

**City of San Bernardino**  
**Request for Qualifications**  
for  
**Design-Build Services for the Renovation of 201 “E” Street Building and  
Structural Improvement of Existing City Hall**

<b>Date Issued:</b>	<b>Thursday, June 16, 2016</b>
<b>Response Due Date</b>	<b>Thursday, July 7, 2016-- 3:00 pm</b> <b>Deliver to:</b> City Clerk’s Office City of San Bernardino 300 North “D” Street, 2ndFloor San Bernardino, CA 92418-0001
<b>Non-mandatory Tour Date:</b>	<b>Thursday, June 23, 2016—10:00 am</b> <b>City Hall Lobby</b> 300 North “D” Street San Bernardino, CA 92418-0001

## Request for Qualifications

### A. General

The City of San Bernardino is soliciting Statements of Qualifications from qualified firms, teams, joint ventures or LLCs to provide Design-Build services for the renovation of the 201 “E” Street Building in the City of San Bernardino and structural improvement of the existing City Hall.

1. As used in this Request for Qualifications (RFQ), the term “Respondent” refers to any entity submitting a response to this RFQ. The Respondent’s Team is comprised of any combination of consultant, lead design firm, architect(s), engineer(s), joint venture, sub-consultants, subcontractors and key personnel. Unless expressly stated otherwise, experience and qualifications shall be evaluated on the combined experience and qualifications of the Respondent’s Team.
2. The Project will utilize a design-build project delivery method. The City has determined that the design-build method will produce a completed project sooner than the traditional design-bid-build method. It is urgent that the project be completed with the shortest schedule in order to relocate City staff from the existing City Hall. The City reserves the sole right to change the method of procurement for the Project if that change is in the best interest of the City.
3. The Respondents are cautioned that California Government Code Section 1090 prohibits government employees from being financially interested in any contract that they helped create. It is the Respondent’s responsibility to determine if any conflict of interest exists with the Respondent’s Team regarding this Project.
4. The City reserves the right to determine if there has been sufficient response to the RFQ to allow the process to go forward. The City may reject any and all responses based upon the information submitted by the Respondent as determined by the City staff selected to review, analyze and rate the responses.
5. By submitting a response, the Respondent agrees to be bound by the process contained herein to select the best responses. The City reserves the right to determine how many respondents will be provided an RFP for the Project.

### B. Anticipated Project Schedule

RFQ Issued by the City of San Bernardino  
Date of Non-mandatory Tour of Building  
**Deadline for Statement of Qualifications**  
Final Selection of Qualified Respondents

Thursday, June 16, 2016  
Thursday, June 23, 2016--10:00 am  
**Thursday, July 7, 2016—3:00 pm**  
Thursday, August 11, 2016

### C. Project Overview

1. The 201 "E" Street Building (Building) is a city-owned 73,000 square foot, three (3) floor building located adjacent to the existing City Hall Parking Structure. In the past, the Building has housed retail operations, a restaurant and office operations. Currently, the City Cable Studio is located on the ground floor and several City departments use offices on the third (top) floor of the building. The Building was constructed in 1973 and continuously occupied.

The Project requires the selective renovation of the structure to allow relocation of all City Hall functions and staff to the Building. City staff has determined that the Building will require replacement of the HVAC system, an upgrade to the electrical system, improvements to meet ADA compliance requirements and specific office space changes including the construction of a functional Council Chamber.

The Council Chamber construction will have aesthetic, acoustical and audio-visual challenges. Respondents should have demonstrated experience in the construction of public meeting venues.

The Project will not be required to be LEED certified, however, the City desires that elements of the Project meet green building goals, including water conservation and installation of LED lighting to reduce power consumption.

Other construction challenges will include the need to maintain operation of the City Cable Television Studio during construction, as well as, limited construction parking available adjacent to the building. The construction schedule will need to be structured to allow for a phased relocation of City staff into the building.

City staff has collected space allocation information from the various City Departments that will occupy the completed building. A draft schematic has been created by staff that will allow adaptation of existing office space for many of the current City staff. Cost is a significant factor in this Project and minimizing demolition and construction costs is critical to meeting budgetary constraints.

The Respondent may be required to provide logistical support for the relocation of City staff to the new building.

2. The second phase of the Project will involve the near term stabilization of the existing City Hall to mitigate severe damage to that structure in the event of a significant seismic event. This is not a seismic retrofit designed to reoccupy the building. This phase of the Project will also require a maintenance plan for the building to minimize deterioration of building systems until a total retrofit can be undertaken. This limited retrofit should be a permanent improvement that is complementary to the total building retrofit.

