

REQUEST FOR QUALIFICATIONS

CLOVIS REGIONAL AND REEDLEY LIBRARIES

CLOVIS REGIONAL LIBRARY – 755 3RD ST., CLOVIS, CA 93612
REEDLEY LIBRARY – 1819 11TH ST., REEDLEY, CA 93654

RFQ Number: PWP24-015

USING THE
Design-Build Project Delivery Method

2220 TULARE STREET 7TH FLOOR
FRESNO, CA 93721

April 18, 2024

Budget / Account: 8863/3150
8865/8150



Department of Public Works and Planning

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NOTIFICATION OF REQUEST FOR QUALIFICATIONS (RFQ)

FOR THE DESIGN-BUILD PROJECT DELIVERY OF

CLOVIS REGIONAL AND
REEDLEY LIBRARIES

RFQ#: PWP24-015

The County of Fresno (alternatively referred to herein as “County” or “the County”) is requesting competitive RFQ Prequalification Questionnaires to prequalify prospective Design-Build Entities (“Design-Build Entity”) for the design and construction of:

Clovis Regional Library
755 3rd St., Clovis, California 93612

and

Reedley Library
1819 11th St., Reedley, California 93654

Project Description

Clovis Regional Library:

Design and construct a new 26,270 sq. ft. single-story library building within the existing Clovis Landmark Commons development in Clovis, CA. Functional areas include a regional public library and multi-use community room separated by a commonly accessed foyer. The building site plan, floor plan, exterior elevation, and schematic designs have been developed by Fresno County, are pre-approved by Fresno County Library staff, and are not subject to change. Design shall include but not be limited to the building interiors, site civil, building structural, mechanical and electrical engineering, etc.

Reedley Library:

Design and construct a new 14,000 sq. ft. single-story library building in Reedley, CA. Functional areas include a public library and multi-use community room separated by a commonly accessed foyer. The building site plan, floor plan and exterior elevation schematic designs have been developed by Fresno County, are pre-approved by Fresno County Library staff, and are not subject to change. Design shall include but not be limited to the building interiors, site civil, building structural, mechanical and electrical engineering, etc.

Fresno County Design Guidelines, site surveys, and geotechnical reports, etc. will be provided to the shortlisted Design-Build Entity candidates.

Project Information

Project Type: Library

Reference Comparison Projects: Libraries, youth or adult education facilities.

Reference Comparison Project Size (SQ FT): Clovis Regional Library: 26,270 sq. ft.
Reedley Library: 14,000 sq. ft.

Required Contractor License Classifications: Class B, General Contractor

Minimum Bonding Capacity: The minimum bonding capacity will equal the construction budget. Prospective Design-Build Entities that cannot provide bonding at that amount will not be considered qualified even though they otherwise may be qualified.

Insurance Limits: Insurance limits are provided in Document 00 7316 Supplementary Conditions – Insurance. These sample documents are under review and the provided table of insurance amounts is subject to change pending that review.

Project Website

<https://www.fresnocountyca.gov/Departments/Public-Works-and-Planning/Construction-Bidding-Opportunities/PWP24-015-Clovis-Regional-and-Reedley-Libraries>

Questions and Inquiries

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

<https://www.fresnocountyca.gov/Departments/Public-Works-and-Planning/Construction-Bidding-Opportunities/PWP24-015-Clovis-Regional-and-Reedley-Libraries/Request-for-Clarification>

Prequalification Conference

A prequalification conference will be held online at 10:00 A.M. Pacific Time, May 1, 2024. The link will be posted on the project website. Attendance is not mandatory.

Deadlines

Requests for Clarifications Deadline: Due prior to 4:00 P.M. Pacific Time, May 9, 2024.

The County shall provide responses to all pertinent inquiries on the County website within ten (10) working days of the inquiry submittal.

RFQ Prequalification Questionnaire Deadline: Due prior to 12:00 P.M. Pacific Time, May 16, 2024.

