NOTICE OF REQUEST FOR QUALIFICATIONS

REQUEST NO. 2024-RFQ-18

AMERICAN LEGION FACILITY & VETERAN'S MEMORIAL PARK

RFQ Due Date: 10:00 A.M., September 9th, 2024

Location: City of Joplin
City Hall, 2nd Floor
602 South Main Street
Joplin, MO 64801

Staff: Tony Robyn, Assistant City Manager
Email: trobyn@joplinmo.org

Phone: 417-624-0820 x1203

Proposals will be received by the City Manager's Office at the specified location until the time and date cited above. Only proposals received by the correct time and date will be recorded.

Proposals must be submitted in an envelope with the Request for Qualifications number and the Vendor's name and address clearly indicated on the envelope. All proposals must be completed in ink or typewritten and submitted by the time and date above.

Consultants are strongly encouraged to carefully read the entire Request for Qualifications.

August 5, 2024

Issue Date

CITY OF JOPLIN, MISSOURI

The City is accepting submissions for Engineering/Architectural design, plans, specifications, and construction administration services for a new Veteran's Memorial Park and/or an American Legion facility, located at 212 W 8th St, Joplin, MO 64801 in Joplin. The property is in the heart of downtown Joplin owned by the City of Joplin.

For nearly 100 years, Memorial Hall has played a dynamic role in our community. It was built in 1925 as a war veteran memorial to honor the men and women who gave their lives for our freedoms. It has served as the mainstay to welcome home our soldiers and provided a gathering place for Veteran's' activities, their associations, and meetings. Through the years, citizens attended concerts, plays, sporting events and community programs. With such a wide history of activity, it holds many memories for the community and region.

Unfortunately, this 95-year-old building has fallen in disrepair and needs to be demolished. Two recent analyses conducted by SFS Architecture in 2021 and 2024 revealed deterioration in the original building structure and construction renovations, failed roofing support systems and foundations, along with various environmental hazards from decades of moisture intrusion and building settling.

Memorial Hall has served as a meeting and event space for our local Veterans of Foreign Wars. Its importance as a central community gathering pace cannot be understated. Any future designs should incorporate opportunities for future related activities and events. In most recent years, utilization of Memorial Hall devolved with new larger and more modern venues opening at several area casinos and venues offering concerts and other productions once hosted in Joplin. Joplin Schools included a performing arts center to seat nearly 1,200 people when it rebuilt in 2014. In 2022, Connect 2 Culture opened the Harry M. Cornell Arts & Entertainment Complex adjacent to and just north of Memorial Hall. The Cornell Complex offers a 450-seat performance hall and other amenities. With these additions in our community, it is time for the City to take a fresh look at the site of Memorial Hall and site to better serve our community.

In June of 2024, the Joplin City Council recommended the building be demolished and the site be developed as the Joplin Veteran's Memorial Park. Given its history, the building holds significant war memorials and related artifacts to be preserved and incorporated into the future park. The building itself is a memorial and we expect some architectural design features may be retained or incorporated into the design and future park if possible. Strategies and methods for educating on and incorporating the history and significance of the site should be included in this design.

The City is soliciting proposals on what could be done with this site and property after the removal of Memorial Hall. We expect deep engagement with the community during the process. This selected firm will need to develop two concepts for the Memorial Hall site. The first concept envisions replacing Memorial Hall with a facility for the American Legion and public space for the viewing of the veteran's memorials. The concept should also include landscape design for any unused greenspace. The second concept envisions a veteran's memorial park for public gathering and viewing of the veteran's memorials. The selected firm will lead a team of city and community leaders to perform a building memorials preservation and assessment, seek community feedback and guidance, evaluate a variety of design options based on the feedback received, and provide a cost estimate for the recommended future use of the site as a dedicated space for the American Legion and/or a park worthy of

the history and prominence of the site in the downtown Joplin area. This design should consider previous assessments. Previous SFS Architecture Memorial Hall analyses were completed which identifies key issues and components to be removed and retained for the park.

REQUEST FOR QUALIFICATIONS

Qualified firms interested in providing professional design services for the new park should submit qualifications according to the specifications below. Interested firms shall be licensed design firms in the State of Missouri.

