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**REQUEST FOR QUALIFICATIONS (“RFQ”)**  
**PROGRAM / PROJECT / CONSTRUCTION MANAGEMENT SERVICES**

**August 23, 2023**

Contra Costa Mosquito and Vector Control District (“District”) is seeking Statements of Qualifications (“Responses”) from interested Program Management Firms, partnerships, joint-ventures, corporations, or associations (“Firms”), to provide Program / Project / Construction Management services to the District.

Interested Firms are requested to notify the District of their interest in submitting on this RFQ and invited to submit their Responses, in accordance with this RFQ to:

Paula Macedo, General Manager  
Contra Costa Mosquito and Vector Control District  
155 Mason Circle  
Concord, CA 94520  
Phone: (925) 771-6102  
Email: [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com)

Questions regarding this RFQ are to be directed to Paula Macedo at the above address. There is no need to visit the site or request copies of prepared documents. Questions related to this RFQ will not be accepted unless they are submitted in writing by letter, email, or fax, and are received by September 11, 2023. Answers to all questions will be distributed via email to all Firms expressing an interest in submitting on this RFQ.

All responses to this RFQ must be received by 3 pm on September 25, 2023. The submittal package should be no more than 30 pages (excluding cover letter, table of contents, dividers, and general brochures which may be submitted in addition to the page limit).

The District intends to use the responses to this RFQ to assist in the possible selection of one or more Firms for the District’s potential projects. The District will evaluate each Firm based on the information set forth in the Response submitted, together with other information available to the District from any other sources. The Firm’s ability to develop a rapport and working relationship with the District personnel and team (other consultants) will be considered. The District will, at its own discretion, select one or more firms after receipt of the Responses; the District also reserves the right to not select any Firm. The District may also request that one or more Firms participate in an interview process or the District may implement a combination of these and/or other methods for selection.

This RFQ is solely a solicitation for responses. Neither this RFQ, nor any Response to this RFQ shall be deemed or construed to: (i) create any contractual relationship between the District and any Firm; (ii) create any obligation for the District to enter into a contract with any Firm or other party; or (iii) serve as the basis for a claim of reimbursement for costs associated with the submittal of any Response.

## **1. GENERAL INFORMATION**

The District intends to select a Firm that best meets the District's needs to perform the Program / Project / Construction management services as described in this RFQ. The District may assign all or parts of the work described below to one or more of the successful Firms and/or proceed with District staff augmentation and/or full-service Program / Project / Construction Management. The criteria on which the District makes its determination will be based on proven ability and experience as described herein, and on the District's needs. (Note that this RFQ may use the term "Firm" to include individuals and may use a singular in place of a plural).

The District is looking for a Firm to help plan, oversee and manage the demolition of existing structures, remodeling and renovation of the current District building, shop, and construction of a new enclosed parking structure.

The Firm selected as a result of this process ("Program / Project / Construction Manager") shall be responsible for the following general categories of work as determined by the District.

Program Management: Work with the District's staff to oversee the entire capital outlay building program. Services may include, but are not limited to, the following activities: development of an Implementation Plan that provides scope, schedule, and budgets for all projects based on District's Capital Improvement Plan; coordinate with District's counsel for developing agreements for professional services and solicitations, contract negotiations for all team members including Environmental, Geotechnical, Surveying, Architectural, Engineering, and Construction services; create Program and Project budgets, monitor, and update budgets; perform invoice due diligence for all expenditures; develop cost estimates; develop and maintain Program/Project schedules; strategic/logistical planning, phasing, grouping of projects, and other cost-saving methods that match the program cash flow projections; assist the District with project procurement; advise the District on project delivery options; define Program processes and procedures; develop and maintain Program document control system, Budgeting and Cost, and Schedule Control Systems;

Report on Program and individual project status to the District on a regular basis.

Project Management: Assist the District in the management and oversight of approved projects during the design phases within scope, schedule, and budget expectations for all projects assigned.

