



## **REQUEST FOR QUALIFICATIONS**

**Request for Qualifications from Consultant Teams to Perform Court Building Renovation Feasibility Studies**

**RFQ # JBCP-CBR-FEASIBILITY-STUDIES-2016-60-SM**



Request for Qualifications: Court Building Renovation Feasibility Studies

RFQ Number: JBCP-CBR-Feasibility Sttudies-2016-60-SM

Date:

April 12, 2017

To:

Qualified Consulting Teams

From:

Judicial Council of California  
Capital Program Office

Subject:

Request for Qualifications

Action Requested:

You are invited to review and respond with a  
Statement of Qualifications

Project Title:

Court Building Renovation Feasibility  
Studies

RFQ Number: JBCP-CBR-FEASIBILITY-  
STUDIES-2016-60-SM

Proposals must be received on or before  
May 4, 2017 at 2:00 PM, the date and time  
specified in the RFQ Schedule.

Send Statements of Qualifications to:

Judicial Council of California

Attn: Lenore Fraga-Roberts

455 Golden Gate Avenue, 6th Floor

San Francisco, CA 94102

*(Indicate RFQ Number, Name of Your Firm,  
on lower left corner of envelope)*

Contact:

[CapitalProgramSolicitations@jud.ca.gov](mailto:CapitalProgramSolicitations@jud.ca.gov)

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## **1.0 BACKGROUND INFORMATION**

**1.1** The judicial branch of California is a part of California government, independent from the executive and legislative branches, and includes the Superior and Appellate Courts of California, and the Supreme Court. A part of the judicial branch is the Judicial Council of California, chaired by the Chief Justice of California. The Judicial Council is the primary policy making body of the California judicial system. The Capital Program Office and the Real Estate and Facilities Management Offices are the divisions of the Judicial Council staff responsible for the planning, design, construction, real estate and asset management of facilities for the court system of California.

**1.2** Pursuant to the Trial Court Facilities Act of 2002 (SB 1732), ownership of and responsibility for most superior court facilities in California has shifted from the counties to the state.

## **2.0 PURPOSE OF THIS RFQ**

The Judicial Council is seeking one (1) to three (3) consultant teams (“Consultant”/“Proposer”/“Firm”) to determine the feasibility (or not) of major renovations to certain existing California Superior Court Buildings.

## **3.0 SCOPE GENERALLY**

**3.1** Selected Consultant(s) shall work closely with Judicial Council of California (“Judicial Council” or “Council”) staff in studying the structural, architectural, cost, and operation issues involved with a renovation of structural and other building components in up to 25 existing court buildings that will be identified by the Judicial Council. Each subject court building will have a separate report consisting of feasibility issues, cost benefit and schedule.

**3.2** The feasibility studies will be completed by May 31, 2018. The Council has budgeted approximately two million dollars (\$2,000,000) for consultant compensation for the feasibility studies, in aggregate.

## **4.0 QUALIFICATIONS OF DESIRED CONSULTANTS**

**4.1** The Council seeks consultant teams comprised of key individuals in disciplines listed in this section, who have current knowledge and experience of building renovations (disciplines are not listed in order of importance).

- 4.1.1 Structural Engineering:** Conceptual analysis designs to improve building performance under seismic loads. Advising public agencies on comparative approaches to building renovations. Optionally, experience with managing consultants of different design and construction disciplines to deliver services to an owner/client. Key individuals in this discipline shall be licensed structural engineers in California.
  - 4.1.2 Architecture:** Conceptual analysis of comparative approaches to building renovations. Coordinating and leading design and construction consultants to efficiently complete studies and reports. Author of reports that combine written and graphic explanations to convey technical information; comparative analysis and recommendations or conclusions consistently and clearly. Key individuals in this discipline shall be licensed architects in California.
  - 4.1.3 Cost Analyst:** Conceptual cost analysis of options for building renovation, preparing and advising owners on cost benefit analysis of the feasibility of renovating an existing building.
  - 4.1.4 Mechanical/Electrical Engineering:** Conceptual analysis of approach to renovation of systems in existing buildings. Key individuals in this discipline shall be licensed engineers in California.
  - 4.1.5 Construction Management:** Conceptual analysis of schedule and construction attributes of alternate approaches to renovation of existing buildings.
- 4.2** Consultants shall in no way be guaranteed any further work on any project related to any feasibility study prepared from this RFQ. Even so, the Council intends that each Consultant Firm shall be permitted to respond to the Council's future RFQs to design a project related to any feasibility study prepared from this RFQ. The Council shall not permit a Consultant to provide any additional information, input, or assist in the decision making for a project beyond the evaluation and recommendations with the feasibility study(ies) provided to the Council. In addition, the Council requires each Consultant Firm to maintain all raw data, back-up information, research notes, and preliminary drafts and provide that information to the Council as a secondary deliverable that will accompany the final feasibility study.

## **5.0 RESPONSE TO RFQ**

- 5.1** Submittals should be straightforward and concise information that fulfill the requirements of the RFQ. Brevity, completeness and clarity of content are important as are addressing this RFQ selection criteria, and conformity to the Judicial Council's instructions.

