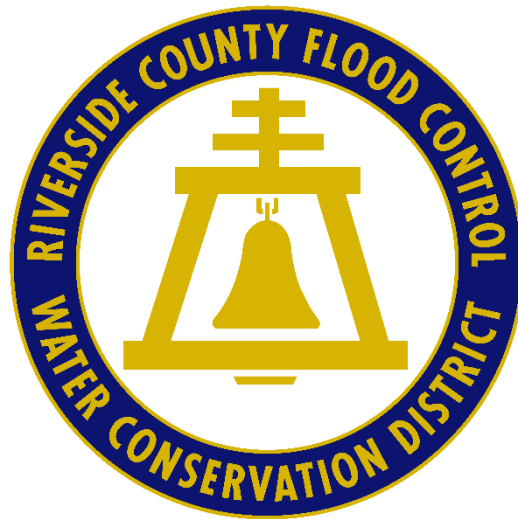


**REQUEST FOR QUALIFICATIONS (RFQ)**

**for**

**Bentley CAD Migration to Autodesk CAD Software**



Prepared by:  
Riverside County Flood Control and Water Conservation District  
1995 Market Street, Riverside, CA 92501

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### INSTRUCTIONS TO RESPONDENTS

- I. Vendor Registration: Unless stated elsewhere in this document, vendor must register by requesting an 'On-boarding Invitation' via email addressed to [mcweisen@rivco.org](mailto:mcweisen@rivco.org).
- II. Prices/Notations: All prices/notations must be typewritten or written in ink. No erasures permitted. Mistakes shall be crossed out, corrections made adjacent and initialed by person signing document. Each item shall be bid separately.
- III. Pricing/Terms/Tax: All pricing shall be quoted both F.O.B. shipping point and F.O.B. destination, (e.g., cash terms less than 20 days should be considered net) excluding applicable tax. The Riverside County Flood Control and Water Conservation District (DISTRICT) pays California Sales Tax and is exempt from federal excise tax. In the event of an extension error, the unit price shall prevail.
- IV. Period of Firm Pricing: Unless stated otherwise elsewhere in this document, prices shall be firm for 365 days after the closing date.
- V. Recycled Material: Wherever possible, the District is looking for items made from, or containing in part, recycled material. Respondents are encouraged to bid items containing recycled material as an alternative for the items specified; however, the District reserves the right to reject those alternatives as non-responsive.
- VI. Method of Award: The District reserves the right to reject any or all offers, to waive any discrepancy or technicality and to split or make the award in any manner determined by the District to be most advantageous to the District. The District recognizes that prices are only one of several criteria to be used in judging an offer and the District is not legally bound to accept the lowest offer.
- VII. Return of Bid/Closing Date/Return to: Due to the COVID-19 PANDEMIC there are no "Packaging" requirements; all submittals will be done electronically. The bid response shall be submitted electronically to [mcweisen@rivco.org](mailto:mcweisen@rivco.org) by 1:30 p.m. Pacific Standard Time (PST) on the closing date of October 21, 2020. Bid responses not received by the District by the closing date and time indicated above will not be accepted. The closing date and time and the RFQ title referenced above shall appear on the cover sheet of all submittals. A duly executed copy of the signature page of this bid document must accompany your response. The District will not be responsible for and will not accept late bids due to technical issues resulting in delayed delivery services.
- VIII. Auditing: The Consultant agrees that Riverside County, the State of California, the Federal Government, or designated representatives shall have the right to review and copy any records and supporting documentation pertaining to the performance of this contract. Consultant agrees to maintain such records for a possible audit for minimum of three (3) years after final payment, or until closure of pending matter unless a longer period of records retention is stipulated. Consultant agrees to allow auditor(s) access to such records during normal business hours and allow interviews of any employees or others who might reasonably have information related to such records. Further, the Consultant agrees to include a similar right of Riverside County, the State of California, or the Federal Government to audit records and interview staff in any subcontract related to the performance of this contract.

**IF CHECKED, THE FOLLOWING DOCUMENTS ARE HEREBY MADE PART OF THIS RFQ/P**

APPENDIX "A"                       PLANS/DRAWINGS                       SAMPLES                       MULTI PART BID SHEET

### PROPOSAL COVER PAGE

#### RESPONDENT TO COMPLETE ALL APPLICABLE AREAS

If not already registered as a vendor, Respondents are required to complete the vendor registration process, please refer back the Vendor Instructions on Page 3 of this RFQ.

The Riverside County Flood Control and Water Conservation District (District) is soliciting proposals from qualified firms for Bentley CAD Migration to Autodesk CAD Software as detailed in Appendix A.

**BID CLOSING DATE: Wednesday, October 21, 2020 no later than 1:30 p.m. PST**  
**FAXED PROPOSALS WILL NOT BE ACCEPTED.**

After close of this RFQ, the award will be announced within 15-30 days. If an addendum is issued for this procurement, it will be the Respondent's responsibility to retrieve all applicable addendum(s) from the District website.

**Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed.**

Company Name:

Mailing Address:

Street Address:

City: State: Zip:

Remit to Address:

City: State: Zip:

Vendor Website: Phone # ( ) Fax # ( )

Name Title

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

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

Please Check (if applicable; refer to page 3 of RFQ for qualifications.)

Local Business (Form 116-260 must be completed and submitted with the Respondent's proposal; Exhibit E)  
 Disabled Veteran Business Enterprise

## APPENDIX A

### 1.0 DEFINITIONS

Wherever these words occur in this RFQ, they shall have the following meaning:

- A. "Addendum" shall mean an amendment or modification to the RFQ.
- B. "Bid" shall mean the proposal submitted by Respondents on the Bid Form consistent with the Instructions to Respondents, to complete the Work for a specified sum of money and within a specified period of time.
- C. "Consultant" shall mean the successful Respondent to this RFQ who enters into a written Contract with Riverside County Flood Control and Water Conservation District.
- D. "Contract" shall mean the written agreement resulting from this RFQ executed by Riverside County Flood Control and Water Conservation District and Consultant.
- E. "District" shall mean Riverside County Flood Control and Water Conservation District.
- F. "Proposal" is used interchangeably with "Bid".
- G. "Respondents" shall mean an individual, firm, partnership, corporation or joint venture making a proposal or response to the District's Request for Qualifications.
- H. "RFQ" shall mean Request for Qualifications.
- I. "Should", "desirable" or "ask" means a requirement having a significant degree of importance to the objectives of the RFQ.
- J. "Subcontractor/Subconsultant" shall mean any person, firm, or corporation performing work or providing service for the Respondents in support of the Scope of Services for an agreement.
- K. "Will", "shall", "must", "mandatory" or "required" means a requirement that must be met in order for a proposal to receive consideration.

### 2.0 PURPOSE/BACKGROUND

#### PURPOSE

- 2.1 Riverside County Flood Control and Water Conservation District, hereinafter referred to as "District", is seeking proposals to provide professional services to facilitate, train, support, provide engineering procedures and workflows, and transition the District from the Bentley CAD platform to the Autodesk CAD platform. This solicitation is open to all qualified firms with a strong familiarity and understanding on the usage of both Bentley CAD and Autodesk CAD platforms.