Deadline
Sealed proposals are due (must be *received*) by (**September 9, 2024, at 10:00am Central Time**) to the City at the address above. One (1) original and fifteen (15) complete copies of the submission is to be mailed and delivered in a sealed envelope clearly marked with "Joplin Veteran's Memorial Park RFQ" on the outside of the package. Late submissions will not be accepted.

Contact Person
Inquiries regarding this RFQ can be directed to the person listed on the front page. Inquiry must be submitted via email no later than (August 28, 2024).

SCOPE OF SERVICES

The selected firm will work with the City and selected representatives on completion of the project, which will include the following traditional project delivery method services below. The selected firm should expect a high level of citizen and stakeholder engagement.

A. Preliminary Design
- **a.** Facilitate project kickoff meetings with city leaders and community to understand and confirm expectations, including but not limited to features, amenities, future uses, accessibility, surfacing, utilities, site constraints, required permits, and project timeline.
- **b.** Confirm and/or refine developed concepts, site plans, and projected costs.

B. Option A

- **a. Schematic Design (American Legion Facility)**
  - **i.** Site plan: A drawing of the project's location, including site features and facility/park orientation, site improvements, and necessary utilities
  - **ii.** American Legion space layout and intended uses and floor plan.
  - **iii.** Elevations: Elevations of the site and features
  - **iv.** Site systems: Descriptions of the site's structural, water, sewer/plumbing, and electrical and lighting systems
  - **v.** Exterior finishes and materials: Details about the park materials and finishes
  - **vi.** Schematic drawings: Structural, mechanical, plumbing, and electrical schematic drawings, or narratives
  - **vii.** 3D models: Simple 3D models that can be used to represent the scale and layout of different spaces
- **b. Design Development (American Legion Facility)**
  - **i.** Provide more detailed drawings of the schematic design and begins to determine the materials, systems, and equipment.
  - **ii.** Coordinate topographic surveys, utility investigations, and geotechnical evaluation. These site investigation services will be contracted separately with the City.
  - **iii.** Prepare full and complete plans, specifications, and construction documents

for bidding.

iv. Provide an engineer's estimate for the cost of the facility and proposed park.

C. Option B

a. Schematic Design (Veteran's Memorial Park)

i. Site plan: A drawing of the project's location, including site features and park orientation, site improvements, and necessary utilities
ii. Park space layout and intended uses
iii. Elevations: Elevations of the site and features
iv. Site systems: Descriptions of the site's structural, water, sewer/plumbing, and electrical and lighting systems
v. Exterior finishes and materials: Details about the park materials and finishes
vi. Schematic drawings: Structural, mechanical, plumbing, and electrical schematic drawings, or narratives
vii. 3D models: Simple 3D models that can be used to represent the scale and layout of different spaces

b. Design Development (Veteran's Memorial Park)

i. Provide more detailed drawings of the schematic design and begins to determine the materials, systems, and equipment.
ii. Coordinate topographic surveys, utility investigations, and geotechnical evaluation. These site investigation services will be contracted separately with the City.
iii. Prepare full and complete plans, specifications, and construction documents for bidding.
iv. Provide an engineer's estimate for the cost of the proposed park.

D. Bidding

a. Assist with bidding and award process.
b. Reviews and assist with selecting a contractor.

E. Construction Site Visits

i. Inspection throughout construction with periodic site visits
ii. Inspect critical or milestone components
iii. Regular in-person City Council updates on progress

PROPOSAL SUBMISSION REQUIREMENTS

Interested firms must submit qualifications that demonstrate their experience in performing similar projects. Submissions must include a response addressing the following information:

Company Profile

Provide the following information relative to your firm:

A. Firm name and business address, including telephone and facsimile numbers, and e-mail address.
B. Year established (include former firm names and year established). Identify the country and state in which the firm was incorporated or adopted.
C. Provide the Firm's type of ownership and, if applicable, parent company or subsidiaries. Include dates of any corporate mergers and/or acquisitions, including all present and former subsidiaries with dates of any and all restructuring since the founding date. Also, provide any licensure in Missouri.
D. Clarify the business address and telephone number of the office(s) at which the work is to be accomplished (if different than item #A). Also include the name, address, and telephone number of the project manager, if different than item A.

Organizational Structure

Describe your firm's organizational structure and discuss how you anticipate organizing your project team for this engagement.

Key Staff Resumes

Provide a listing of key project team members who will be involved. Provide resumes for the project manager and other key managerial staff and technical information, which include work experience, education, and any work-related publications. The key people proposed for the project must actually participate. If, because of extenuating circumstances, a member must be replaced, the City must approve the new member.