Construction Management: Assist the District in the management and oversight of approved projects during the construction phases within scope, schedule, and budget expectations for all projects assigned.

The phasing and scoping of each project will be determined in the Program Implementation Plan process with the involvement of the selected Firm. The Program/Project management Firm must demonstrate the ability and be prepared to work side-by-side with District staff.

The selected Firm will not perform any design, inspections, or construction work as a general contractor or subcontractor, and shall not be allowed to self-perform any trade work, nor contract with affiliates to perform such work.

It is vital that the selected Firm have the ability to work cooperatively and effectively with the District staff, the Board of Trustees, the various planning committees, and the community. The District places great emphasis on facilitation and communication with all of these stakeholders. The Firm retained by the District will be part of the District team and will be expected to operate in a team environment. The Firm will work under the direction of the General Manager.

## **2. REQUIRED INFORMATION IN THE RESPONSE**

All materials submitted to the District in response to this RFQ shall remain the property of the District. Extensive experience with the Uniform Building Code ("UBC"), and Title 24 of the California Code of Regulations, California Fire Code ("CFC"), and Local Agencies Requirements is mandatory. Responses should be typewritten, concise, straightforward, and must address each requirement and question.

### **2.1 COVER LETTER**

The cover letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

## **2.2 FIRM INFORMATION**

- A. Provide a brief history of your Firm. Identify legal form, ownership, and senior officials of company.
- B. Describe number of years in business and types of business conducted. Identify proportion of program management of overall business, and of public works projects of overall business.
- C. List all litigation arising from any public works programs on which your Firm provided program/project management and/or construction management services in the past five (5) years and were named as party(ies). Please include the following information for each litigation:
  - State the issues in litigation, court information and docket number
  - Names of parties
  - Status/Outcome

## **2.3 EXPERIENCE**

- A. Describe your experience with California public works construction programs and relevant modernization and new construction projects.
  1. Include the scope of programs, description of services provided, and size of project budgets.
  2. For each program referenced, provide to District name of Key Contact Person and Telephone Number.
- B. The District may utilize alternate delivery methods for some or all of these projects. Please provide information regarding your Firm's experience with Design-Bid-Build, Design-Build or other delivery methods.

## **2.4 PROPOSED STAFFING**

The selected Firm shall employ, at its expense, professionals properly skilled in the execution of the functions required for the Program/Project management of the Program. The proposed Team is required to have a licensed Architect in the State of California as part their Key Personnel.

- A. Provide a proposed organizational chart integrating District staff and identify key personnel you would assign to the District's Program and their roles including any sub-consultants anticipated. Key personnel will be contractually required to remain assigned to the District's projects unless said personnel cease to be employed by your Firm, or other arrangements are made with the District.
- B. For each identified individual, please provided a resume and describe/summarize his or her experience with public works programs.

## **2.5 PROPOSED METHODOLOGY AND CAPABILITIES**

- A. Describe the Firm's technical capabilities, approach, and experience with:
  - 1. Implementation planning
  - 2. Phased Construction and Move Management
  - 3. Facilities Condition Assessments
  - 4. Value Engineering
  - 5. Technology Integration, Planning and Implementation
    - a. Describe the Firms experience in data, public address systems, communication systems, and other low voltage systems.
  - 6. Budgeting
  - 7. Cost estimating
  - 8. Cost tracking
  - 9. Document control
  
- B. Describe the Firm's quality control systems, including ability to monitor consultants.
  
- C. Describe the Firm's capabilities in each area:
  - 1. Evaluating/reporting on program status to District staff, Board, and the public.
  - 2. Experience in decision-making related to new construction and renovation projects.

## **2.5 SCHEDULING ABILITY**

Discuss the Firm's ability to prepare and prioritize schedules for construction projects.