#### BACKGROUND

- 2.2 The District is a special district created by the State of California that is responsible for most large drainage infrastructure in western Riverside County, California. Our 240 staff are responsible for the master planning, surveying, permitting, plan checking, design, construction, operation and maintenance of primarily flood control facilities such as:

- Underground Storm Drains
- Storm Channels
- Detention Basins
- Levees
- Dams

In service to our mission, the District has multiple operations and staff that heavily rely on CAD software, including:

- Planning Staff: 20
- Design and Construction Staff: 30
- Surveying and Mapping Staff: 10
- Operations and Maintenance Staff: 3

2.3 The District has used the Bentley CAD software as its standard platform for District design, processes, and workflows since the early versions of MicroStation were released. Many of our standards and workflows were created based on the standards of practice for early versions of that software. Part of this RFQ will require the development of new/modern engineering workflows and approaches that will be taught to District staff and integrated into District CAD systems to best leverage the new CAD platform. The District's current operating platform runs MicroStation (Select Series 3) with InRoads (Select Series 2) to perform a variety of work including CAD drafting; surface modeling for dams and basins; creating horizontal and vertical alignments for storm drains, channels, and levees; calculating earthwork quantities; hydraulic calculations; and structural analysis. A list of Bentley software currently used by the District includes:

<b>BENTLEY SOFTWARE</b>	<b>DESCRIPTION OF DISTRICT USES</b>
<b>MicroStation V8i (Select Series 3)</b>	2-Dimensional and 3-Dimensional CAD Platform
<b>InRoads (Select Series 2)</b>	Civil Design Software
<b>Flowmaster Select</b>	The District's standard design procedure utilizes Flowmaster Select to analyze and size catch basins. Flowmaster is also used to perform normal depth calculations for various irregular and regular cross-sectional systems.
<b>InterPlot Printing Software</b>	Currently used by the Planning and Surveying & Mapping Sections to print large aerial drawings. It has been the District's experience that Interplot manages and processes the large data sets produced by these aerial drawings more efficiently than using MicroStation Plot. The District wants to maintain the ability to print these large files after migrating to Autodesk.
<b>STAAD Pro Select</b>	Potential uses for STAAD Pro Select at the District includes, but are not limited to, the analysis and design of: reinforced concrete box structures, concrete retaining walls, and concrete rectangular channels. The District would like to eventually be proficient at using the equivalent Autodesk software to perform the mentioned analysis and design (see the optional tasks in the RFP).
<b>ProjectWise</b>	The District currently is not using Bentley ProjectWise or any project management software. Design files are stored locally on the Design Server and accessed directly by the staff. However, the District is open to suggestions on how any such software can improve workflow and efficiency.

The District intends to move all CAD operations to the Autodesk platform primarily using:

- AutoCAD (latest version)
- Civil3D (latest version)

This RFQ is seeking firms to facilitate the transition process as further defined in this RFQ. The District anticipates the full migration to Autodesk will occur in three overlapping phases:

- Phase I – Review District Resources & Processes
- Phase II – Migration and Establishment of new efficient Workflows
- Phase III – Software Training and Support

A detailed description of these phases is provided below, however, the selected consultant is by no means restricted to implementing the migration as outlined by the District. The District values any alternative approach or suggestions to implement the District's intent and goals for a proficient workflow to accomplish the District's core mission of delivering flood control projects. Execution of each phase of the migration, or portions thereof, may be performed remotely or in-person at the District's discretion, depending on the nature of the work. Any in-person tasks or meetings required of the selected consultant will be held at the District's main office located at 1995 Market Street, Riverside, CA 92501.

**Note:**

- **The District must be able to fully deploy AutoCad and Civil3D no later than twelve (12) months after the issuance of the Notice to Proceed, or as soon as reasonably possible, as further discussed in the sections below. Proposals must demonstrate the ability to meet that deadline with a detailed project schedule, or discuss reasons the deadline is not feasible and recommend alternative timelines. The District welcomes the submittal of an alternative schedule that accelerates the full deployment of Autodesk products without jeopardizing the overall quality of the deliverables.**
- **The District will separately be acquiring all necessary licenses to the Autodesk software. Acquisition of software licenses is not part of this RFQ.**
- **The District has budgeted a maximum of \$250,000 for the Migration and Training, it is expected that all respondent firms will be respective of the budget and understand that negotiations concerning the final cost will be implemented upon a tentative award being made.**

### **3.0 SCOPE OF SERVICE**

In an effort to maximize efficiency and customize workflows toward the District's typical deliverables, the selected consultant team shall include a Registered Professional Civil Engineer for Phase 1 and Phase 2 of the migration. The Professional Civil Engineer shall have experience in the following areas:

- 1) Providing engineering services similar to those performed by the District as outlined in Section 2.2; and
- 2) Utilizing Autodesk workflows to aid in the design and delivery of the engineering services defined above.

The Professional Civil Engineer is expected to leverage his or her experiences to provide recommendations in developing customized workflows and procedures that maximizes the District's efficiency in delivering flood control projects.

### 3.1 **PHASE 1 REVIEW DISTRICT RESOURCES AND PROCESSES**

During Phase I, the selected consultant will review District resources, procedures, workflows, work products, and meet with District staff as needed to understand the core existing and desired uses that must be addressed in Phase II. The review and assessment should include, at minimum, evaluation of the following:

- Meetings and interviews with each of the following five (5) Divisions and selected individual staff to understand their needs, work products, current workflows and tools, and interoperation with other Divisions:
  - Planning (includes Development Review, Plan Check and Project Planning)
  - Design and Construction (includes our core Civil Engineering/Plan Preparation operations)
  - Surveying and Mapping (includes Field Survey, Photogrammetry, and Right of Way Engineering teams responsible for developing mapping and processing aerial and drone photography for use by our other Divisions)
  - Operations and Maintenance (includes Operations Engineering responsible for repairs and upgrades to existing facilities)
  - Regulatory (Floodplain Management)

<b>Division</b>	<b>Sections</b>	<b>Number of Interviewees</b>
Design & Construction	Design Construction Management	4
Planning	Project Planning Development Review Plan Check	4
Surveying & Mapping	Field Surveys Photogrammetry Right of Way Engineer	4
Operations & Maintenance	Operations Engineering	2
Regulatory	Floodplain Management	2

- Review the District's Drafting Manual (latest version):
  - Review MicroStation Leveling Scheme, Cell Libraries, and DGN LIB files
  - Review InRoads Feature Settings, Style Manager and Symbology

These documents can be downloaded for review from the District's website at the following location: <https://rcflood.org/Business/Engineering-Tools>

At the completion of Phase I, the selected consultant shall develop an Action Plan consisting of but not limited to, the following components:

- Summary of the consultant's discovery, findings and enhancement recommendations to accomplish the industry's most efficient standard of practice workflow. The number of unique configurations will be dependent upon the results of the interviews conducted during this phase. An initial estimate would be at least three (3) unique configurations needed (Design, Photogrammetry, and Surveys); and



- Specific steps needed and their associated timeline schedule to migrate District usage of Bentley CAD software to the Autodesk CAD platform. These steps will be categorized according to each Section's specialty within the District such as Design, Construction, Photogrammetry, etc.

The selected consultant will present the Action Plan to District staff, discussing in detail its content, and will revise and finalize the Action Plan based on District staff feedback. At the completion of Phase I, the approved Action Plan will summarize the exact needs for Phase II and Phase III of the migration process. However, the submitted proposal shall clearly detail and reasonably estimate the level of effort and time required for Phase II and Phase III, as defined in the subsequent sections. Should the final scope following completion of Phase I drastically vary from the original scope, the District would be open to discussing an update to the agreement.

### **Deliverable**

- Action Plan and presentation at the District.

## **3.2 PHASE II: MIGRATION AND ESTABLISHMENT OF EFFICIENT WORKFLOW**

### **1. Configuration**

In close coordination with District staff, the selected consultant shall develop, for each Division/Section within the District, appropriate settings, workspaces, templates, resources, workflows consistent with industry standard/most efficient standard of practice to efficiently utilize the AutoCAD and Civil3D software. The work products should be both tailored as needed to each Division's needs and to the District's overall field of work (storm drainage projects). During Phase II, the selected consultant's tasks should include but are not limited to, the following:

- Setting up Autodesk workspace to maximize District's workflow;
- Developing Autodesk equivalent to Bentley seed file(s) / DGN LIB equip;
- Developing templates (plan and profile sheets, etc.);
- Development of a new Level Library, leveraging industry practice for AutoCad, while tailoring to District needs as appropriate;
- Converting/Updating standard Text Styles;
- Setting up Survey Database, Feature Code Library, and Styles (including Figure Prefix Database, Linework Code Set Database and Description Keys);
- Setting up Plot Drivers and settings, including onsite testing as necessary to ensure that work products will properly print on various District printers/plotters;
- Converting/Updating existing Cell Library into appropriate forms for integration into AutoCad and Civil3D workflows; and
- Developing Guidelines and Procedures for converting legacy MicroStation and Inroads files for use in AutoCAD/Civil3D use.

As the selected consultant implements the configuration, they shall concurrently provide dedicated education to train select District staff to perform each task during the entire migration process. The intent is to have these individuals be reasonably capable of independently performing these tasks if future modifications are required. This training shall include special emphasis on system maintenance, software installation and configuration, license maintenance, and printing configuration. At the end of Phase I, the selected District staff should, at minimum, be able to develop style and templates, setup workspaces, customize tool set, define cell blocks, and other setup and administrative tasks.