**5.2** For consideration, each Firm shall submit and provide two (2) hard copies and one (1) electronic copy of the Firm's response.

**5.3** The RFQ should include:

**5.3.1 Letter of Interest:** A dated letter that must include the legal name of the Consultant Firm; address; telephone and fax numbers; the name; title; email address; and signature of the person(s) authorized to submit the RFQ on behalf of the Firm.

**5.3.2 Executive Summary:** The Executive Summary should contain an outline of Consultant experience with Feasibility Studies.

**5.3.3 Key Individuals:** Provide qualifications and experience of proposed key individuals, and sub-consultants who would perform the day-to-day services. Demonstrate specialized knowledge and experience required for key individuals, particularly on renovation projects of similar character.

**5.3.4 Study Examples:** Examples of studies prepared by one or more key individuals, which demonstrate effective written communication of technical information. Such studies should ideally be about building renovations but at a minimum be on technical or construction topics. Submit report, abstracts of report or links to documents with the Statement of Qualifications (SOQ). The materials will demonstrate the Consultant's skill in narrating and illustrating design, construction or strategic issues in a report form.

**5.3.5 References:** Provide contact information for no more than two (2) professional references for each key individual.

## **6.0 EVALUATION**

**6.1** Qualifications will be evaluated by a panel of Council staff. They will review the written and graphic materials submitted and discuss past performance with clients' references.

**6.2** Consultant's qualifications will be ranked by evaluators in three (3) general categories:

<b>Item</b>	<b>Experience</b>	<b>Weight</b>
A.	Experience of key individuals with feasibility and cost benefit analysis	50%
B.	Past consulting performance by key individuals in successful similar services for owners of large inventory of buildings	30%
C.	Technical experience of key individuals with institutional/complex building renovations	20%

## 7.0 SELECTION

The Judicial Council may select up to three (3) consultants which have the three (3) highest scores to commence negotiation of compensation for the provision of the services relating to court building renovation-feasibility studies for any or all the buildings which may be assigned to those consultants. Compensation shall be a negotiated lump sum for each building assigned to the Consultant. If the Judicial Council and those selected consultant(s) cannot reach agreement on compensation for any or all buildings potentially assigned to those consultants, the Judicial Council reserves the right to undertake negotiations with the next highest scoring consultant and to enter into an Agreement with such other consultant if negotiations are successful with that consultant. If the Judicial Council and those next highest scoring consultant(s) cannot reach agreement on compensation for any or all buildings assigned, the Judicial Council reserves the right to undertake negotiations with the next highest scoring consultant and to enter into an Agreement with such other consultant if negotiations are successful with that consultant. The Judicial Council may continue negotiations with the other consultants in a similar manner until it has successfully negotiated and entered into agreements for all of the assigned building.

## 8.0 TIMELINE FOR THIS RFQ

Table 1 shows the schedule for this RFQ. Judicial Council of California may change the dates at their discretion. Judicial Council of California advises potential proposers to check the Judicial Council of California website (<http://www.courts.ca.gov/rfps.htm>) frequently for changes and updates to the RFQ including schedule changes.

**Table 1. RFQ Schedule**

#	Event	Date
1.	Issuance of the RFQ	April 12, 2017
2.	Deadline for Service Provider's requests for clarifications, modifications or questions regarding the RFQ (See Attachment 7). Email all questions to: <a href="mailto:CapitalProgramSolicitations@jud.ca.gov">mailto:CapitalProgramSolicitations@jud.ca.gov</a>	April 21, 2017
3.	Questions and answers posted ( <i>estimate only</i> ).	April 26, 2017
4.	<b><u>ADDRESS AND DEADLINE— Hard copy qualifications must be delivered to:</u></b>  <b>Judicial Council of California</b> <b>Attn.: Lenore Fraga – Roberts</b> <b>RFQ # JBCP-CBR-Feasibility-Studies-2016-60-JP</b> <b>455 Golden Gate Avenue, 6th Floor</b> <b>San Francisco, CA 94102</b>	<b><u>2 PM Pacific Time on May 4, 2017</u></b>
5.	Posting of short listed Vendors	May 17, 2017
6	Notice of Intent to Award on the Court website: <a href="http://www.courts.ca.gov/rfps.htm">http://www.courts.ca.gov/rfps.htm</a>	May 22, 2017 (Estimated)
7	Full Performance Start Date.	July 2017 (Estimated)

## 9.0 RFQ ATTACHMENTS

Table 2 lists the attachments for this RFQ. All attachments are included as part of this RFQ.