Questionnaires will be received at <https://www.bidexpress.com/businesses/36473/home>

Notifications Lists and 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 and add yourself to the "Notifications List," submit your email address on the RFQ webpage:

<http://www.fresnocountyca.gov/Departments/Public-Works-and-Planning/Construction-Bidding-Opportunities/PWP24-015-Clovis-Regional-and-Reedley-Libraries/RFQ-Notifications-Form>

Updates and addenda will not otherwise be distributed.

Basis of Selection

The selection will be on a Best Value basis.

Stipend

There will be a stipend of \$40,000 paid to the top two (2) 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.

County Consultants

The County has developed the Bridging Documents with in-house architects or engineers who are employees of the County with the assistance of private architectural and/or engineering firms. The firms listed below assisted with the preparation of the Bridging Documents and are not eligible to provide design services to the Design-Build Entity:

Clovis Library:

- Kleinfelder, Inc., Environmental Peer Review

Reedley Library:

- Moore Twining and Associates, Geotechnical Investigation and Report.

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 Design-Build 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 Design-Build Entity that ultimately is elected to be responsible for the design and construction of the project, which the Design-Build 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.

Additional Information

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.

Obtaining RFQ

Interested Design-Build Entities may obtain the RFQ package, including anticipated schedule, etc. by downloading it from the County website:

<https://www.fresnocountyca.gov/rfp>

The Prequalification 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 shortlisted Design-Build Entities in connection therewith.

Design-Build Entity: Design-Build 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 County contracts with a single Entity for both design and construction of a given project. The Design-Build contract is based on the County’s “program,” a statement of project requirements. The program materials may include preliminary design documents, and identifies the County’s specific project needs, such as size, special uses, adjacencies, and appearance. The County solicits proposals from qualified Design-Build Entities (including Architect/Engineer and Contractor) based on the program and may select the successful Design-Build Entity based on low bid, “best value,” or other scoring methods as specified in the Request for Proposals for that project. The selected Design-Build Entity completes the project design and prepares construction documents. Once the County has approved the design, the Design-Build Entity builds the project. The Design-Build 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 Design-Build Entity.
- All current officers of a Design-Build Entity which is a corporation.
- All current partners of a Design-Build Entity which is a partnership.
- All current joint venturers of the joint venture Design-Build 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 selection process. This Phase consists of an objective scoring methodology to rank candidate Design-Build 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 (RFP) process.

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

The County-appointed Selection Committee shall evaluate Design-Build Entity RFQ Prequalification Questionnaires based on the Design-Build Entity's Questionnaire Scores, interviews with owner representatives listed by the Design-Build 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.

The Selection Committee will create a list of Design-Build Entities who have met the minimum total threshold score established in the "Review, Rating, And Notification Process" section, scored from highest to lowest. A shortlist of the three (3) highest ranked Design-Build Entities will be invited to submit proposals in Phase 2.

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

If any of the shortlisted Design-Build Entities withdraw from the RFP process or otherwise decline to submit a Phase 2 proposal, the County reserves the right to invite the next highest ranked Design-Build Entity(ies).

In the event that there are less than three (3) Design-Build Entities that meet the required minimum qualifications to be shortlisted, the County reserves the right to invite less than three (3) proposers to submit a Phase 2 proposal.

Upon written request, Design-Build 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 Design-Build 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 Design-Build 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 shortlisted 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.

A \$40,000 stipend shall be paid to the top two (2) ranked shortlisted Design-Build Entities 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. Any

stipends paid to the Number Two (2) and Number Three (3) ranked Design-Build Entities shall be considered as “Payment in Full” and no further payments or stipends shall be considered.

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 two (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 name and RFQ number: “Design-Build – RFQ Number Project 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.

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 Design-Build Entities. The County reserves the right to verify and consider other available sources.