The District is encouraging the selected consultant's elaboration to the scope of work in Phase II to ensure an outcome that provides District staff with the most efficient tools and workflows that achieve the District's goals and intent toward an efficient project delivery using Civil3D.

## 2. **Documentation**

- a) **Internal Documentation:** The selected consultant shall provide end-user documentation/instructions for staff in each Division/Section regarding the proper use of the configuration files and workflows that were developed, and provide instructions on creating and/or modifying templates, resources, and workflows to enable District staff to further customize these items. All the templates and resource files shall be stored in a central location to ensure easy access when sharing with District's design consultants and newly hired employees as needed.
- b) **External Documentation:** The selected consultant shall update the District's Drafting Manual as needed to comport to the new standards and workflows developed as part of this migration. It is anticipated that a majority of the existing manual is sufficient, however, the updated Drafting Manual shall incorporate new standard files for distribution to the external users, as well as layer, color, lineweight, and linestyle standard updates as applicable to the AutoCAD environment. Existing CAD examples in the appendices of the Drafting Manual will need to be converted to AutoCAD format. An additional chapter should be developed to standardize submittal requirements and procedures as needed to facilitate interoperability and submittals between the development community and District staff.

## **Deliverable**

- Phase II.1 – Configured Autodesk and Civil3D files, including all supporting files such as configuration files, seed files, etc.
- Phase II.2 – Internal and external documents as discussed above.

## 3.3 **PHASE III: SOFTWARE TRAINING and SUPPORT**

### 1. **Training**

Training shall be scheduled to start shortly after the completion of Phase II.1 – Configuration. The District has approximately 60 to 70 staff that will require extensive training on the Autodesk platform. The required training classes will primarily focus on Civil3D and AutoCAD. When developing the training classes, the selected consultant shall: 1) set up the training workspaces to fully utilize the deliverables from Phase II.1 – Configuration; 2) assume District staff have no previous experience with the new Autodesk programs. Any Civil3D training will have to be planned with the understanding that AutoCAD training will either be required separately or in conjunction with Civil3D training. The selected consultant shall develop and prepare detailed training manuals and example project files (flood control focused) to be used by District staff throughout the training classes.

Customization of AutoCAD fundamentals training materials is not anticipated. Customization to the supplemental materials/trainings for the Civil3D portions related to pipe, grading, etc. should suffice. The District desires the Civil3D training class to place greater emphasis on flood control related items when possible. The District would like to avoid a training that places heavy emphasis on transportation and highway design, power distributions, etc., as was typical in past trainings.

All workstations and licenses required for the training class shall be provided by the District. Your proposal shall propose a solution(s) that will provide training to all District staff by no later than twelve (12) months from the issuance of the Notice to Proceed, or as soon as reasonably possible. This will be either in an onsite classroom setting, virtually through online training or a combination of both. Classes taught in an onsite classroom setting will have a maximum capacity of 15 people at a time. The anticipated number of District staff requiring training is summarized below:

- **Total users for AutoCAD only training: 16**
- **Total users for Civil3D/AutoCAD training: 52**

Training for the remainder of the AEC Collection software packages offered by Autodesk, other than the programs associated with Civil3D, will not be included under Phase III in this RFQ. However, training for these AEC Collection software packages may be included under Optional Items below for future consideration.

## 2. **Support**

The selected consultant shall include in the proposal the budget for one year of on-call software support post migration (assume 40 hours). As problems and issues related to configurations, customization, and any other software related issues arise, District staff will rely on resolving the issue by communicating with the selected consultant support services established as part of this RFQ. This may be a simple phone call or an organized video conference session with multiple users. The question could run the gamut of questions from software maintenance to proper usage of specific software tools to additional processes we would like to inquire about. The questions would be limited to only software the District has received training.

The District would also like the option of extending on-call software support for one additional year, if necessary. Please include the one additional year of on-call software support (assume 40 hours) as an Optional Item below.

## **Deliverable**

- Phase III.1 – Completed training for all District staff on the AutoCAD and/or Civil3D software **no later than twelve (12) months from the issuance of the Notice to Proceed, or as soon as reasonably possible.**
- Phase III.2 – One full year of on-call software support to commence upon the completion of all tasks identified in Phase II.

## 3.4 **OPTIONAL ITEMS**

There are services and training the District may be interested in that will not be required as part of this RFQ but that your company may wish to include. Please list them here at the end of the RFQ listed under Optional Items. Include individual itemized documentation for what the cost of training would be for these other software programs. It is anticipated that, in the future, small groups of District staff may pursue training in the programs listed below.

## **Maintenance:**

One additional year of on-call software support (year after the first year of support discussed previously).

**Optional Training Courses the District may seek in the future:**

1. BIM360 Document Management;
2. InfraWorks;
3. Revit;
4. 3Ds Max;
5. Navisworks Manage;
6. Recap Pro – Reality Capture and 3D Scanning;
7. Advance Steel – 3D Modeling for Steel;
8. Fabrication – MEP Detailing and Documentation;
9. Insight – Building Performance Analysis;
10. Formit Pro – 3D Sketching with Native Revit Interoperability;
11. Structural Bridge Design – Structural Bridge Analysis Software;
12. Dynamo Studio – Programming Environment to Create Workflows and Automate Tasks;
13. Autodesk Rendering – High Resolution Renderings in the Cloud;
14. Robot Structural Analysis Professional – Advanced BIM Solutions and Structural Analysis;
15. Vehicle Tracking – Vehicle Swept Path Analysis Software; and
16. Autodesk Drive – CAD-aware Cloud Storage for Individuals and Small Teams.

**Resources and Miscellaneous:**

1. Online Training and Autodesk Library Resources, Training Manuals, etc.; and
2. Any other products or services your company may wish to offer in addition to what is listed above.

Please list any suggested services and provide typical costs

**4.0 WORK PRODUCT**

- 4.1 All work papers prepared in connection with the above service will remain the property of the successful Respondent; however, all reports, training materials, and work products rendered to the District are the exclusive property of the District and subject to its use and control.
- 4.2 Respondents shall include in the bid a sufficient sum to cover all items, including labor, equipment and materials, which are implied or required to complete the project or work. Errors or omissions in the contract document will not serve as an excuse for additional payment. Respondents will not be paid for any abatement completed by their own error or errors of their employees.

**5.0 TIMELINE**

**DATES:**

- |  |  |
|--|--|
| 1. RELEASE OF REQUEST FOR QUALIFICATIONS | September 24, 2020   |
| 2. DEADLINE FOR SUBMISSION OF QUESTIONS  | October 6, 2020 at 4:00 p.m. PST   |
| 3. RESPONSES TO QUESTIONS FROM DISTRICT  | October 9, 2020 <u>*Posted on District Website no later than 4:00 p.m. PST</u>           |
| 4. DEADLINE FOR PROPOSALS                | October 21, 2020 at 1:30 p.m. PST  |
| 5. TENTATIVE DATE FOR AWARDED CONTRACT   | Approximately 5-15 days after the RFQ closes. The District will contact all Respondents. |

## **6.0 PERIOD OF PERFORMANCE**

The Period of Performance shall be for two (2) years, with the contract completion date of June 30, 2022, with no obligation by the District to purchase any specified amount of services.

## **7.0 PROPOSAL SUBMITTAL**

### PACKAGING

7.1 Due to the COVID-19 PANDEMIC there are no "Packaging" requirements; all submittals will be done electronically.

### SUBMITTAL

7.2 All proposals shall be signed by an authorized agent. Respondent shall submit a proposal package consisting of:

The Statement of Qualifications (SOQ) must be provided as an electronic submittal in .pdf format, contain all necessary materials, and be less than 25 MB. **Late SOQs will be rejected as not meeting the mandatory RFQ requirements.**

7.3 The proposal shall include the following:

- Organizational chart and listing of all project team personnel and their qualifications who will be involved in providing the services in this RFQ. Provide certifications and resumes of key personnel.
- Description of the proposed team's similar project experience of similar scope and their location.
- List of references for similar recent projects.
- Scope of work that will be performed to accomplish the final requirements set forth in this RFQ. Scope of work shall identify all tasks, subtasks, and deliverables. The scope should consider the items identified in this RFQ, but consultants are welcome to propose additional services beyond those specifically identified in this RFQ.
- Preliminary detailed project schedule for completing the scope of work in terms of days/weeks after issuance of a Notice to Proceed. Schedule should:
  - Provide for the completion of Phase I, Phase II.1, and Phase III.1 no later than twelve (12) months from the issuance of the Notice to Proceed, or as soon as reasonably possible.
  - Be itemized to identify the estimated delivery date for each deliverable.
  - Assume a start date of December 8, 2020.
- Schedule/Work/Labor Hour Estimate.
- An itemized labor hours breakdown for each task and subtask identified in the scope of work.
- **Under Separate Attachment:** Costs associated with the estimated labor hours breakdown resulting in such costs, and any other incidental costs.

