

**CITY OF RIVERSIDE
FINANCE/PURCHASING
3900 MAIN STREET
RIVERSIDE, CA 92522**

RFQ NO. 1627

**Request for Qualifications
Architectural Services for Development of a
New Main Library in Downtown Riverside
At 3911 University Avenue/3775 Fairmount Boulevard**

ADDENDUM NO. 1

Question submittal deadline extended until July 29, 2016 before 2:00pm

Due date extended until August 5, 2016 before 2:00pm

CLARIFICATIONS

The City would like to clarify that this RFQ No. 1627 simply requests that vendors submit a Statement of Qualifications, not a Proposal for a specific scope of work. A Request for Proposals may be solicited based on the results of this RFQ No. 1627. Additionally, the due date of qualification statements has been extended by two weeks. Qualification statements are now due on or before 2:00 p.m., on Friday, August 5, 2016.

On June 20, 2016, the City of Riverside issued a Request for Qualifications (RFQ), also referred to as RFQ No. 1627. The intent of the RFQ is to reach out to experienced, responsible, capable, and qualified firms to request a Statement of Qualifications for architectural services. Once the qualification statements are received, City staff will review and evaluate, and may establish a “short list” of the most qualified architectural firms. The City may conduct interviews based on the evaluation results of this RFQ prior to issuance of a subsequent Request for Proposals for the recommended architectural firm.

Based on the results of RFQ, the City may issue a Request for Proposals to request proposals from the most qualified architectural firms. Following submittal and evaluation

of the proposals by City staff, an architectural firm may be selected. Once a contract is awarded to the selected architectural firm, this firm will work with City staff to perform Phase 1 Design Services as outlined in the RFQ. Additionally, the selected architectural firm hired for Phase 1 Design Services may be retained to provide additional services in subsequent phases as deemed necessary to provide a full-service turnkey design for a new Main Library. Furthermore, all additional design services not part of Phase 1 Design Services shall be negotiated with the selected architectural firm.

The following information includes sections from the RFQ for your reference while preparing a Statement of Qualifications to submit for this RFQ No. 1627.

Deliverable of RFQ No. 1627 is your firm's Statement of Qualifications before 2 PM on or before August 5, 2016.

All Statements of Qualifications will be evaluated according to the following criteria:

Qualifications	70%
Submittal Content	20%
References	10%
Total Possible:	100%

I. Submittal Content

- The cover letter shall be limited to three (3) pages and does the following:
 1. Confirm that all elements of the RFQ have been reviewed and understood
 2. Include a summary of the company's qualifications
 3. Identify a single person for contact during the review process

- Company Information:

This section shall include relevant company's information, including the address and telephone number of the company's main office and any branch offices.

The company shall identify the type of organizational entity (corporation, sole proprietorship, partnership, joint venture, etc.). Members of the company's professional team (managers, contact person, etc.) should be identified by name and title, and should include contact phone numbers. Major sub-contractors (if any) and their degree of involvement in public library projects should be included.

Provide a Statement of Qualifications and resume of all personnel working for the company. The Statement of Qualifications must include:

- a) Name and title
- b) Description of education
- c) General experience, including total years in specialty experience with library design and construction administration
- d) Years of employment in field and with the company
- e) Specialized education and training related to specialty area
- f) Any prior public agency experience
- g) Any certifications, professional designations, or other information that will assist in evaluating qualifications

II. Qualifications

The company shall provide a detailed list of services previously performed, including services provided for the City of Riverside, if any. The company shall identify and designate at least three (3) completed public library projects or other similar projects, which the team members have done individually or collectively within the past ten (10) years that best represent the present skills of the project team members to design a state-of-the-art public library and work with multiple and varying public and community groups including the approach to building consensus and bridging differences of opinion while still accomplishing and maintaining the focus on achieving a state-of-the-art design and facility. The company shall also provide a detailed list of similar public library projects worked on for other clients, including project description, services provided, length and outcome of those projects.

The following information should be included in the Statement of Qualifications:

1. Architect (and sub-contractor, if any) qualifications and recent relevant experience:
 - a) Qualifications of the company and its managers
 - b) Brief resume(s) of architect and staff working for the company
 - c) Demonstrated experience with design services of similar complexity, scale, and scope of public library projects
 - d) Record of building designs which provide functional excellence
 - e) History of effective schedule and budget management for design services

of similar scale and scope of public library projects

- f) An understanding of the trends affecting public library services in the future
 - g) Examples of renderings and or photographs of previously completed public library projects (include link(s) to view projects online if available)
2. Demonstrated understanding of requirements, including potential challenges and opportunities associated with the public library projects:
- a) Content and thoroughness of the Statement of Qualifications which demonstrates the architect's understanding of the task and familiarity with the types of issues applicable to public library projects
3. Ability to complete the previous public library projects in a timely manner
- a) Project schedule, including major tasks and completion dates
 - b) Descriptions of resources, including personnel, to conduct each phase of those public library projects

III. References

The company shall identify references from previous public library projects or other similar projects. The references shall include names, addresses, and telephone numbers and/or e-mail addresses of the clients for whom prior work was performed, and include an explanation of the services provided.

Please Note: The City may, at its sole discretion, request interviews with firms as a part of the assessment of qualifications prior to the issuance of a Request for Proposals. Additionally, except as set forth in this Addendum, all other provisions in the RFQ shall be and remain unchanged.