CITY OF JOPLIN

REQUEST FOR QUALIFICATIONS
(RFQ)

FOR

City of Joplin Facilities Masterplan

SEALED QUALIFICATION SUBMISSION DEADLINE
NO LATER THAN 2:00 P.M., CENTRAL TIME, FEBRUARY 23, 2022

CITY OF JOPLIN

REQUEST FOR QUALIFICATIONS

City of Joplin Facilities Masterplan

I. REQUEST FOR QUALIFICATIONS

A. Request

Statements of Qualifications are now being accepted by the City of Joplin from qualified Architectural or Architectural/Engineering Firms for providing a Facilities Masterplan. Respondents to this Request for Qualifications shall submit to the City of Joplin, a statement of qualifications, which will address the various components as set forth in this Request for Qualifications.

B. Obtaining a Request for Qualifications

This document is available to all qualified Consultants that request a copy up to the closing date/hour of submission.

Copies can be obtained from the City of Joplin, Capital Improvement Project Manager, Rob Beachner, 602 S Main St., Joplin, Missouri 64801, or by calling (417 624-0820 Ext. 1543). They can also be obtained from the City of Joplin website at https://www.joplinmo.org/bids.aspx .

II. BACKGROUND INFORMATION

Incorporated in 1873, the City of Joplin is located in the southwest corner of Missouri and is the State's fourth largest metropolitan area. Population growth within the City limits, which covers more than 30 square miles, continues to grow modestly while rapid growth is being experienced in the surrounding regional area. Joplin's actual population is 51,762 that swells to approximately 225,000 during the day.

The City of Joplin currently owns &/or maintains over 50 facilities, in-excess of over one-million square feet of interior area. These facilities include but are not limited to City Hall, Public Works Center (PWC) Facilities, City Justice Center (which houses the City Police, Fire & Municipal Court System), Police Substations, Fire Stations, Parks Facilities, MAPS/Transit System Facilities, Airport Facilities, City Police & Fire Training Facility, Wastewater Treatment Plant Facilities and Lift Stations, Joplin Public Library, Joplin Senior Center, Joplin Museum Complex, Memorial Hall, Joplin Recycling Center, and multiple other facilities.

III. SCOPE OF WORK

The purpose of the Facilities Masterplan is to provide a valuable fact-based tool for future facility-related decision making. It shall set a logical course for capital improvements and facility management initiatives for the future. The Facility Masterplan shall be a living document and will be re-examined and updated on a regular review cycle.

Given the varying physical age of current facilities, as well as the ever-changing needs and levels of services provided by the City now and in the future, a visionary plan for maintenance and renovations, including repair and replacement schedules is imperative for future planning.

The City of Joplin is seeking to establish a relationship with an architectural or architectural/engineering firm (consultant) for the purpose of analyzing the state of current facilities, identifying repair and renovation needs, analyzing building utilizations indicators, establishing budgetary pricing, and examining potential viable additions to existing facilities as well as the need for new buildings.

The Facilities Masterplan shall include the following items at a minimum. A detailed scope of work will be developed in conjunction with the selected firm as part of the contract development process.

1. Consultant will analyze the state of current facilities as detailed above (including major mechanical equipment included in the facilities), relating to the repair, renovation, or replacement of the facilities or equipment.

2. Consultant will analyze each facility and develop plans to ensure that the facilities meet ADA accessibility guidelines and requirements.

3. Consultant will provide recommendations for new &/or additional facilities needed for the future.

4. Consultant will provide the City with recommendations for current and future staffing needs and annual budget estimates required to adequately operate and maintain the facilities.

5. Consultant will assist the City in determining the need for and selection of asset management program software. All deliverables from the Consultant to the City shall be in a format compatible with the proposed software.

6. It is expected that the Consultant will utilize information included in existing plans that have been developed by the City and other organizations as related to facilities, including but not limited to:

    - Current City of Joplin Capital Improvement Program
    - City of Joplin Stormwater Masterplan
    - City of Joplin Parks Master Study Plan
    - City of Joplin Transit Masterplan
    - City of Joplin Airport Masterplan
    - City of Joplin Wastewater Facility Plan
    - City of Joplin Solid Waste Masterplan (energy focus)
    - City of Joplin Police Department Resource Allocation Study
    - City of Joplin Fire Department Resource Allocation Study

IV. SCHEDULE

Schedule shall be determined during the contract negotiation phase with the selected Consultant.

V. DELINEATION OF RESPONSIBILITIES

A. Responsibilities of the Consultant

1. The Consultant shall be responsible for undertaking the services identified under Section III above, or as negotiated (if required) with the City, upon execution of the contract by both parties.

2. All invoices for services shall be submitted to the City in duplicate and include brief description of services rendered. In addition, invoices must show the name of the Department or Division for which the services were performed and the City of Joplin Purchase Order Number.

3. During the course of the project, the Consultant may invoice the City for services rendered, no more than once per month.

B. Responsibilities of the City of Joplin

1. The City shall make available to the Consultant all documents, studies, plans and specifications in the City's possession, which will be useful in completing the project work. However, it will remain the Consultant's responsibility to gather and verify necessary data.