**ALL BIDS MUST BE SENT TO:**  
Supervisor

Administrator Marilyn Weisenberg / Administrative Services

**mcweisen@rivco.org**

RFQ CAD MIGRATION/ Respondent Statement of Qualifications

## **8.0 GENERAL REQUIREMENTS**

### **Procedures for Submitting Statement of Qualifications (SOQ)**

- 8.1 Respondents are encouraged to carefully review this RFQ in its entirety prior to preparation of the proposals. All proposals must be submitted in accordance with the standards and specifications contained within this RFQ and must contain a cover page with a Statement of Compliance and Minimum Requirements to meet the requirements specified.
- 8.2 The Proposal Cover Page of a responsive bid must be signed appropriately and completed with the date, firm name, and name and title of a firm officer/owner authorized to sign on behalf of the firm. (Page 4 of this RFQ)
- 8.3 The District reserves the right to waive, at its discretion, any irregularity which the District deems reasonably correctable or otherwise not warranting rejection of the proposal.
- 8.4 The District reserves the right to request clarification of information submitted and to request additional information from any Respondent.
- 8.5 The District reserves the right to withdraw the RFQ, to reject a specific proposal for noncompliance within the RFQ provisions, or not award a contract at any time because of unforeseen circumstances, or if it is determined to be in the best interest of the District.
- 8.6 The District shall not pay any costs incurred or associated in the preparation of this or any proposal or for participation in the procurement process.
- 8.7 Any Respondent who wishes to make modifications to a proposal already received by the District must withdraw his/her proposal in order to make the modifications. All modifications must be made in ink; properly initialed by the Respondent's authorized representative; executed; and submitted in accordance with the terms and conditions of this solicitation. It is the responsibility of the Respondent to ensure that modified proposals are resubmitted before the RFQ submitted deadline.
- 8.8 Respondents may withdraw their proposals at any time prior to the due date and time by submitting notification of withdraws signed by the Respondent's authorized agent. Proposals cannot be changed or modified after the date and time designated for receipt.
- 8.9 Proposals must be typed uniformly on letter size (8 ½ " x 11") sheets of white paper, single or double-sided, each section clearly titled, with tabs A-O (see Section 9.0), and each page clearly and consecutively numbered. Proposals must be clean and suitable for copying. Proposals must be specific unto themselves. For example, "*See Enclosed Manual*" will not be considered an acceptable proposal. Receipt of all addendums, if any, must be acknowledged in the proposal.
- 8.10 The proposal shall be concise and to the point. Costly bindings, color plates, glossy brochures, etc., are neither necessary nor recommended. A letter format in sufficient detail to allow thorough evaluation and analysis is required.
- 8.11 A proposal may be considered non-responsive if conditional, incomplete or if it contains alternations of form, additions not called for, or other irregularities that may constitute a material change to the proposal.

## **9.0 REQUIRED FORMAT OF PROPOSALS**

9.1 Proposals must be prepared simply and economically, providing a straightforward, concise description of methodology and approach to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis. The information required below will be used to evaluate the Respondent's proposal based on the criteria outlined in Section 10. Respondents may be deemed non-responsive if they do not respond to all Sections A through O.

9.2 Each proposal shall be organized in separate sections tabbed with corresponding letters and related headings in the order presented below:

- A. Executive Summary Letter, Proposal Cover Page (*Page 4 of this RFQ*), and all Addendums (if any)
- B. Table of Contents
- C. Validity of Proposal
- D. Statement of Compliance (*Include Exhibit A*)
- E. Statement of Qualification Questionnaire (*Include Exhibit B*)
- F. Minimum Requirements
- G. Corporate Profile
- H. Project Team
- I. Scope of Work
- J. Record of Past Performance
- K. Conflict of Interest (*Include Exhibit C*)
- L. Business Outreach Program Compliance (*If applicable, include Exhibit D*)
- M. Financial Information \*Attached as a separate electronic file in .pdf format
- N. Proposed Fees \*Attached as a separate electronic file in .pdf format
- O. References

A. Executive Summary Letter, Proposal Cover Page, and all Addendums (if any) (2 page limit)

The Executive Summary Letter shall be a brief formal letter from Respondent that provides information regarding the firm and its ability to perform the requirements of this RFQ. This letter must include the following information: company name, address, contact person, telephone number and email address.

The Proposal Cover Page (Page 4 of this RFQ) must be signed by an authorized representative. Signature by an authorized representative of the firm on the Proposal Cover Page shall constitute a warranty. The falsity of which shall entitle the District to pursue any remedy authorized by law, which shall include the right, at the option of the District, of declaring any contract made as a result thereof to be void.

All addendums to the proposal must be signed by an authorized representative and included in this section.

B. Table of Contents

This section must contain a comprehensive table of contents that identifies material by Sections A-O (in order listed above) and by sequential page numbers.

C. Validity of Proposal

Responses to this RFQ should be valid for a minimum of twelve (12) months. Submissions not valid for at least twelve (12) months must state the length of time for which the submitted proposal shall remain valid.

D. Statement of Compliance (Include Exhibit A)

Respondents shall include in this section either a statement of compliance with all parts of this solicitation (terms and conditions, scope of services, sample agreement, etc.) or a list of exceptions. The list of exceptions must include: suggested rewording/changes, reasons for submitting the proposed exception, and any impact the proposed exception may have on the services to be provided. In addition to the above, submit the Confidentiality Clause and the Statement of Qualifications Questionnaire attached herein as Exhibit A and Exhibit B, respectively.

E. Statement of Qualifications Questionnaire (SOQQ)(Include Exhibit B)

On the first page of the form, there is a section that asks for the name and title of the 'Agreement Signatory'. This may not be the person preparing the SOQ package, but rather is the person that has the authority and authorization to execute Consulting Service Agreements on behalf of your company.

The second page of the SOQQ form requires the Respondents to affirm the willingness and ability to provide the required insurance coverage and agreement to the District's standard required indemnification language. Both can be read in detail on the Sample Agreement (*Exhibit E*). accord insurance form. The District shall request the actual insurance form when recommendation for award is made.

The insurance requirements are summarized below for reference:

- General Liability = **\$2,000,000 per occurrence / \$4,000,000 annual aggregate**
- Vehicle Liability = **\$1,000,000**
- Workers' Compensation insurance covering all of the Consultant's employees shall be furnished in accordance with the Statutory Requirements of the District and shall include Employer's Liability Insurance with a limit of **\$1,000,000** for each accident for bodily injury or disease.
- Professional Liability or Errors and Omissions = **\$1,000,000 per occurrence / \$2,000,000 annual aggregate**

F. Minimum Requirements

In this section, Respondent shall (in addition to demonstrating that it meets the minimum requirements) affirm that it meets the minimum requirements by including the following statement: "I certify that I meet the minimum requirements." Respondent's proposals may be deemed non-responsive if these minimum requirements are not met.

**Please note Items G - J are limited to 12 pages.**

G. Corporate Profile

This section of the proposal is designed to establish the Respondent as an entity with the ability and experience to operate the program as specified in the RFQ. The Company Profile should be concise and clear and include descriptive information regarding service delivery. The following information must be provided:

1. Business name and legal business status (i.e., partnership, corporation, etc.).



2. Proof of nonprofit status, if applicable.
3. Company overview of services or activities performed, including:
  - The history of the firm;
  - The number of years in business under the present business name, as well as prior business names;
  - The number of years of experience providing the proposed, equivalent or related services;
  - Company size – number of staff and client base.
  - Location of the office from which the work under this contract will be provided and the staff allocation at the office.
4. Whether the Respondent holds controlling or financial interests in any other organization or is owned or controlled by any other person or organization. If none, that must be stated.