A Design-Build Entity's RFQ Submittal may be disqualified for any of the following reasons:

- Late RFP submission
- Failure to fully answer Required Prequalification 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 Design-Build Entity, including the Contractor and all subcontractors, must comply with the provisions of State Senate Bill 854 (Stat. 2014, chapter 28), which became effective January 1, 2015. This includes the following:

1. No contractor or subcontractor may be listed on a bid proposal for public works projects (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations (DIR) 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 works on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
3. This project is subject to compliance monitoring and enforcement by the DIR.

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 prequalified by the County. No proposal will be considered from a Design-Build Entity that has failed to comply with any of these requirements. The County is not responsible for costs that the Design-Build 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 Design-Build 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 Design-Build Entity may be disqualified for proposing on this Project based on the Design-Build Entity's failure to meet the County's requirements. In addition, a Design-Build Entity may be disqualified for any of several reasons as previously referenced, including but not limited to the following: (a) Failure to correctly answer any of the "Pass/Don't Pass" questions listed in Part II ("Essential Requirements"), (b) Omission of requested information, (c) Conflict of interest, or (d) Falsification of information.

Proposal Approach

The Request for Proposal (RFP), when issued to the shortlisted Design-Build 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 Design-Build 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 Design-Build Entities for reference and/or development of their proposal.
- The selected Design-Build Entity may develop their design and construction documents utilizing building information modeling technology.

Public Record

The Prequalification Questionnaire submitted by Design-Build 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 Design-Build 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 prequalification rating based on subsequently ascertained information. Design-Build Entities whose initial rating changes to an extent sufficient to effectively remove them from highest scoring

Design-Build 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 Design-Build Entities that will be using subcontractors who are not members of the Design-Build 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 shortlisted firms when the award is based on a “best value” selection method. In such case, the County may allow the shortlisted firms to provide at the interview, if requested 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 Design-Build Entity plans to retain them.

The County reserves the right to contact and interview former Design-Build 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 Prequalification Determination

Where a timely and completed prequalification application results in a Design-Build 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 Design-Build 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 Design-Build Entity’s disqualification or elimination from further consideration. Upon the request of the Design-Build 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 Design-Build Entity’s delivery of written notice to: DesignServices@fresnocountyca.gov with the subject: “Design-Build Appeal – Project Name.” A Design-Build Entity’s written request to appeal must be received by the County no later than five (5) business days after Design-Build Entity’s receipt of notice from the County that the Design-Build Entity is not shortlisted. Without a timely appeal, the Design-Build 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 Design-Build Entity has submitted its appeal in a timely manner, the County will schedule an informal hearing on the Design-Build 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:

- (a) a Hearing Officer appointed pursuant to Chapter 2.81 of the Fresno County Ordinance Code; or
- (b) 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 Design-Build Entity's timely appeal. At the hearing, the County will present any evidence used as a basis for its determination that the Design-Build Entity should not be shortlisted. The Design-Build 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 Design-Build 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 Design-Build 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 Design-Build 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 Design-Build Entity.

If any information provided by a Design-Build Entity becomes inaccurate, the Design-Build 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 Design-Build 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 Design-Build Entity.

As defined above, "Design-Build 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 Design-Build Entity, the County requires the Design-Build Entity to identify and list certain organizations that will provide services on behalf of the Design-Build Entity. Those core organizations (as identified in the RFQ and RFP) must individually complete the appropriate scored question portion of the Prequalification Questionnaire (and provide the requisite certification under penalty of perjury), in order to be considered for the shortlist.

There are three (3) portions of the questionnaire, each tailored to the general responsibility of the particular Design-Build Entity roles. Subpart 'A' applies to the Design-Build Entity. Subpart 'B' applies to the Architect/Engineer Member. Subpart 'C' applies to the Contractor 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 Design-Build 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/shortlist 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 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 shortlisted Design-Build 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 Design-Build 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 Design-Build Entity to receive an addendum shall not entitle the Design-Build 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.

The County may reword or paraphrase the submitted RFC for spelling, punctuation, grammar, and clarity.

