a written notice of the County's **Shortlist Determination**, which will set forth the basis for the prospective D-B Entity's disqualification or elimination from further consideration. Upon the request of the D-B Entity, the County shall provide a copy of any supporting evidence for that determination resulting from the County's investigation and review.

An appeal may be initiated only by the D-B Entity's delivery of written notice to:

[DesignServices@fresnocountyca.gov](mailto:DesignServices@fresnocountyca.gov) with the subject: "Design-Build Appeal – RFQ Number Project Name." A D-B Entity's written request to appeal must be received by the County no later than five (5) business days after D-B Entity's notice from the County that the D-B Entity is not shortlisted. Without a timely appeal, the D-B Entity waives any and all rights to challenge the decision of the County, whether by administrative process, judicial process or any other legal process or proceeding.

Providing the D-B Entity has submitted its appeal in a timely manner, the County will schedule an informal hearing on the D-B Entity's appeal, to be conducted by the Reviewing Officer appointed by the Director of the Department of Public Works and Planning for that purpose. The Director, in his or her sole discretion, may select as the Reviewing Officer either:

- (1) a Hearing Officer appointed pursuant to Chapter 2.81 of the Fresno County Ordinance Code; or
- (2) any individual, other than one who served as a member of the Evaluation Committee, that the Director deems qualified to conduct the informal hearing.

The informal hearing will take place within ten (10) business days of the County's receipt of the D-B Entity's timely appeal. At the hearing, the County will present any evidence used as a basis for its determination that the D-B Entity should not be shortlisted. The D-B Entity then will be given the opportunity to rebut any evidence used as a basis for the County's shortlist determination and to present evidence as to why the D-B Entity should be determined to be included among the shortlisted firms. This informal hearing is not subject to the rules of evidence. Within three (3) business days after the conclusion of the informal hearing, the Reviewing Officer will issue a written decision, which shall be provided promptly via e-mail to the D-B Entity. The Reviewing Officer's decision is final and not subject to further appeal. It is the intention of the County that the date for the

submission and opening of bids will not be delayed or postponed to allow for completion of an appeal process.

If the D-B Entity chooses not to avail itself of this appeal process, the proposed shortlist determination will be adopted without further proceedings.

### **Prequalification Questionnaire Requirements**

Each Prequalification Questionnaire must be signed under penalty of perjury in the manner designated on the Certification Page, by an individual who has the legal authority to bind the D-B Entity.

If any information provided by a D-B Entity becomes inaccurate, the D-B Entity must immediately notify the County and provide updated accurate information in writing, under penalty of perjury.

The Request For Qualifications is provided with questions and answer fields. The D-B Entity must complete the answer fields of the Solicitation as provided. The intent is to have uniformity of submissions, ensure fair and objective review of submissions, and minimize the effort imposed upon the D-B Entity.

As defined above, "Design-Build Entity" ("D-B Entity") means "a partnership, corporation, or other legal entity that is able to provide appropriately licensed contracting, architectural, and engineering services as needed," pursuant to a Design-Build contract.

Although that definition allows wide latitude in the composition of the D-B Entity, the County requires the D-B Entity to identify and list certain organizations that will provide services on behalf of the D-B Entity. Those core organizations (as identified in the RFQ and RFP) must individually complete the appropriate scored question portion of the Pre-Qualification Questionnaire (and provide the requisite certification under penalty of perjury), in order to be considered for the shortlist.

There are different portions of the questionnaire, each tailored to the general responsibility of the particular D-B Entity roles. Subpart 'A' applies to the Contractor Member; Subpart 'B' applies to the Architect/Engineer Member. Each member must complete the appropriate portions of the Prequalification Questionnaire, and provide the requisite certification under penalty of perjury.