H. Project Team

Respondents shall provide the following information relevant to the Project Team that will be assigned to this project:

- Company hierarchy (President, Vice President, Company Officers, etc.) and organization chart. Organizational chart and staffing plan must identify key personnel and related support staff (including subconsultants) that will perform and/or assist with the required services and deliverables. Job classifications shall be defined for all key personnel and support staff.
- The principal of the firm shall verify and certify the resumes, including the academic credentials, experience and professional license of the lead lawyers and professional personnel identified in Items 2 and 3 above. Affirm that the lead lawyers and professional personnel have not been disbarred or suspended and are not under review for disbarment or suspension.
- Resource allocation table that identifies the individual classifications (prime and subconsultants) that will be performing the requested services and deliverables.

I. Scope of Work

Provide a description of your firm's approach to providing the required services, including a proposed scope of work.

J. Record of Past Performance / Similar Experience

Respondent shall provide information concerning the firm's recent experience (within last five years) in the areas described within the services requested above.

1. Project name, schedule and cost.
2. Brief summary of the project and the specific services rendered by your firm.
3. Names of personnel from Respondent's team that participated on the above project and their specific role

K. Conflict of Interest (Include Exhibit C)

Disclose any financial, business, professional, or other relationship the firm has with any person or entity that is in a position that may be in conflict with District's stated goals and objectives. Describe your firm's system for identifying possible conflicts of interests. The selected firm will be expected to have a system to identify possible conflict of interests and to notify District of these conflicts at the earliest possible opportunity so as to avoid any possible prejudice to District.

L. Business Outreach Program Compliance ***NOT APPLICABLE***

Local Preference: The District complies with a local preference program adopted by the County of Riverside for those Respondents located within the geographical boundaries of Riverside County. A

five percent (5%) location preference may be applied during evaluation of the bid responses. To qualify as a local business, the business must have fixed offices within the geographical boundaries of Riverside County and must credit all sales taxes paid resulting from this RFQ to that Riverside County location. To qualify for local preference, Respondents must include a copy of a Riverside Business Tax License that supports the local preference status and complete Form 116-260 Local Business Qualification Affidavit, attached herein as Exhibit D.

or

*Disabled Veteran Business Enterprise Preference:* The District complies with a Disabled Veteran Owned Business preference policy implemented by the County of Riverside. A three percent (3%) preference shall be applied to all quotes/bids/proposals received by the District from certified disabled veterans owned businesses. Respondents must provide certification of Disabled Veteran Status.

M. Financial Information

Respondent must submit financial statements (balance sheet and income statement) for its business that are dated no more than twelve (12) months prior to the date of the proposal submission and cover a period of at least one (1) year, prepared in accordance with generally accepted accounting principles. These statements should clearly identify the financial status and condition of the Respondent's entire business entity. Please place in a separate PDF and mark "Confidential" if your firm requires this to be kept confidential. Audited financial statements are preferred but not required and an independent credit rating would be most advantageous.

**Financial statements should only be included in a separate pdf and marked as such.** Financial statements will be submitted to the Finance Director for review, then placed in a separate file and marked "Confidential".

N. Proposed Fees

Proposed fees will not be considered by the Evaluation Committee for purposes of selection. **A Respondent's proposed fees should only be included be a separate pdf and marked as such.**

The District reserves the right to negotiate with the Respondent(s) it selects, if any, all or any portion of such Respondent(s)' fee proposal, and if unable to reach an agreement on fees with the selected Respondent(s), ultimately may reject such Respondent(s).

O. References with demonstrated success with similar work to the Scope of Work

Respondent shall:

- If available, furnish a representative list of up to three (3) projects involving work as specified in the Scope of Work. The District reserves the right to contact each and every reference listed.
  1. Client business name and address
  2. Client personnel name, title, telephone and email address

<b>10.0 COMPENSATION</b>
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For the selected Consultant, the District shall pay the Consultant for services performed and expenses incurred and compensation shall be paid in accordance with an invoice submitted to District by Consultant within fifteen (15) days from the last day of each calendar month, and District shall pay the acceptable invoice within thirty (30) working days from the date of receipt of the invoice. It is mutually agreed and understood that the obligation of the District is limited by and contingent upon the availability of District funds for reimbursement of Consultant

fees. In the event that such funds are not forthcoming for any reason, District shall immediately notify Consultant in writing, and only services rendered will be paid in full. This Agreement shall be deemed terminated and have no further force and effect immediately upon receipt of District notification by Consultant.

## **11.0 EVALUATION CRITERIA**

Proposals will be evaluated based on relevant factors, including but not limited to the following:

11.1 Proposals will first be reviewed on a pass/fail basis. Proposals with the following conditions may be rejected as non-responsive, if:

- Proposal is received after the deadline for this RFQ.
- Proposal shows an inability to meet the insurance requirements.

11.2 If the Respondent has met both requirements noted above, then the following evaluation criteria will be used for the evaluation and selection of each Respondent. Each proposal will be competitively evaluated on its relative strengths and weaknesses against the following criteria listed below and as described in Section 9.0 of the RFQ. The order of the listed criteria is not indicative of their priority, weight or importance:

- Overall responsiveness and general understanding of the RFQ requirements
- Firm's experience and ability
- Project team
- Project scope of services and schedule
- Record of past performance
- Overall Impression

11.3 After a Respondent has been selected by the District, the District and Respondent will **negotiate final cost** for submission to the Board of Supervisors for their consideration and approval.

11.4 The District reserves the right to withdraw the RFQ, to reject a specific proposal for noncompliance within the RFQ provisions, or not award a contract at any time because of unforeseen circumstances or if it is determined to be in the best interest of the District.

## **12.0 EVALUATION PROCESS**

### GENERAL

12.1 Throughout the entire process of the proposal, Respondent may only contact the named Administrator. Attempts by the Respondent to contact any other District representative may result in disqualification of the Respondent.

12.2 All evaluation material will be considered Confidential and not released by the District. The District reserves the right to split or make the award that is most advantageous to the District.

### EVALUATION PROCESS

12.3 Proposals will be reviewed by the contract administrator to verify compliance with submission instructions, response requirements, and minimum requirements. Any proposals not meeting the minimum requirements may be deemed non-responsive.

- 12.4 Proposal evaluation will commence immediately following the review conducted by the contract administrator. During the evaluation process, the Selection Committee may request clarification, as necessary, from Respondent. Respondent should not misconstrue a request for clarification for negotiations. It is anticipated that the evaluation process will be completed within approximately 15-30 working days. Respondents will be notified via email regarding the status of Respondent's proposal.
- 12.5 The District may select qualified Respondent(s) based solely on the submitted proposal(s).
- 12.6 Following the evaluation of the submitted proposals, a short list of the most qualified Respondents may be developed based on the criteria outlined in Section 11. The District may elect to have the short list of Respondents give oral presentations. Short-listed Respondents must be prepared to give their presentation within five (5) business days of the request by the District. The evaluation panel may ask questions about Respondent's written proposal and other issues regarding the scope of work. Presentations will be evaluated, and the District may ask short-listed firms to submit a "best and final" proposal. The short-list interview may be scored. In addition to interviews with the short-list of Respondents, the Selection Committee may also conduct onsite visits and/or tours of the Respondent's place of business.

### NEGOTIATIONS

- 12.7 Negotiations regarding agreement terms, conditions, scope of work, and pricing (if applicable) may or may not be conducted with Respondents. Therefore, proposals submitted should contain the Respondents most favorable terms and conditions, since the selection and award may be made without any onsite visit, interviews, or further discussion or negotiations with any Respondents. If the District engages the Respondent in negotiations and satisfactory agreement provisions cannot be reached, then negotiations may be terminated. The District may elect to contact another firm who has submitted a proposal. This sequence may continue until an agreement is reached.

### **13.0 INTERPRETATION OF RFQ**

- 13.1 The Respondent must make careful examination and understand all of the requirements, specifications, and conditions stated in the RFQ. If any Respondent planning to submit a proposal finds discrepancies in or omissions from the RFQ or is in doubt as to the meaning, a written request for interpretation or correction must be given to the District. Any changes to the RFQ will be made only by written addendum and may be posted on the District website at [www.rcflood.org](http://www.rcflood.org). The District is not responsible for any other explanations or interpretations.
- 13.2 All Respondent questions, clarifications, or comments must be submitted in writing and must be received by the District no later than October 6, 2020 by 4:00 p.m. PST. Inquiries received after this date will not be accepted or responded to. Ensure all questions, clarifications, or comments are addressed to [mcweisen@rivco.org](mailto:mcweisen@rivco.org)
- 13.3 All email correspondence shall be clearly marked in the subject line with "RFQ FCARC-00164 / Questions". Within the body of the email, each inquiry must reference the section number and title from the RFQ that the question pertains to.