**D. Estimated Project Cost**

The cost of the Project cannot be accurately estimated at this time. The estimates noted in this section are based upon the known renovation elements. However, one of the tasks of the selected proposer is to inspect the 201 "E" Street building systems to determine if additional remedial work is necessary. In the Scope of Work in the Proposal for this project the City may list allowances for specific renovations.

Phase 2 of the work will involve a feasibility analysis as part of the pre-design work. A limited retrofit may not be possible.

Phase 1 of the Project: \$1,500,000 to \$2,250,000

Phase 2 of the Project: \$2,000,000 to \$3,000,000

**E. Due Date and Submission of Statement of Qualifications**

Each Respondent must answer all questions in the attached **Statement of Qualifications** form. The response must be limited to **15 pages, double sided**. Exceeding this page limit will be considered non-responsive. Each submittal must include **one (1) original and four (4) hard copies**. *Electronic submittals will not be accepted.*

Responses are due on: **Thursday, July 7, 2016 by 3:00 pm**

Responses should be delivered to:

**City Clerk's Office  
City of San Bernardino  
300 North "D" Street, 2<sup>nd</sup> Floor  
San Bernardino, CA 92418-0001**

**F. Method to Evaluate Responses to the RFQ**

City staff will screen all submittals to ensure that the Respondents submitted the required documents, meet the minimum requirements and are responsive to the RFQ. Respondents, if any, that are non-responsive will be notified in writing and the submittal returned with the notification. Respondents may submit a protest in accordance with the procedure listed in this RFQ.

Information required for this response that is not otherwise a public record under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code) shall not be open to public inspection. If a Respondent believes that information required for the Statement of Qualifications is either a trade secret or would prejudice a separate legal action involving the Respondent, then the Respondent must provide

## Request for Qualifications

the information to the City of San Bernardino City Attorney's office. The confidential submittal should provide all relevant information to allow the City Attorney to determine if the information needs to be protected during this evaluation process.

The City Manager may appoint an Evaluation Panel, comprised of City staff, to evaluate and score the Statements of Qualifications (SOQs). SOQs that meet the submittal requirements will be distributed to the Evaluation Panel for an independent review and analysis. The Evaluation Panel will review and score the qualified SOQs based upon responsiveness, and the elements outlined in the Statement of Qualifications form: Respondent's Team; Business and Organizational Performance; Workplace Safety and Workers Compensation; and Recent Public Agency Construction Projects.

Each member of the Evaluation Panel will individually evaluate and assign rating points to the Responses as indicated on the Statement of Qualifications form.

### **G. Selection of Respondents to Receive Proposals**

The City may, at its sole discretion, schedule oral interviews for the qualified teams to further refine the scoring and create a short list for the proposal process. Following completion of the entire evaluation process, the City will create a list of Respondents that are qualified to move on to the Request for Proposal (RFP) process. In evaluating the proposals, the City will utilize the "Best Value" method using specific criteria which will be identified in the RFP.

### **H. Protest of Non-Responsive Determination**

Within five (5) working days of the City's issuance of a notice of non-responsiveness, any Respondent that has submitted a Statement of Qualifications (SOQ) and believes that the City has incorrectly determined that its SOQ is non-responsive may submit a formal written notice of protest. Such notice of protest must be received by the City on or before the fifth (5<sup>th</sup>) working day following the City's issuance of a notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by the individual authorized to represent the Respondent. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **I. Errors and Omissions in RFQ**

Respondents are responsible for reviewing all portions of the Request for Qualifications (RFQ). Respondents are to promptly notify the City, in writing, if the respondent discovers any ambiguity, discrepancy, omission or other error in the RFQ. Any such notification should be directed to the City's project contact (see below) promptly after discovery, but in no event later than five (5) working days prior to the date for receipt of responses. Modifications or clarifications will be made by addenda as noted below.

## Request for Qualifications

### J. List of Prospective Respondents

It is the responsibility of firms wishing to respond to this Request for Qualifications to provide a firm name, physical address, contact person, phone number, fax number and email address for inclusion on the City's List of Prospective Respondents. This information should be submitted, by e-mail, to: [grigorescu\\_mi@sbcity.org](mailto:grigorescu_mi@sbcity.org)  
Subject Line: List of Prospective Respondents

### K. Addenda

The City may modify the Request for Qualifications, prior to the response due date, by issuing Addenda. Any addenda shall be issued by e-mail to those on the City's List of Prospective Respondents and will be posted on the City's website:  
[http://www.ci.san-bernardino.ca.us/services/request\\_for\\_bids/public\\_works/default.asp](http://www.ci.san-bernardino.ca.us/services/request_for_bids/public_works/default.asp)  
The respondent shall be responsible for ensuring that its response reflects any and all Addenda issued by the City prior to the response due date regardless of when the response is submitted.