These paraphrased questions and associated responses are not part of the contract documents and shall have no bearing whatsoever on the interpretation of the contract documents. Nor shall they have any bearing whatsoever on the interpretation of other publications referenced therein.

Scoring Approach

The evaluation rating of the Design-Build Entity will result from consideration of the scores attained in all parts of the questionnaire as presented in the Sample Scorecard below.

Note: The Sample Scorecard can be used by the Design-Build Entity as a self-scoring tool, to determine their approximate anticipated score prior to submittal of the completed document.

Part I: Information About The Design-Build Entity

Part I applies to the Design-Build 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 Design-Build Entity as a whole unit and is a “Pass” or “Don’t Pass” series of questions. All questions must be answered correctly or the Design-Build Entity will be disqualified. This is the first step in rating the Design-Build Entity.

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

Part III: Scored Questions For Individual Members Of The Design-Build Entity

Subpart A: Scored Questions for the Design-Build Entity

Subpart A applies to the Design-Build Entity. 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 Design-Build 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

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.

See the Sample Scorecard Section to review the scoring criteria.

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

Part IV: Recent Construction Projects Completed

The preferred reference projects for Part IV are listed above as “Reference Comparison Projects.” This section is comprised of a series of questions relating to the Design-Build Entity’s performance on completed projects. The Architect/Engineer and the Contractor must each submit three (3) recently completed projects for a maximum total of six (6) projects submitted. If they have both worked on the same project, that project can be submitted for both participants. 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 interviews will be averaged for inclusion in the final point total. The maximum possible score is shown on the Composite Scorecard below.

Part V: Recent Project Interviews

Part V is comprised of a series of questions relating to the Design-Build Entity’s performance on their completed projects. The projects will be evaluated by the County. The questions listed may be asked by the County’s staff and answered by an Owner’s Representative for each completed project. Each question has a possible score value ranging from 0 to 10. 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 Design-Build Entity will be notified as to completeness. If the Prequalification Questionnaire is determined to be complete, the formal review process will commence. If the Prequalification Questionnaire contains clerical, non-substantive errors, the Design-Build 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 Design-Build Entity will be notified of their qualification rating by email within approximately twenty-five (25) working days from the submittal deadline date.

If the Design-Build Entity is shortlisted 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 Design-Build Entity is not shortlisted for this Project, they will be notified.

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 Design-Build Entity	Not Scored
Part II	Essential Requirements	Pass
Part III	Scored Questions	
	A. Design-Build Entity	55
	B. Architect/Engineer	40
	C. Contractor	123
Part IV	Completed Projects (combined average)	50
Part V	Interview Scores (combined average)	30
	Total Score	298

The minimum total threshold score for prequalification shall be determined by the County-appointed Selection Committee. Any Design-Build Entity's questionnaire that does not meet this minimum total threshold score may be determined by the County to be ineligible to submit proposals in Phase 2.

The final evaluation and rating of the Design-Build 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 ask with regard to the Design-Build Entity's recently completed projects. They are provided here solely for informational purposes.

*The Design-Build Entity should **not** fill in the answers for the questions of Part IV.*

The following questions may be used to evaluate the projects listed in Part IV: Recent Construction Projects Completed. The County-appointed Selection Committee will conduct the evaluation. No action on the Design-Build 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. On a scale of 0-10, with 10 being the most closely comparable, was the project a library or youth or adult education facility constructed in California?
2. On a scale of 0-10, with 10 being the most closely comparable, was the project comparable in scope to the reference project?
3. On a scale of 0-10, with 10 being on time, was the project completed on time under the terms of the contract?
4. On a scale of 0-10, with 10 being within budget, was the project completed within budget under the terms of the contract?
5. On a scale of 0-10, with 10 being the most collaborative, has this Design-Build Entity worked together as a team with this Architect/Engineer and Contractor before?