## **2.6 CLIENT REFERENCES**

Please provide at least five recent (past five years) clients for whom your Firm has provided full service Program / Project / Construction Management work similar to what is being requested in this RFQ. Please include the name of the client, name of person to contact, telephone number, and identify the project.

## **2.7 FIRM RATE SHEET**

Provide Firm rate sheet for the work described in this RFQ. The District reserves the right to negotiate fees, services, terms, and form of agreement with the selected Firm. List applicable staffing rates and other anticipated costs and conditions.

### **3. DISTRICT'S EVALUATION PROCESS**

#### **3.1 ANTICIPATED CALENDAR OF EVENTS:**

3.1.1	RFQ Release Date:	August 23, 2023
3.1.2	Cutoff date for written questions:	September 11, 2023
3.1.3	Submittals due by 3:00 PM:	September 25, 2023
3.1.3	Finalists notified on:	October 2, 2023
3.1.4	Interviews (if any) start the week of:	October 9, 2023
3.1.5	Board action to award:	November 13, 2023

#### **3.2 SELECTION CRITERIA AND PROCEDURE**

The Responses will be evaluated based on each Firm's qualifications, approach, methodology, and relevant experience with similar clients and facility programs. The District will also evaluate the Firms based on their performance history, proposed team members assigned, knowledge of the various issues, technical capabilities, proposed fee approach, and overall responsiveness to this solicitation. The following factors are important for further consideration and evaluation:

##### 1. Technical Competence

Experience, training, and proven expertise are required in the area of work covered by the scope of work for the construction project(s) and the competence of Key Personnel core leaders.

##### 2. Staffing-Capabilities

The capability under current workloads to perform the work within the desired time frame may be considered. The size and availability of qualified staff may be considered for this item.

##### 3. Project Approach Planning and Scheduling Ability

Items that may be considered here are work methodology, management structure, and any other indications of processes that would improve planning and reduce the impact of unexpected project delays.

##### 4. Past Performance Record

Past performance is evaluated for providing quality projects in an efficient, timely manner. The quality of the work could be an indication of exercising good judgment in foreseeing future problems. References may be checked with prior clients. The consultant's past experience on projects of a similar nature is important.

##### 5. Quality Control/Assurance

The consultant's process shall monitor and advise the District regarding the contractor's compliance with the design plans and special provisions. Consultant should have experience in performing constructability reviews at various stages of design.

## 6. Cost Control and Reporting

The company's overall operation should be able to demonstrate its ability to implement cost effective construction services and construction methods. Emphasis should be on cost control, cost tracking, effective management, clear communications with staff, and completion of all work within budget.

### **3.3 INTERVIEWS**

The District may invite short listed Firms to meet with the District's panel selection committee, at the District's option. The interview will start with an opportunity for the Firm to present its response and its project team. The balance of the interview will be an opportunity for the District selection committee to review the statement of qualifications, the individual and/or Firm's history, and other matters the committee deems relevant to selecting the Firm. The committee may inquire as to the Firm's suggested approaches to the Program and the issues identified in this Request for Qualifications.

The District may perform investigations of proposing Firms that extend beyond contacting the clients identified in its references. Following the interviews, the selection committee will make recommendations to District staff and the Board regarding the candidates and awarding the Contract.

### **3.4 FINAL DETERMINATION AND AWARD**

The District reserves the right to contract with Firm(s) responding to this Request for Qualifications for all or portions of the described scope of work, to reject any response as non-responsive, and not to contract with any Firm for the services described herein. The District makes no representation that participation in the Request for Qualifications process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing the Firm's response to this RFQ.

The awarding of a contract is at the sole discretion of the District. The District expects to award a contract(s) for the services identified in this Request for Qualifications at the Board meeting.

The District may, at its option, determine to award a contract(s) for only portions of the scopes of work identified herein. In such case, the successful proposing Firm will be given the option not to agree to enter into the contract, and the District will retain the right to negotiate with any other proposing Firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other Firm responding to this RFQ.