### **14.0 CONTRACTUAL DEVELOPMENT**

- 14.1 Upon selection of the most qualified Respondent on the basis of demonstrated competence and qualifications for the type of professional services required, the District will negotiate a price which it determines as fair and reasonable. If the District is unable to negotiate a satisfactory contract with the

Respondent selected, negotiations with that Respondent will terminate and negotiations with the second ranking Respondent shall commence. A sample of the standard District contract to be used for this project is attached as Exhibit E. The District and the Respondent will negotiate a contract(s) for submission to the Board of Supervisors for their consideration and possible approval.

14.2 Payment by the District for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the District and approved by the appropriate District representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, forty-five (45) days after receipt of such billing statement.

**15.0 PUBLIC RECORDS**

All proposals become the property of the District. All information submitted in the proposal becomes "public record" as defined by the State of California upon completion of the procurement process. If any proprietary information is contained in or attached to the proposal, it must be clearly identified by the Respondent as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY." Otherwise the Respondent agrees that any and all documents provided may be released to the public after contract award. The District will use its best efforts to inform any proposer of any request for disclosure of any such document. The District shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. The District will not be held responsible for disclosure of any "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" documents that are not contained in envelopes and prominently marked.

**16.0 CONFIDENTIALITY AND PROPRIETARY DATE**

All materials received relative to this RFQ will be kept confidential, until such time an award is made or the RFQ is cancelled, at which time all materials received will be made available to the public. Proposals received will be subject to Government Code §6250, the Public Information Act. Respondents should mark information they consider proprietary or confidential in the event it is exempt from the requirements of the Act.

**17.0 USE BY OTHER POLITICAL ENTITIES**

The Consultant agrees to extend the same pricing, terms, and conditions as stated in this Agreement to every political entity, special district, and related non-profit entity in Riverside County. It is understood that other entities shall make purchases in their own name, make direct payment and be liable directly to the CONTRACTOR; and District shall in no way be responsible to Consultant for other entities' purchases

**18.0 COUNTY OBSERVED HOLIDAYS**

HOLIDAY	DAY OBSERVED
*New Year's Day	January 1 <sup>st</sup>
Martin Luther King Jr.'s Birthday	Third Monday in January
Lincoln's Birthday	February 12 <sup>th</sup>
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September

Columbus Day	Second Monday in October
Veterans' Day	November 11 <sup>th</sup>
*Thanksgiving Day	Fourth Thursday in November
*Following Thanksgiving	Friday following the fourth Thursday in November
*Christmas Day	December 25 <sup>th</sup>

**\*Note:**

1. Thanksgiving Day, which shall be the fourth Thursday in November unless otherwise appointed.
2. Friday following Thanksgiving Day.
3. December 24<sup>th</sup> and 31<sup>st</sup> when they fall on Monday.
4. December 26<sup>th</sup> and January 2<sup>nd</sup>, when they fall on Friday.
5. Friday proceeding January 1<sup>st</sup>, February 12<sup>th</sup>, July 4<sup>th</sup>, November 11<sup>th</sup> or December 25<sup>th</sup>, when such date falls on Saturday; the Monday following such date when such date falls on a Sunday.
6. The District hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

**EXHIBIT A**

**CONFIDENTIALITY CLAUSE**

Respondents are to fill out the form listed below and include in their proposal under "Statement of Compliance," (refer to RFQ Section 9.0, Subsection D). Print in all areas except where a signature is required.

---

Contractor/Consultant shall maintain the confidentiality of any and all records and information accessed or processed in accordance with the terms and intent of this Agreement, including protection of names and other identifying information from unauthorized disclosure. Contractor/Consultant shall not disclose, except as specifically permitted by this Agreement, or as authorized by the person(s), any oral or written communication, information, or effort of cooperation between District and Contractor/Consultant, or between District, Contractor/Consultant, and any other party. District requires Contractor/Consultant's officers, employees, and agents providing services hereunder to execute an Employment Acknowledgement and Confidentiality Agreement prior to commencing work under this Agreement.

---

**CONTRACTOR/CONSULTANT EMPLOYEE ACKNOWLEDGEMENT  
AND CONFIDENTIALITY AGREEMENT**

PROJECT NAME: \_\_\_\_\_

CONTRACTOR/CONSULTANT  
NAME: \_\_\_\_\_

CONTRACT NUMBER: \_\_\_\_\_

**Oath of Confidentiality**

- a) Neither party shall disclose Confidential Information (as hereinafter defined) of the other party. The receiving party shall use the same degree of care as it uses to protect its own confidential information of like nature, but no less than a reasonable degree of care, to maintain in confidence the confidential information of the disclosing party. The foregoing obligations shall not apply to any information that (1) is at the time of disclosure, or thereafter becomes, part of the public domain through a source other than the receiving party, (2) is subsequently learned from a third party that does not impose an obligation of confidentiality on the receiving party, (3) was known to the receiving at the time of disclosure, (4) is generated independently by the receiving party, or (5) is required to be disclosed by law, subpoena or other process.
  
- b) For the purpose of the above paragraph, Confidential Information shall mean any information identified by either party as Confidential and/or Proprietary, or which, under all of the circumstances, ought reasonably to be treated as Confidential and/or Proprietary, including this Agreement.

Contractor/Employee Name: \_\_\_\_\_

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

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

**EXHIBIT B**

**STATEMENT OF QUALIFICATION**

**QUESTIONNAIRE**

**INSTRUCTIONS**

Electronically print or use black ink and print legibly. If the questionnaire is altered, is incomplete and/or does not include the required attachments, the SOQ may be rejected for non-responsiveness.

Use additional sheets if space provided is not adequate.

Firm's Legal Name: \_\_\_\_\_

Firm's Legal Address: \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

Principal Telephone No.: \_\_\_\_\_ Principal Fax No.: \_\_\_\_\_

Web Address: \_\_\_\_\_

Firm is (check one): Partnership  Sole Proprietorship  Other  \_\_\_\_\_

Address from which contract shall be serviced:

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

Identify the person that would sign any Agreements with the District\*:

Agreement Signatory: \_\_\_\_\_ Title: \_\_\_\_\_

*\*Appropriate Signature Authorization for this person is required. See section VI.B of the RFQ.*

Project Manager responsible for the Firm's service, delivery, execution and performance of projects:

Project Manager: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Ext.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

CA Registration No. (if applicable): \_\_\_\_\_

Expiration Date (if applicable): \_\_\_\_\_

Check here  and stop if Project Manager is the same at the Contact Person.

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

Telephone No.: \_\_\_\_\_ Ext.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_



**EXHIBIT B CONTINUED  
 STATEMENT OF COMPLIANCE**

**AGREEMENT TERMS AND CONDITIONS**

The respondent shall read the Required Insurance and Indemnification (Sections 8.0 and 9.0) language of the Sample Agreement included as Attachment E. The respondent is advised that the ability and willingness to conform to District contract requirements is a partial basis for selection.

<b>INSURANCE</b>		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>By checking "Yes" the respondent is affirming that it has read, is able and is willing to provide the required insurance as described in Exhibit D. The District will request the actual insurance form when a task order is issued.</p> <p>If "No" is selected, the respondent shall attach an explanation. This explanation shall clearly indicate what alternate coverage can be provided and explain what impact the proposed alternate has on the services to be provided.</p>

<b>INDEMNIFICATION</b>		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>By checking "Yes" the respondent indicates that it is willing to accept the indemnification requirements as described in Exhibit D.</p> <p><b><u>If "No" is selected, the respondent shall attach a list of exceptions.</u></b> This list of exceptions must include suggested rewording/changes, reasons for submitting the proposed exception, and any impact the proposed exception may have on the services to be provided. <b>The exceptions if not accepted by the District can result in determining the respondent a non-responsive bidder, and disqualify the respondent's proposal.</b></p>

**SIGNATURE**

**THE FOREGOING AND ALL INFORMATION IN THIS STATEMENT OF QUALIFICATIONS IS TRUE AND CORRECT:**

Signature of authorized person preparing this SOQ:

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

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

Printed or Typed Name and Title: \_\_\_\_\_

**EXHIBIT C**

**CONFLICTS OF INTEREST STATEMENT**

The Riverside County Flood Control and Water Conservation District's Conflict of Interest Policy disallows the District's directors and staff from having certain financial or personal relationships with contractors/consultants. The questions that follow are intended to alert the District to potential violations of the policy. If conflicts of only a remote interest exist, a contract may nonetheless be awarded as disclosure allows the District to choose processes for negotiation, award, and administration of contracts to avoid such conflicts. However, the District reserves the right to review and make a final determination regarding whether any actual or potential conflicts would violate the District's policies or California law, and thus preclude a Respondent's participation in this award.

