

**REQUEST FOR PRE-QUALIFICATION FOR
DESIGN/BUILD ENTITIES FOR THE
BAGDOUMA WELLNESS HUB RENOVATION PROJECT
CITY PROJECT F-37**

Notice is hereby given that the City of Coachella (“City”) has determined that all proposers on the engineering design and construction services to construct the Bagdouma Wellness Hub Renovation Project (“Project”) to be undertaken by the City **must be pre-qualified prior to submitting a proposal on the Project**. It is mandatory that all Design-Builders who intend to submit a proposal fully complete the pre-qualification questionnaire, provide all materials requested herein, and be approved by City to be on the final qualified design-builders list. No proposal will be accepted from a Design-Builder that has failed to comply with these requirements. If two or more business entities submit a bid as part of a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified.

Proposals shall be submitted to the following:

Brianna Greenwood, Senior Civil Engineer
City of Coachella
53990 Enterprise Way
Coachella, CA 92236

Proposals shall be received at Permit Center on or before 5:00 p.m. on **THURSDAY, FEBRUARY 26, 2025**.

Proposals, and amendments to proposals, received after the date and time specified above will be returned to the Offerors unopened.

Parties interested in obtaining a copy of the full Request for Proposal may download it from <https://www.planitplanroom.com/>.

Design-Builders are encouraged to submit pre-qualification packages as soon as possible so that they may be notified of omissions of information to be remedied or of their pre-qualification status well in advance of the proposal deadline for this Project.

The Project will involve the design and construction of a public wellness hub. The facility consists of a one-story building, approximately 4,000 square feet. The City plans to renovate the existing community center and transform it into a Wellness Hub. New and updated amenities will include a renovated demonstration kitchen, a renovated multipurpose classroom, a new reception area, LED lighting replacement, and interior/exterior painting of the building.

Answers to questions contained in the attached questionnaire, information about current bonding capacity, and a notarized statement from surety are required. City will use these documents as the basis of rating Design-Builders. City reserves the right to check other sources available. City’s decision will be based on objective evaluation criteria. City reserves the right to adjust, increase, limit, suspend or rescind the pre-qualification rating

based on subsequently learned information. Design-Builders whose rating changes sufficient to disqualify them will be notified and given an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification rating.

While it is the intent of the pre-qualification questionnaire and documents to assist City in determining Design-Builder responsibility prior to receiving proposals and to aid City in selecting the best value proposal, neither the fact of pre-qualification nor any pre-qualification rating will preclude City from a consideration and determination *after receiving proposals* as to whether a Design-Builder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work and has demonstrated the requisite trustworthiness.

The pre-qualification packages should be submitted under seal and marked “CONFIDENTIAL” to **“Request for Pre-Qualification for Design/Build Entities for the Bagdoura Wellness Hub Renovation Project” City of Coachella Civic Center Office 53990 Enterprise Way, Coachella, California 92236.**

The pre-qualification questionnaires submitted by Design-Builders are not public records and are not open to public inspection. Information provided in the questionnaires will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in the appeal hearing. State law requires that the names of contractors applying for pre-qualification status shall be public records subject to disclosure, and therefore **PART I** of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Design-Builder on whose behalf that person is signing. If any information provided by a Design-Builder becomes inaccurate, the Design-Builder must immediately notify City and provide updated accurate information in writing, under penalty of perjury. Information provided in the questionnaire shall become material representations in any subsequent design-build contract; false, fraudulent, or inaccurate information shall be grounds for City to deny pre-qualification, reject a proposal, institute a civil action, and/or pursue any other available remedy.

City reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification applications and to make all final determinations. City may refuse to grant pre-qualification where the requested information and materials are not provided, or not provided by deadline for submission. There is no appeal from a refusal for an incomplete or late application. The closing time for bids will not be changed in order to accommodate supplementation of incomplete submissions or late submissions.

Design-Builders may submit pre-qualification packages during regular working hours on any day that the offices of City are open. Design-Builders who submit a complete pre-qualification package will be notified of their qualification status no later than ten business days after submission of the information, unless City is unable to complete a satisfactory

investigation within that time. **City will provide notice of its determination by e-mail, and the time to appeal shall begin upon sending of the notification e-mail. Design-Builder shall be responsible for providing an accurate and legible e-mail address on its submitted questionnaire.**

If a timely and completed application results in a rating below that necessary to pre-qualify, the Design-Builder may appeal the City's determination. Appeals must be made in writing, signed by Design-Builder's authorized representative under penalty of perjury, and delivered to the City of Coachella, Engineering Department, 53990 Enterprise Way, Coachella, CA 92236. Appeals must be **received** by the City no later than five (5) calendar days after the Design-Builder is given notice of the City's determination. **The failure to timely appeal shall constitute a waiver of any and all rights to challenge the City's determination, whether by administrative process, judicial process or any other legal process or proceeding.**

If a Design-Builder provides the required notice of appeal and requests a hearing, the hearing shall be conducted no later than ten (10) calendar days after the City's receipt of the notice of appeal. The hearing shall be an informal process conducted by the City Manager or their designee(s). At or prior to the hearing, the Design-Builder shall present all reasons for opposing the rating and all information, documents, arguments, evidence or other materials for the City to consider on the appeal. Design-Builder may request that the appeal hearing be in-person at City Hall or by teleconference, but in either scenario Design-Builder shall be responsible for timely submitting all materials. Within five (5) business days after the conclusion of the hearing, the hearing officer or panel shall render its decision, which will be final and binding. The submission and opening of any bids will not be delayed or postponed to allow for completion of an appeal.

All questions concerning this Request for Prequalification or the Project may be directed to Brianna Greenwood at bgreenwood@coachella.org