### L. Project Contact and Questions

All questions or communications regarding the Request for Qualifications must be directed to the City's project contact:

by **e-mail** to: [Randolph\\_Ro@sbcity.org](mailto:Randolph_Ro@sbcity.org)

-or-

in **writing** to: City of San Bernardino  
Office of the City Manager  
300 North "D" Street  
San Bernardino, CA 92418-0001  
Attention: Robbin Randolph

**Questions will be accepted until Wednesday, June 29, 2016, at noon.** Answers to all questions will be posted on the City's website **by Tuesday, July 5, at noon:**

[http://www.ci.san-bernardino.ca.us/services/request\\_for\\_bids/public\\_works/default.asp](http://www.ci.san-bernardino.ca.us/services/request_for_bids/public_works/default.asp),

### M. Objections to RFQ Terms

Should a Respondent object on any ground to any provision or legal requirement set forth in the Request for Qualifications (RFQ), the Respondent must, not more than ten (10) calendar days after the RFQ is issued, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a Respondent to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

**N. City Project Decision**

The City is currently in the process of establishing a design-build ordinance which is expected to be in place before the RFP for this project is released. Nothing in this Request for Qualifications (RFQ) obligates the City to move forward to a design-build or design-bid-build Request for Proposals. The City retains the sole discretion to move forward with the project and alter the procurement method as deemed in the best interest of the City. By participating in this RFQ process, the respondent waives any legal objection to the City's decision on the procurement method for the Project.

**O. Contact with the Mayor and Common Council**

Respondents must not contact the Mayor or members of the City of San Bernardino Common Council regarding this Request for Qualifications process. Any such actions may render the Respondent's Statement of Qualifications non-responsive.

**City of San Bernardino  
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for  
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Structural Improvement of Existing City Hall**

**\*\*\*\*\*IMPORTANT\*\*\*\*\***

- The maximum response to this document is **limited to 15 pages, double-sided**. Exceeding this page limit will be considered non-responsive.
- Please submit **one (1) original and four (4) hard copies of your response**.
- Electronic Submittals will **not** be accepted.

*\*\*\*This document is a fillable PDF form. Please attach additional pages for explanations.\*\*\**

**CONTACT INFORMATION**

**Firm Name:** \_\_\_\_\_

**Check One:**     Corporation     LLC     Partnership     Sole Proprietor     Other

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:**  
\_\_\_\_\_  
\_\_\_\_\_

**Phone:**  
**Ofc:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**If firm is a sole proprietor or partnership,  
Owner(s) of Company:**  
\_\_\_\_\_  
\_\_\_\_\_

Statement of Qualifications

**I. Respondent's Team (20 points maximum)**

Provide answers on a separate page referencing the section and item (e.g. I-b)

- a. List all key personnel who will work on the project, including professional qualifications, license numbers, and experience.
- b. List any recent, similar projects completed by key personnel.
- c. Include an organizational chart, specifically for this project, that addresses the positions necessary to support and complete the project.
- d. List any experience in constructing public meeting space with sound systems and broadcast capabilities.
- e. If the design-build entity is a privately held corporation, limited liability company, partnership, or joint venture, include a listing of all of the shareholders, partners, or members, known at the time of the Statement of Qualification submission, who will work on the project.

**II. Business and Organizational Performance (50 points maximum)**

All answers must be checked as either Yes or No. Provide a brief explanation for any "Yes" answers on a separate page referencing the section and item (e.g., II-b).

a. How many years has consultant been in business in California? \_\_\_\_\_

How many years has prime contractor been in business in California? \_\_\_\_\_

b. Has the consultant been involved in a bankruptcy in the last five years?

Yes       No

Has the prime contractor been involved in a bankruptcy in the last five years?

Yes       No

c. At any time in the last five years, has the consultant been assessed and paid liquidated damages after the completion of a public project?       Yes       No

At any time in the last five years, has the prime contractor been assessed and paid liquidated damages after the completion of a public project?       Yes       No

Statement of Qualifications

- d. In the last five years, has the consultant been disqualified or otherwise been prevented from bidding on any government agency or public works project?

Yes       No

In the last five years, has the prime contractor been disqualified or otherwise been prevented from bidding on any government agency or public works project?