All Respondents and proposed subcontractors/subconsultants must respond to each of the following questions. For responses answered "yes", respondents and proposed subcontractors/subconsultants are requested to attach additional sheets to fully describe the potential conflict. The District may require additional information to evaluate potential conflicts prior to award. Failure to fully disclose conflicts will result in rejection of the proposal or immediate termination of any contract awarded therefrom.

- 
1. To the best of your knowledge, do any current District employees have any of the following financial relationships with your firm or with proposed subcontractors/subconsultants?

Owner	[Yes]	[No]	
Member	[Yes]	[No]	
Partner	[Yes]	[No]	
Officer	[Yes]	[No]	
Employee	[Yes]	[No]	
Contractor; Consultant	[Yes]	[No]	
Broker	[Yes]	[No]	
Major Stockholder:	[Yes]	[No]	Major Stockholder means ownership of 3% or more of firm stock.

If "Yes" to any of the above, did this individual participate in formulating your submittal?

[Yes] [No]

2. Are you or to the best of your knowledge are any officers or key employees of your firm or proposed subcontractors/subconsultants a relative of any current District employee? For purposes of this question, "relative" includes a spouse or domestic partner, child, parent, parent-in-law, child-in-law, grandparent, grandchild, sibling, stepbrother or stepsister, stepparent, or stepchild.

[Yes] [No]

3. To the best of your knowledge is a District employee seeking or being considered for employment by your firm or by proposed subcontractors/sub consultants?

[Yes] [No]

4. In the preceding twelve (12) months have you or to the best of your knowledge have any officers or key employees of your firm or proposed subcontractors/subconsultants arranged or delivered any gifts (including entertainment), donations, campaign contributions, or anything else of value to any District employee?

[Yes] [No]

5. Have you or to the best of your knowledge have any officers or key employees of your firm or proposed subcontractors/subconsultants ever been employed by the District?

[Yes] [No]

**I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.**

Name (Type or Print): \_\_\_\_\_

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

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

Organization: \_\_\_\_\_

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

**EXHIBIT D**

**SAMPLE AGREEMENT**

**CONSULTING SERVICES AGREEMENT**

**For**

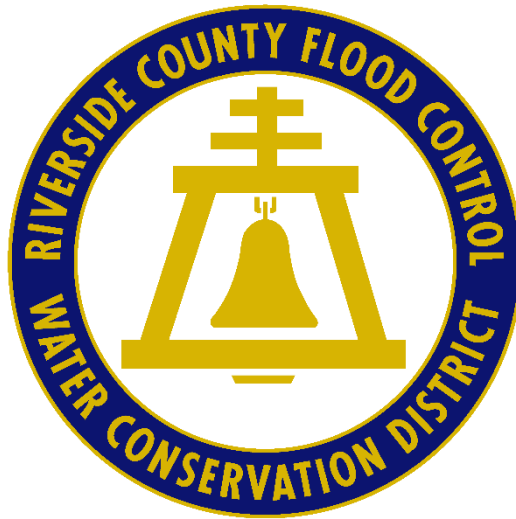
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**between**

**Riverside County Flood Control and Water Conservation District**

**and**

**(INSERT COMPANY NAME)**



**CONSULTING SERVICES AGREEMENT**

Sample

The RIVERSIDE COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, hereinafter called "DISTRICT", and TBD, hereinafter called "CONSULTANT", hereby agree as follows:

1. **SCOPE OF SERVICES** - CONSULTANT shall provide \_\_\_\_\_ on behalf of DISTRICT in \_\_\_\_\_ for flood control and other related \_\_\_\_\_ as described in Attachment "A", attached hereto and made a part hereof.
2. **RETAINER** - DISTRICT hereby retains CONSULTANT to furnish tools, equipment, facilities, materials, labor and incidentals necessary to perform in a complete, skillful and professional manner those consulting services described in Attachment "A".
3. **TERM OF AGREEMENT** - The term of this Agreement shall commence on July 1, 2020 and shall terminate at midnight on June 30, 2022.
4. **COMPENSATION** - As compensation for the services to be rendered hereunder, DISTRICT shall pay to CONSULTANT a sum not to exceed XXXXX for the term of the Agreement.  

In addition to the compensation referred to herein, CONSULTANT shall be reimbursed for actual expenses incurred traveling to California from Washington, D.C. and returning thereto, provided, however, that such travel is approved in advance in writing by DISTRICT's General Manager-Chief Engineer. DISTRICT shall pay CONSULTANT for such expenses upon receipt of billing and accounting therefor by CONSULTANT.
5. **PAYMENT** - Payment to CONSULTANT shall be paid by DISTRICT following satisfactory performance of the services as set forth herein and within thirty (30) calendar days after DISTRICT's receipt of appropriate monthly invoice(s) from CONSULTANT.

CONSULTANT shall keep employee and expense records according to customary accounting methods. Upon DISTRICT request, such records shall be made available for inspection within ten (10) calendar days to verify the invoices of CONSULTANT.

- 6. SUBCONSULTANT - CONSULTANT may, at CONSULTANT's own expense, employ special consultants to accomplish the work covered by this Agreement, however, except as expressly identified in this Agreement, no portion of the services pertinent to this Agreement shall be subcontracted without prior written approval and authorization by DISTRICT.

In the event CONSULTANT subcontracts any portion of CONSULTANT's duties under this Agreement, CONSULTANT shall require its subconsultants to comply with the terms of this Agreement in the same manner as required of CONSULTANT. The fact that CONSULTANT employs special consultants not in his regular employ shall not relieve CONSULTANT of any responsibility regarding the adequacy of the special consultant's designs or other work performed pursuant to this Agreement.

- 7. NOTICES AND REPORTS - Any notices and reports required or desired to be served by either party upon the other shall be delivered via telephone, electronic mail or mailed by first class mail, postage prepaid, to the respective parties as set forth below:

RIVERSIDE COUNTY FLOOD CONTROL  
 AND WATER CONSERVATION DISTRICT  
 1995 Market Street  
 Phone: 951.955.1250  
 Attn: General Manager-Chief Engineer

NAME  
 ADDRESS  
 ADDRESS  
 Phone: XXX-XXX-XXX  
 Attn: TBD

8. INDEMNIFICATION - CONSULTANT shall indemnify and hold harmless DISTRICT (including its officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives) from any liability, claim, damage, proceeding or action, present or future, based upon, arising out of or in any way relating to CONSULTANT's (including its officers, employees, subconsultants and agents) actual or alleged negligent, reckless or willful misconduct acts or omissions related to this Agreement, performance under this Agreement or failure to comply with the requirements of this Agreement, including but not limited to: (a) property damage; (b) bodily injury or death; or (c) any other element of any kind or nature whatsoever.

CONSULTANT shall defend, at its sole expense, including all costs and fees (including but not limited to attorney fees, cost of investigation, defense and settlements or awards), DISTRICT (including its officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives) in any claim, proceeding or action for which indemnification is required.

With respect to any of CONSULTANT's indemnification requirements, CONSULTANT shall, at its sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle or compromise any such claim, proceeding or action without the prior consent of DISTRICT, provided, however, that such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONSULTANT's indemnification obligations to DISTRICT.

CONSULTANT's indemnification obligations shall be satisfied when CONSULTANT has provided to DISTRICT the appropriate form of dismissal (or similar document) relieving DISTRICT from any liability for the claim, proceeding or action involved.

The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONSULTANT's obligations to indemnify and hold harmless DISTRICT from third party claims.

In the event there is conflict between this section and California Civil Code Section 2782, this section shall be interpreted to comply with California Civil Code 2782. Such interpretation shall not relieve CONSULTANT from indemnifying DISTRICT or the County of Riverside to the fullest extent allowed by law. The obligations reflected in this section shall survive the discharge or other termination of this Agreement.

9. INSURANCE REQUIREMENTS - Without limiting or diminishing CONSULTANT's obligation to indemnify or hold COUNTY harmless, CONSULTANT shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Agreement. As respects to the insurance section only, COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds.