Experience and Qualifications

Set forth your experience and qualifications as they relate to the proposed project in terms of technical scope, tasks involved, deliverable products, and other elements of the work as they relate to the evaluation criteria and all requirements of this RFQ. The Proposal should provide all information which the Consultant considers pertinent to its qualifications for performing the work called for by the RFQ.

References

Each Consultant must furnish a minimum of three (3) references. References should be listed for similar type work as requested in this RFQ. Each reference must identify and describe the project worked on and specify the originating and final project manager for the party providing the reference. References may or may not be reviewed or contacted, at the sole discretion of the City.

PROJECT SCHEDULE

The City anticipates that the following timetable will apply to this RFQ. The dates following the August 5, 2024 RFQ issue date are subject to change:

Activity	Date
RFQ issued	August 5, 2024
RFQ Due Date	September 9, 2024
Finalist Interviews (if required)	September 23-25, 2024
Vendor Selection	September 30, 2024
Present Contract to Council for Approval (First Reading)	October 21, 2024
Start Project design	December 2, 2024
Project Design Completion	Summer/early Fall 2025

Addenda to the RFQ and Requests for Information:

The City may, at its sole discretion, issue Addenda to this Request for Proposals containing responses to questions and requests for information, clarifications, or revisions of the RFQ, or any other matters that the City deems appropriate. Addenda will be issued to those to whom the City sent the original RFQ.

Any question, request for clarification, or request for additional information regarding this RFQ should be submitted no later than August 28, 2024 via e-mail to trobyn@joplinmo.org, to Tony Robyn (Attn: Veteran's Memorial Park RFQ), City of Joplin, 602, South Main Street, Joplin, MO 64801. No oral response by any employee or agent of the City shall be binding on the City or shall in any way be considered a commitment by the City. If a Consultant finds any inconsistency or ambiguity in the RFQ, the Consultant is requested to contact the point of contact, at the above address.

PROPOSAL EVALUATION AND SELECTION

Proposal Evaluation Process

Proposals, which the City determines in its sole discretion, that are deemed responsive to this RFQ, will be reviewed and evaluated by the City. The City reserves the right to request Consultants to make one or more presentations to the City at the City's offices at the Consultant's sole cost and expense, addressing Consultants' ability to achieve the scope of work of this RFQ. Proposals will be evaluated, in part, according to whether the Consultant meets the minimum qualifications and submits a proposal complying with all the requirements of this RFQ.

Evaluation of vendor proposals will be based on the following criteria:

40% Methodology - that the vendor will use to conduct work outlined in RFQ and
evidence of ability to perform the work described herein.

35% Experience – previous experience performing related projects of complex nature, including, but not limited to, similar size and type of organization.

15% References – will be based on references submitted as part of RFQ but can include clients not submitted.

10% Staff - capability and availability of professional staff to serve the City of Joplin in a competent and timely manner.

Responsibility for Costs

The Consultant shall be fully responsible for all costs associated with the development, preparation, transmittal, and submission of any Proposal or material submitted in response to this RFQ. The City assumes no contractual or other obligations as a result of the issuance of this RFQ, the preparation or submission of a Proposal by a Consultant, the evaluation of Proposals, or the selection of any Consultant for further negotiations.

Contract Terms and Conditions

The City may condition award of the Contract on the Consultant's acceptance of the terms and conditions contained in the form of agreement attached hereto and made a part hereof as Exhibit A. Consultants may submit with its Proposal, written objections to the terms and conditions established in this RFQ and/or agreement by identifying the specific section(s) and paragraph(s) objected to, stating the reason(s) for the objection, and proposing alternative terms. Should Consultant object to any of the terms and conditions established in this RFQ, including the form of agreement, the City reserves the right, in its sole discretion, to permit Consultant to rescind any or all such exceptions at any time prior to award of a contract. The City, in its sole discretion, may evaluate proposals according to whether the Consultant objects to terms and conditions and if Consultant does object, the number and type of objections. In no event shall the City's selection of a Consultant for further negotiations constitute acceptance of any objection or proposed alternative to the terms and conditions established in this RFQ. The City reserves the right, however, to add, delete, revise, or negotiate terms and conditions different than those included in the RFQ, if, in the sole judgment of the City, it is in the best interest of the City to do so.