Except as provided below, under no circumstances are any of the prospective Design-Build Entities or anyone as a member of a D-B Entity or otherwise acting on its behalf, allowed to initiate any contact, discussion, or inquiry with any County Consultant, employee, elected official or member of the RFQ/RFP review team on any matter relating to this solicitation process. This requirement is to ensure that the same information is received by all interested parties and no inconsistent, incomplete, or inaccurate information is communicated. Information obtained outside of this prequalification/short list process shall not be binding on the County.

All inquiries, information requests and questions concerning this solicitation shall be submitted in writing using the webform listed under "Questions and Inquiries." All project submissions concerning the Request for Qualifications must be in writing using the website listed under "Obtaining the RFQ." Any unauthorized contact of any individual as described above may be cause for rejection of the Design-Build Entity's Prequalification Questionnaire or Proposal.

Notwithstanding the foregoing, the County intends to expressly reserve the right, when it issues the RFP, to conduct informal and confidential conferences with the short-listed D-B Entities, which may include negotiations and requests for proposal revisions, which conferences may be initiated only by the County during Phase 2 of the process.

## **Questions Procedure**

Questions pertaining to this RFQ must be submitted in writing. No telephone inquiries will be answered. All questions must be received by the deadline shown in the timeline attached.

Copies of all questions submitted by D-B Entities and subsequent answers will be distributed via written addenda. The County will make addenda available for review on the County website. Failure of a D-B Entity to receive an addendum shall not entitle the D-B Entity to an extension of any deadline in the anticipated project schedule nor shall it permit the submission of any additional information after the deadline set forth in the anticipated project schedule.

## **Scoring Approach**

The evaluation rating of the D-B Entity will result from consideration of the scores attained in all parts of the questionnaire as presented in the Scoring Worksheets section.

Note: The Scoring Worksheets can be used by the D-B Entity as a self-scoring tool, to determine their approximate anticipated score prior to submittal of the completed document.

### **Part I: Information About The D-B Entity**

Part I applies to the D-B Entity as a whole, and is for identification purposes only. Part I is not scored and has no scoring value.

The Subparts A-C of Part I of the Prequalification Questionnaire may be released to the public.

### **Part II: Essential Requirements For The Design-Build Entity As A Whole**

Part II applies to the D-B Entity as a whole unit, and is a "Pass" or "Don't Pass" series of questions. All questions must be answered correctly or the D-B Entity will be Disqualified. This is the first step in rating the D-B Entity.

If the D-B Entity is unable to correctly answer each of the questions in Part II, it will be Disqualified regardless of the possible results of the scored questions.

If the D-B Entity is able to correctly answer each of the questions in Part II, the D-B Entity's ultimate score will be dependent upon the scored questions.

### **Part III: Scored Questions For Individual Members Of The D-B Entity**

#### **Subpart A: Scored Questions for the D-B Entity**

#### **Subpart B: Scored Questions for the Architect/Engineer**

Subpart B: applies to the Architect/Engineer. It consists of a series of questions that must be answered. Each question has an established numerical value. The total score attained establishes the rating for the Architect/Engineer.

#### **Subpart C: Scored Questions for the Contractor Member**

See the Scoring Worksheets Section to review the scoring criteria.

Subpart C applies to the Contractor Member. It consists of a series of questions that must be answered. Each question has an established numerical value. The total score attained establishes the rating for the Contractor Member.

The maximum possible score is shown on the Composite Scorecard provided below.

### **Part IV: Recent Construction Projects Completed**

The preferred reference projects are listed above as Reference Comparison Projects. This section is comprised of a series of questions relating to the D-B Entity's performance on at least three (3) completed projects. The projects will be selected by the County based on their relevance to the proposal project from the total list of projects submitted and scored. Each question has a possible score value ranging from 0 to 10. The scores from all reviews will be averaged for inclusion in the final point total. The maximum possible score is shown on the Composite Scorecard below.

