



**City of Coachella
1515 Sixth Street
Coachella California 92236**

Request for

STATEMENTS OF QUALIFICATIONS

To select a

Construction Management Consultant

For the

Coachella Library Project

City Contact:

Jonathan Hoy, City Engineer
jhoy@coachella.org

STATEMENTS OF QUALIFICATIONS ARE DUE:

9/5/2016@ 3:00 p.m.

RFQ Release Date:

8/19/2016

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SECTION 1. PROJECT DESCRIPTION/BACKGROUND

The City of Coachella is requesting qualified firms to provide statement of qualifications to provide Construction Management services for the successful delivery of the Coachella Library Project. Construction Management services will be required for the following project phases: project initiation, procurement, design/construction, commissioning and closeout. The project is located at the corner of Sixth and Orchard within Downtown Coachella, California. The estimated design/construction cost for this project is \$7,000,000-\$8,000,000.



Excerpt from Pueblo Viejo Revitalization Plan (2010)

SECTION 2. PROJECT GOAL AND OBJECTIVES

The new Coachella Library will balance function, value and aesthetics and continue the City's commitment to downtown, inspiring pride for residents and visitors.

The new library will serve as educational and civic anchor for the community and is expected to be 15,000 square feet in size.

The City of Coachella and project stakeholders have identified the following project goals and objectives for this project.

Recommended planning goals

1. Primary orientation on Sixth Street
2. Celebrate corner of Sixth and Orchard
3. Engage paseo

Suggested economic development goals

4. Explore opportunity for a mixed- use library + partner space to activate the downtown corridor with multiple user groups
5. Suggested equal allocation between library and partner space

The Construction Management consultant will be expected to function as a team player with the owner, the owner's design/build team throughout the design and construction period.

SECTION 3. ABBREVIATED SCOPE OF WORK

The selected Construction Management consultant will provide the following services:

- Serve as the City's representative to oversee design, construction and acceptance of the work of the Design Build Team.
- Work with the City Project Manager and Staff to develop the project program and maintain fiscal and schedule control.
- Serve as the City's primary team member responsible for on-site construction contract administration and observation.

SECTION 4. SUBMITTAL REQUIREMENTS

The selection of the City's Construction Management consultant will occur through a qualifications-based selection process. Firms interested in providing such services must submit a timely response to this request for Statements of Qualifications (SOQ) that meets the criteria set forth in this section. Information included in the submitter's SOQ response will be used to evaluate each firm and their designated CM as part of any criteria, regardless of where that information is identified in the SOQ. Information obtained from the SOQ and from any other relevant source, including independent investigation by the City, may be used in the evaluation and selection process.

The submission to this request for Statements of Qualifications shall conform to the following document parameters or risk disqualification:

Page Limit and Formatting-A total of twelve (12) pages (at 8.5" x 11" paper) and one (1) page cover letter. One (1) inch margins on all four (4) sides and minimum 11 font text in Arial, Calibri or Times New Roman only. The submittal shall be organized as follows:

Cover Letter-One page on the company's letterhead and signed by a principal in charge and including his/her telephone number and email address. If the principal is not the primary contact person identified, please identify the contact person, their title, and provide their telephone number and email address. The cover letter shall indicate the inclusion of both forms provided in Sections 8 and 9 of this solicitation.

Body of Submittal-A total of twelve (12) pages of information, with each page numbered in the bottom footer. The order of the Body shall be:

- Firm Background
- Firm Personnel
- Directly Relevant Experience
- Work Plan
- Appendix

Please provide the following information in the sequence and format prescribed by this section. Supplemental materials providing additional information may be attached.

Firm Background. Please provide a brief description of the firm. General information concerning the firm shall:

- Provide name and title.
- Provide the address of the firm's office.
- Provide phone number, fax number, website address and e-mail address information.
- Identify the form of business organization (i.e., corporation, partnership, individual, joint venture, other)
- Provide information on the year the firm was founded.
- Provide the name of the individual who will be the City of Coachella's primary contact.
- Provide a concise statement of the firm's history in providing construction management services for the design and construction of public buildings.

Firm Personnel. Identify the specific individual(s) expected to be assigned to this Project. Provide a resume, references and responsibilities. It is a material condition of this SOQ to to the City of Coachella that the personnel indicated in the SOQ submittal shall not be substituted for the duration of the project.

Directly Related Experience. Please provide a brief description of the directly related experience the individual(s) identified by your firm to conduct this work. Information should include:

- Relevant Past Work. List five major construction management projects the

identified individual has completed over the seven years. For each project, provide the following information:

- Name and location
- Brief description of the project
- Project's construction cost
- Completion date
- Owner's name and contact information (i.e. telephone and email)
- Reference information (one current name with telephone number and email address per project)

Work Plan. Please provide a brief description of your proposed Construction Management work plan and important management aspects that will be employed to successfully manage the project

Appendix. Please provide the following information in this order:

- Resumes. Resumes shall be limited to two pages per each person identified.
- Project Sheets. A maximum total of six (6) one side only project sheets may be included to demonstrate directly related experience.
- Claims and Suits. Please provide the requested information identified above if this condition exists for your firm.
- Completed Forms: The submittal must include the completed forms below (the forms are identified in Sections 8 and 9 of this solicitation).
 - Non Collusion Affidavit
 - Authorization for Release of Performance Information and Waiver

SECTION 5. SOQ SELECTION PROCESS

The City of Coachella will evaluate the submittals. The City shall enter into negotiations with the selected firm and execute a contract based on approval by the City Council.

All submittals shall be open for public inspection after award of contract, except to the extent the vendor designates, and the City Clerk concurs, that trade secrets or other proprietary data contained in the submittal may remain confidential under California law.