Yes       No

- e. In the last five years, has the consultant been denied an award of a public works contract based upon a finding by a public agency that the consultant was not a responsible bidder?       Yes       No

In the last five years, has the prime contractor been denied an award of a public works contract based upon a finding by a public agency that the prime contractor was not a responsible bidder?       Yes       No

- f. In the last five years, has the consultant submitted a response to a Request for Qualifications, competitive bid or proposal that was deemed by the public agency to be non-responsive?       Yes       No

In the last five years, has the prime contractor submitted a response to a Request for Qualifications, competitive bid or proposal that was deemed by the public agency to be non-responsive?       Yes       No

- g. In the past five years, has any claim against the consultant concerning a public agency construction contract been filed in a court or subjected to arbitration?

Yes       No

In the past five years, has any claim against the prime contractor concerning a public agency construction contract been filed in a court or subjected to arbitration?

Yes       No

- h. In the past five years, has the consultant made any claim against a public agency concerning work on a project or payment for a contract and filed that claim in a court or arbitration?       Yes       No

In the past five years, has the prime contractor made any claim against a public agency concerning work on a project or payment for a contract and filed that claim in a court or arbitration?       Yes       No

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- i. At any time during the past five years, has any surety company made payments on the consultant's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on the consultant's behalf in connection with a public agency contract?  Yes  No

At any time during the past five years, has any surety company made payments on the prime contractor's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on the contractor's behalf, in connection with a public agency contract?  Yes  No

- j. In the last five years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the consultant?  Yes  No

In the last five years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the prime contractor?  Yes  No

- k. Have the owners, officers or partners of the consultant ever been found liable in a civil suit, or found guilty in a criminal action, for making any false claim or material representation to any public agency?  Yes  No

Have the owners, officers or partners of the prime contractor ever been found liable in a civil suit, or found guilty in a criminal action, for making any false claim or material representation to any public agency?  Yes  No

- l. Have the owners, officers or partners of the consultant ever been convicted of a crime related to public agency construction or contracts?  Yes  No

Have the owners, officers or partners of the prime contractor ever been convicted of a crime related to public agency construction or contracts?  Yes  No

- m. Have the owners, officers, partners of the consultant ever been convicted of fraud, theft or perjury under federal or state statute?  Yes  No

Have the owners, officers, partners of the prime contractor ever been convicted of fraud, theft or perjury under federal or state statute?  Yes  No

Statement of Qualifications

- n. During the past five years, has the consultant been denied bond credit by a surety company or has there ever been a period of time when there was no surety bond in place during a public construction project?  Yes  No

During the past five years, has the prime contractor been denied bond credit by a surety company or has there ever been a period of time when there was no surety bond in place during a public construction project?  Yes  No

- o. Does the consultant or prime contractor have the financial capacity to obtain the bonding and required insurance for this project?  Yes  No

- p. **Attach a financial statement** that demonstrates that the design-build entity has the capacity to complete this project.

**III. Workplace Safety and Workers Compensation (20 points maximum)**

**(Note: This project does not have a union requirement)**

All answers must be checked as either Yes **or** No. Provide a brief explanation for any **“Yes”** answers on a separate page referencing the section and item (e.g., III-b).

- a. In the last five years, has CAL OSHA cited and assessed penalties against the prime contractor for any serious, willful or repeat violations of its safety or health regulations?  Yes  No

- b. In the past five years, has the federal Occupational Safety and Health Administration cited and assessed penalties against the prime contractor?  Yes  No

- c. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited or assessed penalties against the prime contractor?  Yes  No

- d. How often does the prime contractor require documented safety meetings to be held for construction and field supervisors during the course of a project?  
\_\_\_\_\_  
\_\_\_\_\_

- e. List the prime contractor's Experience Modification Rate (EMR) for each of the past three years (California workers' compensation insurance):  
Yr. 1 \_\_\_\_\_ Yr. 2 \_\_\_\_\_ Yr. 3 \_\_\_\_\_

Statement of Qualifications

- f. Within the last five years, has there ever been a period when the employees of the prime contractor were without workers' compensation insurance or state-approved self-insurance?  Yes  No

**IV. Recent Qualifying Public Agency Construction Projects (10 points maximum)**

**List the six most recently completed public agency projects.**

**For each project, provide the following information.**

1. Project Name:
2. Location:
3. Owner:
4. Owner Contact (name and current phone number):
5. Architect or Engineer:
6. Architect or Engineer Contact (name and current phone number):
7. Construction Manager (name and current phone number):
8. Brief description of Project, Scope of Work Performed:
9. Total Value of Construction (including change orders):
10. Original Scheduled Completion Date:
11. Time Extensions Granted (number of days):
12. Actual Date of Completion:

**V. Certification**

I, the undersigned, as a representative of the design-build entity, certify and declare that I have read all the foregoing answers in this Statement of Qualifications (SOQ) and know their contents. The matters stated in the SOQ answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