### **Part V: Recent Construction Project Interviews (Optional)**

This Part V is optional and will be utilized at the County's discretion. This section is comprised of a series of questions relating to the D-B Entity's performance on at least three (3) completed projects. The projects will be selected by the County from the total list of projects submitted by the D-B Entity based on their relevance to the proposal project. It is intended that all firms who have submitted a questionnaire will have an equal number of references contacted. The questions listed may be asked by the County's staff and answered by an Owner's Representative for each project. Each question has a possible score value ranging from 0 to 10. The scores from all interviews will be averaged and multiplied by 0.2 for inclusion in the final point total, if this Part V is utilized. The maximum possible score is shown on the Composite Scorecard below.

### **Review, Rating, And Notification Process**

The completed Prequalification Questionnaire must be submitted by the deadline specified above. Once received, the review and notification process will be as follows:

1. The Prequalification Questionnaire will be reviewed for sufficient completeness within approximately seven (7) working days from the submittal deadline date. The D-B Entity will be notified as to completeness. If the Prequalification Questionnaire is determined to be complete, the formal review process will be commenced. If the Prequalification Questionnaire contains clerical, non-substantive errors, the D-B Entity will be notified by email that it will have three (3) working days to correct those errors as needed to make the Document complete.
2. The completed Prequalification Questionnaire will be reviewed and scored within approximately fifteen (15) working days from the deadline date, or ten (10) working days after receipt of supplemental documentation (if requested in previous step), whichever is later.
3. The D-B Entity will be notified of their qualification rating by email within approximately twenty-five (25) working days from the submittal deadline date.

If the D-B Entity is short-listed for this Project, they will be eligible to propose on the Project and will be notified of the opportunity when the Technical Proposal documents are issued.

If the D-B Entity is not short-listed for this Project, they will not be issued the Technical Proposal documents and will not be eligible to propose on the Project.

### **Sample Scorecard**

The Sample Scorecard included below is provided for reference only. The Sample Scorecard indicates the maximum score that can be attained in each section:

Part	Section	Maximum Score
Part I	Information about D-B Entity	Not Scored
Part II	Essential Requirements	Pass
Part III	Scored Questions	
	A. D-B Entity	<b>63</b>
	B. Architect/Engineer	<b>53</b>
	C. Contractor	<b>131</b>
Part IV	Completed Projects (combined average)	<b>60</b>
Part V	Interview Scores (combined average)	<b>30</b>
	Total Score	<b>337</b>

The final evaluation and rating of the D-B Entity's qualifications are the sole discretion of the County and its Representatives.

#### Completed Project Questions Evaluation (Part IV)

*Note: The following questions are ones that the County Selection Panel may score each question. They are provided here solely for informational purposes. The D-B Entity should **not** fill in the answers for the questions below.*

The following questions may be used to evaluate the projects listed in Part IV: Completed Project Information. At least three projects from the lists of projects will be selected. The County staff will review the projects, select the ones to be evaluated and conduct the evaluation. No action on the D-B Entity's part is necessary. The following questions will be considered for all selected projects and are included in this package for information only.

1. Was the project a library facility constructed in California? *10 pts for Yes; 0 pts for No*  
 Yes       No
2. On a scale of 0-10, with 10 being the most closely comparable, was the project comparable in size to the reference project?
3. On a scale of 0-10, with 10 being the most closely comparable, was the project comparable in nature to the reference project?
4. On a scale of 0-10, with 10 being on time, was the project completed on time?
5. On a scale of 0-10, with 10 being within budget, was the project completed within budget?
6. Has this D-B Entity worked together as a team with this Architect/Engineer and Contractor before? *10 pts for Yes; 0 pts for No*

Yes       No

### Reference Interview Questions (Part V - Optional)

*Note: The following questions are ones that the County interviewers may ask of the owner representatives with regard to the D-B Entity's selected reference projects. They are provided here, together with the score value of each question, solely for informational purposes.*

The D-B Entity should **not** fill in the answers on the pages of this Part V.