Exhibits

The following exhibits are referenced in this RFQ, incorporated into and made a part of this RFQ:

A. City of Joplin Standard Professional Services Agreement

FORMAT AND CONTENT OF PROPOSAL

Proposal Terms and Conditions

The following terms and conditions apply to submitting proposals in response to this\Request for Qualification:

Interviews

The City reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The City will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)

Request for Additional Information

The proposer shall furnish such additional information as the City of Joplin may reasonably require. The City reserves the right to make investigations of the qualifications of the proposer as it deems appropriate.

Acceptance/Rejection/Modification to Proposals

The City reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive minor irregularities in the procedures.

Proposals Binding

All proposals submitted shall be binding for one hundred twenty (120) calendar days following the opening.

Proposer's Certification

By submitting a proposal, the proposer certifies that the proposal has been fully read and understood. The proposer has full knowledge of the scope and nature and quality of work to be performed. The proposer further certifies that no employee of the City has any direct or indirect financial interest in any resultant contract, and that no gratuities will be offered or provided to the City of Joplin employees or their family members.

Non-exclusive Contract

The agreement resulting from this RFQ shall be a non-exclusive contract, and the City reserves the right to purchase same or like services from other sources the City deems necessary and appropriate.

Late proposals

Proposals received by the City after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery of the proposals to the location designated for receipt of proposals. The City of Joplin is not responsible for the U.S. Mail or private couriers regarding mail being delivered by the specified time so that a proposal can be considered. All proposals will be received at the time and place specified and made available for public inspection when an award decision is made.

Completeness

All information required by the Request for Qualifications must be supplied to constitute A legitimate proposal. The City of Joplin reserves the right to use any and all information presented in any response to the Request for Proposal. Acceptance or rejection of the RFQ does not affect this right.

Execution of Agreement

It is anticipated the City will make their selection of a firm by August 7, 2023. The successful proposer shall enter into a contract with the City for the performance of work awarded to him and shall simultaneously provide any required bonds, indemnities and insurance certificates prior to the commencement of work. A copy of the sample agreement is attached. Failure to comply within the established deadline for submittal of required documents may be grounds for cancellation of the award.

SUBMISSION OF PROPOSALS

In order for the City to adequately compare proposals and evaluate them uniformly and objectively, all proposals shall be submitted in accordance with this format. The proposal should be prepared simply and economically, providing straight-forward and concise information as requested.

Proposal Due Date

Sealed proposals with one (1) original, fifteen (15) complete copies, and one (1) USB flash drive will be received at the Parks Department no later than **10:00 a.m. September 9, 2024**. Proposals will not be accepted after this time. Proposals shall be addressed as follows:

For Mail or Hand Delivery
CITY OF JOPLIN
TONY ROBYN
Assistant City Manager
602 South Main STREET, 2nd Floor
JOPLIN, MO 64802
Submitted envelopes should be marked: "REQUEST FOR PROPOSAL– "#2024-RFP-18: Veteran's Memorial Park, 10:00 AM; Monday, September 9, 2024"

Amendments

If it becomes necessary to revise or amend any part of this Request for Qualification, the City will furnish the revision by written Amendment to all prospective proposers who received an original Request for Qualification.

Proposal Evaluation Process

The steps and activities in the proposal process will include the following:

The City will review and evaluate all proposals submitted in response to this Request for Qualifications (RFQ). The City shall conduct a preliminary evaluation of all proposals based on the information provided and other evaluation criteria as set forth in this Request for Qualifications or as reasonably determined by the City.

The City will first review each proposal for compliance with the minimum qualifications and mandatory requirements of the RFQ. Failure to comply with any mandatory requirements may disqualify a proposal.

Proposals will then be evaluated and rated in accordance with the evaluation criteria. A shortlist will be developed listing the highest ranked proposals.

The City may confer with all responsible proposers who have been short listed and may arrange, if necessary, for interviews/presentations by the short-listed firms.

The City reserves the right to conduct pre-award discussions and/or pre-contract negotiations with any or all responsive and responsible proposers who submit proposals determined to be reasonably acceptable of being selected for award. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submission of proposals and prior to award of a contract.
The City reserves the right to reject any and all proposals and to waive minor irregularities. The City further reserves the right to seek new proposals when such a procedure is reasonable and in the best interests of the City to do so.