Project Reference Interview Questions (Part V)

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

*The Design-Build Entity should **not** fill in the answers for the questions of Part V.*

The following questions may be used to interview the Contractor's selected contacts listed on the Recent Construction Projects Completed submitted in Part IV. County staff will review the projects and conduct the interviews. No action on the Design-Build 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 one hundred twenty (120) days ago? *10 pts for 0 instances; 5 pts for 1 to 2 instances; 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.

The following questions may be used to interview the Architect/Engineer's selected contacts listed on the Recent Construction Projects Completed submitted in Part IV. County staff will review the projects and conduct the interviews. No action on the Design-Build 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. On a scale of 0-10, with 10 being the best, did the Architect/Engineer provide appropriate personnel?
2. On a scale of 0-10, with 10 being the best, did the Architect/Engineer provide appropriate supervision?
3. On a scale of 0-10, with 10 being the best, was there adequate communication and presentation of project design objectives and development?
4. On a scale of 0-10, with 10 being the best, was the Architect/Engineer timely in providing reports, meeting minutes, schedule updates, and other paperwork?
5. On a scale of 0-10, with 10 being the best, did the Architect/Engineer adhere to the project schedule that was approved?
6. On a scale of 0-10, with 10 being the best, rate the Architect/Engineer on the timely submission of reasonable cost and time estimates to perform a significant design revision.
7. On a scale of 0-10, with 10 being the best, rate the Architect/Engineer on how well they performed the work after a significant design revision request was issued and how well they integrated the design revision into the project.
8. On a scale of 0-10, with 10 being the best, was the Architect/Engineer cooperative with the Owner, Contractor, and Construction Manager?
9. On a scale of 0-10, with 10 being the best, rate the Architect/Engineer's performance in resolving disputes in a fair and equitable manner.
10. 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.
11. 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:

Issuance of RFQ	April 18, 2024
Prequalification Conference	May 1, 2024
Requests For Clarifications Deadline	May 9, 2024
RFQ Prequalification Questionnaires Deadline	May 16, 2024
County Review of RFQ Prequalification Questionnaires	Week of May 20-24, 2024
Project Reference Interviews (“Part IV”)	May 20-31, 2024
Selection Committee – Shortlist Meeting	June 3-5, 2024
Director Approval of Shortlisted Design-Build Entities	June 5-7, 2024
Notice of Selected Shortlisted Design-Build Entities for Issuance of the Request for Proposals (RFP)	June 10, 2024
Issuance of RFP to Shortlisted Design-Build Entities	June 12, 2024
Proposal Deadline	July 16, 2024
Presentations	Week of July 22, 2024
Final Proposal Deadline	July 26, 2024
Selection Committee – Final Selection	Week of July 29-August 1, 2024
Negotiation of Alternates and Proposed Alternates	August 4-7, 2024
County BOS Award/Contract Approval	August 20, 2024
Issue Notice to Proceed with Design	September 3, 2024
Notice to Proceed-Estimated Start of Construction*	
Reedley Library	February 3, 2025
Clovis Regional Library	March 31, 2025
Completion Date	
Reedley Library	March 30, 2026
Clovis Regional Library	August 3, 2026

Note: Dates are tentative and may change.

**Construction Scheduled considers starting site work approximately six (6) to ten (10) weeks prior to building permit issuance.*

BRIDGING DOCUMENTS

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.

Clovis Regional Library:

- Exhibit A – Rendering
- Exhibit B – Rendering
- Exhibit C – Rendering
- Exhibit D – Vicinity Map
- Exhibit E – Overall Site Plan
- Exhibit F – Enlarged Noted Site Plan
- Exhibit G – Finish Floor Plan
- Exhibit H – Exterior Elevations
- Exhibit I – Exterior Elevations

Reedley Library:

- Exhibit A – Rendering
- Exhibit B – Vicinity Map
- Exhibit C – Site Plan
- Exhibit D – Floor Plan
- Exhibit E – Exterior Elevations