The following questions may be used to interview selected contacts listed on the Recent Project Information Sheets submitted in Part IV. If this Part V is used for the project, then at least two projects from the list of projects labeled D-B Entity projects and at least one project from the list of projects labeled Contractor Member projects will be selected for interviews. The County staff will review the projects, select the ones to be interviewed and conduct the interviews. No action on the D-B Entity's part is necessary. The following questions will be asked of all individuals who are interviewed and are included in this package for information only.

1. Are there any outstanding stop notices, liens, or claims by the Contractor that are currently unresolved on contracts for which notices of completion were recorded more than 120 days ago? 10 pts for 0 instances; 5 pts for 1 to 2 instances and 0 pts for 3 or more instances.  
 Yes       No      If "yes," how many separate instances?
2. On a scale of 0-10, with 10 being the best, did the Contractor provide appropriate personnel?
3. On a scale of 0-10, with 10 being the best, did the Contractor provide appropriate supervision?
4. On a scale of 0-10, with 10 being the best, was there adequate equipment provided on the job?
5. On a scale of 0-10, with 10 being the best, was the Contractor timely in providing reports, meeting minutes, schedule updates, and other paperwork?
6. On a scale of 0-10, with 10 being the best, did the Contractor adhere to the project schedule that was approved?
7. On a scale of 0-10, with 10 being the best, rate the Contractor on the timely submission of reasonable cost and time estimates to perform change order work.
8. On a scale of 0-10, with 10 being the best, rate the Contractor on how well they performed the work after a change order was issued and how well they integrated the change order work into the project.
9. On a scale of 0-10, with 10 being the best, rate the Contractor's performance in turning over Operation and Maintenance manuals, completing As-Built drawings, providing training and completing warranty items.



10. On a scale of 0-10, with 10 being the best, rate the Contractor's performance for submitting reasonable claims on the project and for resolving the claims.
11. On a scale of 1-10, with 10 being the best, rate the Contractor's performance in submitting timely payments to their subcontractors and suppliers.
12. On a scale of 0-10, with 10 being the best, was the Contractor cooperative with the Owner, Architect/Engineer, and Construction Manager?
13. On a scale of 0-10, with 10 being the best, rate the Contractor's performance in resolving disputes in a fair and equitable manner.
14. On a scale of 0-10, with 10 being the best, rate the Contractor's performance in completing the project on time.
15. On a scale of 0-10, with 10 being the best, rate the quality of the overall work on the project.

## ANTICIPATED PROJECT SCHEDULE

The Projected project key milestones are as follows:

1.1.1.	Issuance of RFQ	May 22, 2023
1.1.2.	Deadline for RFQ Questions	June 9, 2023
1.1.3.	Receive RFQ Prequalification Questionnaires	June 23, 2023
1.1.4.	County RFQ Submittal Review Complete	July 14, 2023
1.1.5.	PWP Director Approval of Shortlisted D-B Entities	July 28, 2023
1.1.6.	Issuance of RFP only to Shortlisted D-B Entities	August 22, 2023
1.1.7.	D-B Entities Submittal of Proposals	October 13, 2023
1.1.8.	County RFP Proposal Review Process Complete	December 8, 2023
1.1.9.	County BOS Conditional Award/Contract Approval	December 12, 2023
1.1.10.	Issue Notice to Proceed with Design	January 8, 2024
1.1.11.	Notice to Proceed-Site Construction	June 4, 2023
1.1.12.	Notice to Proceed-Building Construction	September 27, 2023
1.1.13.	County Issues Notice of Completion	July 7, 2025

NOTE: Dates are tentative and may change.

## **BRIDGING DOCUMENTS**

**1.1. Drawing Exhibit Index** - The attached sheets are conceptual drawings that serve to define the project for the purposes of this RFQ.

Full criteria/bridging documents will be available for the RFP portion of the project.

Exhibit A:	Vicinity Map
Exhibit B:	Site Plan
Exhibit C:	Floor Plan
Exhibit D:	Exterior Elevations
Exhibit E:	Survey Map