**Table 2. RFQ Attachments**

#	Attachments	Description
1	<b>Attachment 1:</b> Judicial Council’s Standard Terms and Conditions	Standard Agreement. If selected, the person or entity submitting a response to the RFQ must sign this Standard Agreement
2	<b>Attachment 2:</b> Administrative Rules Governing RFQs (Non-IT Services)	These rules govern this solicitation.
3	<b>Attachment 3:</b> Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Standard Agreement Terms and Conditions.
4	<b>Attachment 4:</b> General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
6	<b>Attachment 5:</b> Payee Data Record	This form contains information required in order to process payments and must be submitted with the proposal.
7	<b>Attachment 6:</b> Form for Submission of Questions.	Complete this form if you want to submit questions pertaining to this RFQ.
8	<b>Attachment 7:</b> Internal Background Check Policy	These rules govern this solicitation.

## 10.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

**Proposals are subject to disclosure pursuant to RULE 10.500 of the CALIFORNIA RULES OF COURT.** Judicial Council of California will not disclose social security numbers, and Judicial Council of California will not disclose balance sheets or income statements if submitted by a Proposer that is not a publicly-traded corporation. In response to applicable public records requests, Judicial Council of California will disclose all other information in Proposals. Such disclosure will be made regardless of whether the Proposal (or portions thereof) is marked “confidential” or “proprietary” or otherwise and regardless of any statement in the Proposal (a) purporting to limit Judicial Council of California’s right to disclose information in the Proposal or (b) requiring Judicial Council of California to inform or obtain the consent of the Proposer prior to the disclosure of all or portions of the Proposal. Judicial Council of California cautions Proposers not to include confidential, proprietary, or privileged information in Proposals.

## **11.0 PROTESTS**

**11.1 Who May Submit a Protest?** A Firm may submit a protest if the Firm submitted a Proposal that the Firm believes to be responsive to the RFQ and the Firm believes that the Judicial Council has incorrectly not selected the Firm as a potential vendor.

**11.1.1** A person or entity who did not submit a Proposal may not submit a protest.

**11.1.2** In no event will the Judicial Council consider a protest if the Judicial Council rejected all Proposals or the RFQ was canceled for any reason.

### **11.2 Deadline for Receipt of Protest**

**11.2.1** A Firm's protest must be received within seven (7) calendar days of the Judicial Council's notification to Firm that it has not been selected.

**11.2.2** The Firm is solely responsible for ensuring that a protest is received by the Judicial Council by the applicable due date. The failure of a Firm to submit a timely protest constitutes a waiver of the Firm's right to protest the award.

### **11.3 Required Information.** A protest must include the following information:

**11.3.1** Contact information of the protesting Firm or its representative (this must include name, address, and telephone number, e-mail address and fax number);

**11.3.2** The title of the RFQ to which the protest is related;

**11.3.3** A detailed description of the specific legal and factual grounds of protest and any supporting documentation; and

**11.3.4** The specific relief requested. ("Protest")

**11.4 Submission of the Protest.** The Firm must send the Protest to the individual identified in the RFQ to receive Proposals. The Firm must send the Protest by overnight courier or by personal delivery.

If a Protest is late or missing any of this information, the Judicial Council will reject the Protest.

**11.5 Written Determination.** The Judicial Council shall respond to a protest with a written determination. The Judicial Council may issue a written determination regarding the Protest without requesting further information from the Firm. Therefore, the Protest must include all grounds and all evidence available at the time the Protest is submitted. If the Firm later raises new grounds or evidence that was not included in the initial Protest submittal but which could have been raised at that time, the Judicial Council shall not consider that new grounds or new evidence. The Judicial Council's written determination shall be the final action by the Judicial Council unless the Firm submits an appeal to that written decision within five (5) calendar days of the issuance of the Judicial Council's written determination

## **11.6 Appeal of Judicial Council's Written Determination**

**11.6.1** If the protesting Firm decides to appeal the Judicial Council's Written Determination, the protesting Firm must send the appeal to the Judicial Council's Contracts Manager, at the same address noted for the submission of questions in the RFQ by overnight courier or by personal delivery.

**11.6.2** The appeal must include:

**11.6.2.1** Contact information of the protesting Firm or its representative (this must include name, address, and telephone number, e-mail address and fax number);

**11.6.2.2** The title of the RFQ to which the protest is related;

**11.6.2.3** A copy of the Judicial Council's written determination;

**11.6.2.4** A detailed description of the specific legal and factual grounds for the appeal and any supporting documentation, including information related to the Protest that was not available at the time the Protest was originally submitted with a detailed explanation of that information's unavailability; and the specific ruling or relief requested. ("Appeal").

**11.6.3** If an Appeal is late or missing any of this information, the Judicial Council will reject the Appeal.

**11.6.4** The Judicial Council's Manager, Business Services shall respond to an appeal with a written determination. The Judicial Council's Manager, Business Services written determination shall be the final action by the Judicial Council and are not subject to further appeal.

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RFQ Number: JBCP-CBR-Feasibility Studies-2016-60-SM

**11.6.5** Protests must be sent to:

Judicial Council of California – Branch Accounting and  
Procurement

Attn: Protest Officer

455 Golden Gate Avenue, 6th Floor

San Francisco, CA 94102

***(Indicate JBCP-CBR-Feasibility-Studies-2016-60-SM-RFQ and  
Name of Your Firm on lower left corner of envelope.)***