A. Workers' Compensation:

If CONSULTANT has employees as defined by the State of California, CONSULTANT shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of the County of Riverside.

B. Commercial General Liability:



Commercial General Liability insurance coverage, including but not limited to premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONSULTANT's performance of its obligations hereunder. Policy shall name COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

C. Vehicle Liability:

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then CONSULTANT shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name COUNTY as Additional Insured.

D. Professional Liability:

CONSULTANT shall maintain Professional Liability Insurance providing coverage for CONSULTANT's performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If CONSULTANT's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement and CONSULTANT shall purchase, at his sole expense, either 1) an Extended Reporting Endorsement (also,

known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of or prior to the inception of this Agreement; or 3) demonstrate through Certificates of Insurance that CONSULTANT has maintained continuous coverage with the same or original insurer. Coverage provided under items 1), 2), or 3) will continue as long as the law allows.

E. General Insurance Provisions - All lines:

- i. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A.M. BEST rating of not less than A:VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer, such waiver is only valid for that specific insurer and only for one policy term.
- ii. CONSULTANT must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to COUNTY and at the election of the County's Risk Manager, CONSULTANT's carriers shall either 1) reduce or eliminate such self-insured retention as respects this Agreement with COUNTY; or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- iii. CONSULTANT shall cause CONSULTANT's insurance carrier(s) to furnish the County of Riverside with either: 1) a properly executed original

Certificate(s) of Insurance and certified original copies of endorsements effecting coverage as required herein; and 2) if requested to do so orally or in writing by the County Risk Manager, provide original certified copies of policies, including all endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that a minimum of thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. If CONSULTANT's insurance carrier(s) policies do not meet the minimum notice requirement found herein, CONSULTANT shall cause CONSULTANT's insurance carrier(s) to furnish a 30 day Notice of Cancellation endorsement.

- iv. In the event of a material modification, cancellation, expiration or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto, evidencing coverages set forth herein and the insurance required herein is in full force and effect. CONSULTANT shall not commence operations until COUNTY has been furnished original Certificate(s) of Insurance and certified original copies of endorsements and, if requested, certified original policies of insurance, including all endorsements and any and all other attachments as required in this section. An individual authorized

by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.

- v. It is understood and agreed to by the parties hereto that CONSULTANT's insurance shall be construed as primary insurance, and COUNTY's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
  - vi. If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services, or there is a material change in the equipment to be used in the performance of the scope of work, or the term of this Agreement, including any extensions thereof, exceeds five (5) years, COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement if, in the County Risk Management's reasonable judgment, the amount or type of insurance carried by CONSULTANT has become inadequate.
  - vii. CONSULTANT shall pass down the insurance obligations contained herein to all tiers of subconsultants working under this Agreement.
  - viii. The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to COUNTY.
  - ix. CONSULTANT agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.
10. CONFIDENTIALITY OF DATA - All financial, statistical, personal, technical or other data and information made available to CONSULTANT shall not be disclosed (in whole or in part) by CONSULTANT to any third parties and shall be protected by

CONSULTANT from unauthorized use and disclosure. The only exception to this shall be if disclosure is approved in advance and in writing by DISTRICT or if the disclosure is made to CONSULTANT's subconsultants as anticipated by this Agreement.

CONSULTANT shall not issue any news release or public relations item regarding such confidential information or CONSULTANT's work under this Agreement without prior review of the contents and written approval by DISTRICT.

These same requirements shall be applicable to any of CONSULTANT's subconsultants. CONSULTANT shall include the requirements stated in this section in the Agreement with any of its subconsultants.

11. TERMINATION - At any time during the term of this Agreement, DISTRICT may:
- a. Terminate this Agreement without cause upon providing CONSULTANT thirty (30) calendar days written notice stating the extent and effective date of termination; or
  - b. Upon five (5) calendar days written notice, terminate this Agreement for CONSULTANT default, if CONSULTANT refuses or fails to comply with the provisions of this Agreement or fails to make progress so as to endanger performance and does not cure such failure within a reasonable period of time. In the event of such termination, DISTRICT may proceed with the work in any manner deemed proper to DISTRICT.

In the event DISTRICT issues a Notice of Termination, CONSULTANT shall (i) stop all work under this Agreement on the date specified in the Notice of Termination; and (ii) transfer to DISTRICT and deliver in the manner and to the extent, if any, as directed by DISTRICT, any equipment, data or reports which, if the Agreement had been completed, would have been required to be furnished to DISTRICT.

In the event DISTRICT terminates this Agreement, DISTRICT shall make payment for all services performed in accordance with this Agreement to the date of termination, a total amount which bears the same ratio to the total maximum fee otherwise payable under this Agreement as the services actually bear to the total services necessary for performance of this Agreement. Notwithstanding any of the other provisions of this Agreement, CONSULTANT rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty or a willful or material breach of this Agreement by CONSULTANT, or in the event of CONSULTANT's unwillingness or inability for any reason whatsoever to perform the duties hereunder, or if the Agreement is terminated pursuant to Section 16 (hereinafter titled NON-DISCRIMINATION). In such event, CONSULTANT shall not be entitled to any further compensation under this Agreement. The rights and remedies of DISTRICT provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

12. ASSIGNMENT - Neither this Agreement nor any part thereof shall be assigned by CONSULTANT without the prior written consent of DISTRICT.
13. CONFLICT OF INTEREST - CONSULTANT covenants that it presently has no interest, including but not limited to other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed or retained by it under this Agreement.
14. INDEPENDENT CONSULTANT - CONSULTANT and the agents and employees of CONSULTANT shall act at all times in an independent capacity during the term of this

Agreement and in the performance of the services to be rendered hereunder and shall not act as or shall not be and shall not in any manner be considered employees or agents of DISTRICT.

15. JURISDICTION/LAW/SEVERABILITY - This Agreement is to be construed in accordance with the laws of the State of California. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall be declared severable and shall be given full force and effect to the extent possible.

Any legal action, in law or equity, related to the performance or interpretation of this Agreement shall be filed only in the Superior Court for the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. Prior to the filing of any legal action, the parties shall be obligated to attend a mediation session with a neutral mediator to try to resolve the dispute.

16. WAIVER - Any waiver by DISTRICT of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or any other term thereof. Failure on the part of DISTRICT to require exact, full and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms hereof or estopping DISTRICT from enforcement hereof.

17. NON-DISCRIMINATION - In the performance of the terms of this Agreement, CONSULTANT shall not engage in nor permit others CONSULTANT may employ to engage in discrimination in the employment of persons because of the race, color, national origin or ancestry, religion, physical handicap, disability as defined by the Americans

with Disabilities Act (ADA), medical condition, marital status or sex of such persons, in accordance with the provision of California Labor Code Section 1735.

18. NON-APPROPRIATION OF FUNDS - It is mutually agreed and understood that the obligations of DISTRICT are limited by and contingent upon the availability of DISTRICT funds for the reimbursement of CONSULTANT's fees. In the event that such funds are not forthcoming for any reason, DISTRICT shall immediately notify CONSULTANT in writing. This Agreement shall be deemed terminated and have no further force and effect immediately on receipt of DISTRICT's notification by CONSULTANT. In the event of such termination, CONSULTANT shall be entitled to payment for work already performed in accordance with this Agreement.

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SAMPLE



IN WITNESS WHEREOF, the parties hereto have executed this Agreement on

\_\_\_\_\_  
(to be filled in by Clerk of the Board)

RECOMMENDED FOR APPROVAL:

**RIVERSIDE COUNTY FLOOD CONTROL  
AND WATER CONSERVATION DISTRICT**

By \_\_\_\_\_  
JASON E. UHLEY  
General Manager-Chief Engineer

By \_\_\_\_\_  
KAREN SPIEGEL, Chairwoman  
Riverside County Flood Control and Water  
Conservation District Board of Supervisors

APPROVED AS TO FORM:

ATTEST:

GREGORY P. PRIAMOS  
County Counsel

KECIA HARPER  
Clerk of the Board

By \_\_\_\_\_  
LEILA MOSHREF-DANESH  
Deputy County Counsel

By \_\_\_\_\_  
Deputy

(SEAL)

Consulting Services Agreement  
Legal Services w/TBD  
07/01/2020-06/30/2025

**ATTACHMENT "A"**

**SCOPE OF SERVICES (Rough Draft )**

SAMPLE