SECTION 6. TENTATIVE SCHEDULE OF ACTIVITIES

This Tentative Schedule of Activities is presented below, but the City reserves the right to alter these timelines as necessary in the best interest of the City and to accommodate scheduling calendars. All times refer to Local Time, as kept by the City Clerk.

No.	Activity	Date and Time
1	Request for Qualifications Release	8/19/2016
2	Statement of Qualifications Due to City (hard copy submittal only)	9/5/2016@ 3:00 p.m.
3	City to Review Submittals	9/6/2016
4	Tentative Selection Committee Recommendation	9/7/2016
5	Tentative Council Approval of Selected Firm	9/14/2016

SECTION 7. SOQ TERMS, CONDITIONS, AND INSTRUCTIONS

1. Submittal Preparation and Submission

To be considered responsive, one (1) original and five (5) copies of the complete submittal must be contained in a sealed envelope or box with the SOQ project title, solicitation number and the submitter's firm/team name and address clearly indicated on the package. Please include a CD of your proposal in a pdf format as a component of your submittal. All submittals shall be received by the City on or before the identified deadline.

A submittal shall be prepared either on the forms provided in this solicitation or their substantial equivalent. Any substitute document for the forms provided in this solicitation shall be legible and contain the same information requested on the form. A submittal by electronic means shall be rejected.

The submittal must be typed or in ink. Erasures, interlineations or other modifications in the submittal must be initialed in ink by the person signing the submittal. Modifications shall not be permitted after submittals have been opened except as otherwise provided under applicable law.

It is the responsibility of each submitter to examine the entire solicitation, seek clarification in writing, and check its submittal for accuracy before submitting the submittal. Lack of care in preparing a submittal shall not be grounds for withdrawing the submittal after the submittal due date and time nor shall it give rise to any contract claim. A submittal may not be amended or withdrawn after the submittal due date and time except as otherwise provided under the City's Procurement Code or other applicable law.

Each solicitation amendment, if any, shall be signed with an original signature by the person signing the submittal, and shall be submitted no later than the submittal due date and time. Failure to return a signed copy of a material solicitation amendment within the submittal may result in rejection of the submittal.

A submittal that takes exception to a material requirement of any part of the solicitation may be rejected.

The City of Coachella reserves the right to reject any or all submittals, to waive any informality or irregularity in any submittal received, to be the sole judge of the merits of the respective submittals received, and to cancel any solicitation, if deemed to be in the interest of the City to do so.

2. Inquiries

Any inquiry related to a solicitation shall be directed solely to the City of Coachella Procurement Manager identified on Page 1 of this solicitation. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may be involved in the selection process, including the Selection Committee, the City Council, Boards and Commissions, City Manager, Department Heads and other City staff.

The Procurement Manager may require that an inquiry be submitted in writing. Any inquiry related to a solicitation shall refer to the appropriate solicitation number, page number, paragraph and line of text in the SOQ.

Any inquiry should be submitted prior to the date identified in Section 6 of this solicitation. Failure to do so will result in the inquiry not being answered.

Any inquiry that raises material issues and results in changes to the solicitation shall be answered solely through a written solicitation amendment. A submitter may not rely on verbal responses to its inquiries.

3. Submittal Acceptance Period

By submitting a response to this solicitation, the submitter agrees that it shall hold its submittal open for the number of days from the submittal due date, as stated in the solicitation. If the solicitation does not specifically state a number of days for the submittal acceptance, the number of days shall be ninety (90) working days.

4. Cost of Submittal Preparation

The City of Coachella shall not reimburse any submitter for their cost of preparing and responding to this solicitation.

5. Certifications, Disclosure, and Disqualification

By signing the Non-Collusion Form (attached), the submitter certifies that it did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its submittal.

If any of the team members have previously been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Submitter must fully explain the circumstances relating to the preclusion or proposed preclusion in the submittal. If awarded, the submitter must include a letter with its submittal setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided.

SECTION 8: NON-COLLUSION AFFIDAVIT

THIS FORM MUST BE COMPLETED AND INCLUDED IN THE APPENDIX OF THE SUBMITTAL

State of _____)
County of _____) ss.

_____, affiant,
(Name)

the _____ of
(Title)

(Contractor/Bidder)

who is the person or other entity that makes the accompanying Submittal, having first been duly sworn, deposes and says:

That such Submittal is genuine and not sham or collusive, nor made in the interest of, or on behalf of, any persons not herein named, and that the Submitter has not directly or indirectly induced or solicited any other Submitter to put in a sham bid, or any other person, firm, company or corporation to refrain from making a submittal, and that the Submitter has not in any manner sought by collusion to secure for itself an advantage over any other Submitter.

(Title)

Subscribed and sworn to before me
this _____ day of _____, 20 _____

Notary Public:

My Commission Expires: _____

**SECTION 9: AUTHORIZATION FOR RELEASE OF PERFORMANCE
INFORMATION AND WAIVER**

**THIS FORM MUST BE COMPLETED AND INCLUDED IN THE APPENDIX OF THE
SUBMITTAL**

I, _____, the undersigned, on behalf of _____ (this company), being duly authorized to do so, do hereby consent and authorize all those companies and government entities listed in my Submittal to the City of Coachella, and any other government entity for whom this company has performed pre-construction and/or construction services, to disclose and release to the City of Coachella, or its representatives, information, records and opinions concerning this company's performance. The purpose of this disclosure is to provide references and background material to the City of Coachella. This company hereby waives any claim it may have against the City of Coachella or any company or entity providing information to the City of Coachella by reason of any information being disclosed or opinions provided regarding the actions or performance of this company.

This authorization shall be effective for one year, and a copy of this authorization shall be as valid and effective as the original.

Dated: _____

By: _____

Title: _____