

Best Value Procurement Procedure

Riverside County Sheriff's Department

Purpose:

To establish procedural roles and responsibilities in Best Value Procurement for selecting a bidder on the basis of best value for a construction project in excess of \$1,000,000.

Authorization:

Public Contract Code sections 20155-20155.9

Procedure:

This document summarizes procedures, required criteria and scoring by which responses to the pending Request for Qualifications (RFQ) and Request for Proposal (RFP) solicitations for this project will be evaluated. This information will be incorporated into the formal RFQ and RFP documents.

Selection Committee (Evaluation Team):

The County will establish a Selection Committee of key County stakeholders and expert consultants with project and industry knowledge to properly, fairly and impartially evaluate the received proposals. This committee will contain a minimum of 3 and no more than 10 members. These members will have no contact with any potential General Contractors from the time of issuance of the RFQ to the final recommendation to the Board of Supervisors for the project award in accordance with the Code of Conduct and Ethics (for Evaluation Team Committee Members, attached).

Criteria and Scoring Summary:

Following is a summary of the General Contractor project team qualification information to be required and corresponding scoring structure. More detailed information on which the scoring will be based will be incorporated into the RFQ and RFP documents. A General Contractor's total score for use in the final "Best Value" determination will be a cumulative of both the RFQ and RFP scores.

No more than the top five (5) ranked General Contractors will be invited by the Selection Committee to participate in the Request for Proposal (RFP) phase. The shortlisted General Contractors will be issued the complete Request for Proposal and be invited to submit a proposal to construct the project.

RFQ-480 pts

- Essential Requirements Pass/Fail
 - Includes evidence of necessary licenses, insurance, eligibility to work on Public Works projects

- Interview Questions 100 pts
- Performance History: 150 pts
 - Safety, Prevailing Wage Legal issues, Claims
- Project Experience: 230 pts

RFP- 100 pts

- Demonstrated Management Competency 25 pts
- Financial Condition 10 pts
- Labor Compliance 15 pts
- Safety Record 10 pts
- Relevant Experience 40 pts

Appeal Procedure:

Where a timely and completed application results in a rating below that necessary to become shortlisted as a pre-qualified contractor, a General Contractor may appeal such a decision by delivering notice to the County's Clerk of the Board at the following address, 4080 Lemon St. 1st Floor Riverside, CA 92501. The Appeal of the decision with respect to its RFQ rating must be received no later than ten business days following the date of written notification from the County that the General Contractor does not meet the rating established by the County. Without a timely appeal, the General Contractor waives any and all rights to challenge the decision of Riverside County, whether by administrative process, judicial process or any other legal process or proceeding.

If the General Contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than ten (10) business days after Riverside County's receipt of the notice of appeal. The hearing shall be an informal process conducted by an Appeals Panel appointed by the Sheriff or his Designee. At or prior to the hearing, the General Contractor will be advised of the basis for Riverside County's shortlist determination. The General Contractor will be given the opportunity to present information and present reasons in opposition to the rating. Within one day after the conclusion of the hearing, the Appeals Panel will render its decision which shall be final and not subject to further appeal.

CODE OF CONDUCT & ETHICS

BEST VALUE PROPOSAL EVALUATION POLICY

1. Evaluators and Facilitators are strongly encouraged to be receptive to counsel from their colleagues and to cooperate by promoting a spirit of teamwork and unity. All involved in the evaluation process must be fair, reasonable and open-minded, with no favoritism. Individual proposals need to be completed and returned by the Evaluators to the Facilitator at the required date. The evaluation process shall be comprehensive and expeditious.
2. Sheriff's Department is required to approve the selection of evaluators. No substitute evaluators, unless approved by Sheriff's Department, prior to the evaluation meeting deadline.
3. Evaluators are required to take the evaluation process seriously, to be prepared and have their evaluation completed, prior to the designated evaluation meeting.
4. Evaluators and all parties involved will not communicate with the proposer's (vendors) during the bidding period, evaluation and selection process. County staff may communicate with proposers provided that the communication is not related to this project.
5. If more information or data is required before completing an evaluation, the Contract Analyst/Specialist may make arrangements to gather and sort them, depending on this situation.
6. Evaluators are required to be present at evaluation meetings; otherwise your evaluation "may" not be included.
7. **Gifts:** The County's officers, employees, and agents, including County contractors and their agents, shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors, and shall avoid any appearance of doing so at any time.
8. **Conflict of Interest:** No employee, officer, or agent of the County shall participate in the selection, award, or administration of a contract where any of the following has a financial or other interest in that contract:
 - 8.1 The employee, officer, or agent.
 - 8.2 Any member of his or her immediate family.
 - 8.3 His or her business partners.
 - 8.3 An organization in which any of the above is, or has been during the previous twelve (12) months, an officer, director, board member, employee, or consultant.
 - 8.5 A person or organization which whom any of the above individuals is negotiating employment or has any arrangement concerning prospective employment.
9. **Audio recordings may be used during evaluation meetings:** With bids that are high dollar and/or have complicated specifications and/or involve multiple departments or non-County staff, there may be an option to use audio recordings during evaluation meetings. In the rare occasion that audio recordings are used, it is a requirement to keep them on file for five (5) years as a public record.

By signing below the evaluator is acknowledging they have reviewed and understand the Code of Conduct and Ethics statement.

PRINT NAME: _____

SIGNATURE: _____

AGENCY: _____

DATE: _____

RFP/Q # _____

4.14.2021