C. Review Committee

The City will set up a committee to review the Qualifications

VI. QUALIFICATIONS FORMAT

The Submittal of Qualifications shall include the following:

A. Letter of Transmittal

The letter of transmittal shall be addressed to the City of Joplin Capital Improvement Project Manager, 602 South Main Street, Joplin, MO 64801 and must, at a minimum, contain the following:

1. Identification of the Consultant including name, address, telephone number, and email.

2. Location of the office from which service will be provided, including hours of operation.

3. An officer of the firm authorized to contract for the work shall sign the transmittal letter.

B. Responsiveness of written response in clearly stating an understanding of the scope of work as outlined in the scope of services portion of this request for qualifications

C. Consultant's Experience

The Qualifications must include a demonstration of the Consultant's knowledge and experience relative to the items identified under the Scope of Work. This will include a list of similar projects and a description of the Consultant's general

organization and names of key personnel, indicating the depth and quality of experience.

References (three minimum) shall be provided identifying each client, a contact person and the client's mailing address and telephone number for similar projects done by the personnel to be involved in these projects. One of the clients shall be a government agency.

D. Project Team

The Qualifications shall include the identification and organization of the team proposed to be assigned to this project, with individual resumes and the specific areas of responsibility of key personnel, concentrating on both breadth of experience and experience on similar projects. The same information for any sub-consultants proposed to be involved in any work shall also be included.

E. Approach

Responding parties shall provide their proposed methods of proceeding with the project work, including the method of keeping the City informed on the progress of the project.

F. Conflict of Interest Information

Information on possible conflicts of interest should be provided in the Submittal of Qualifications. Such information will be taken into account in making a decision on the selection of the Consultant to perform the services.

Should a conflict arise during preparations for or while undertaking these services, the Consultant shall immediately advise the City of such conflict.

VII. PROCESSING OF QUALIFICATIONS

A. Questions

Questions regarding this Request for Qualifications, the Scope of Work, or need for additional data or information can be obtained from Rob Beachner, Capital Improvement Project Manager, City of Joplin, 602 S. Main, Joplin, Missouri 64801. Contact 417-624-0820 Ext. 1543.

B. Pre-submittal Meeting

None anticipated.

C. Submission of Qualifications

To receive consideration, respondents should submit six copies of their submittal, highlighting their qualifications and experience. Including any cover letter, the entire document must be **no more than 20 pages in length**. Qualification submittals must be received in the Engineering Department, 4th Floor City Hall, 602 South Main, Joplin, Missouri 64801, **no later than 2:00 P.M., February 23, 2022** at which time they will be opened and distributed for evaluation. The outside of the envelope shall be marked **"RFQ for City of Joplin Facilities Masterplan"**. All submittals will be held in confidence until a contract has been executed or City Staff has rejected all Submittals. Late submittals will not be considered. They will be returned, unopened, to the sender.

D. Evaluation of Qualifications

The City of Joplin reserves the right, to evaluate each submittal of Qualifications, and to reject any or all submittals, or to accept the submittal(s) that in its sole judgment may be in the best interest of the City.

E. Time Frame

The Consultant shall maintain the contracted time frames.

F. Pre-contractual Expenses
The City shall not, in any event, be liable for any pre-contractual expenses incurred in the preparation of a Consultant's Submittal, prior to execution of the contract by both parties.

Pre-contractual expenses are defined as expenses incurred by the Consultant in:

1. Preparing and submitting qualifications(s) to the City;
2. Negotiations with the City on any matter related to the contract terms, professional fees, and schedule;
3. Any other expenses incurred by the Consultant prior to reaching agreement in advance of the date of execution of the negotiated contract.

G. Notification of Successful Consultant(s)

Successful potential Consultant(s) shall be notified as soon as possible by the City following review and scoring. In the event that the City is unable to negotiate a contract with the first selected Consultant, the City shall terminate those negotiations in writing, and negotiations shall then commence with the next Consultant on the list and continue downward.

H. Notification of Unsuccessful Consultants

The City shall notify unsuccessful potential Consultants as soon as possible, after execution of a contract with the successful Consultant(s).

VIII. SELECTION OF CONSULTANT

A. Qualifications

The Consultant may be a single firm or a joint venture and must show evidence of its technical capability in this work. The Consultant shall also be knowledgeable in accordance with all applicable federal, state, and local government laws and regulations. Work shall be done in conformance with current professional practices in the State of Missouri.

B. Criteria for Selection

Selection among the Submittals shall be done using Quality Based Selection (QBS) methods, and shall be based upon the following criteria.

1. Concept and Responsiveness to City's Request 20%
Responsiveness of the written response in clearly stating an understanding of the work to be performed as outlined in the scope of service.

2. Consultant's Relevant Experience 20%
   The Firms overall experience with similar projects

3. Project Team 20%
   Qualifications of staff to be assigned, education, position in firm and years experience will be considered.

4. Approach 40%
   Accessibility to client, familiarity with the area, proximity to the client, client/consultant relationship and general approach to project.

The City may prepare a short list of firms from the submitted Qualifications for oral presentations to a Selection Committee. This decision will be based on the number and quality of Submittals. If Submittals are deemed of a high enough quality, oral presentations may be waived, and a finalist selected based on Qualifications submitted.

In the event oral presentations are required, the City of Joplin will not be responsible for any expenses incurred by the potential Consultants for these presentations. New evaluation criteria may be established for oral interviews. The City will provide the desired format and criteria prior to the oral presentations. **PRESENTATIONS SHALL BE CLEAR AND CONCISE.**

If it is determined to be in the best interest of the City, all Submittals may be rejected, and the City may reissue Requests for Qualifications.

C. Negotiation of Contract

After selection of the successful Consultant the City of Joplin shall negotiate the contract under which the work is to be performed. All items submitted in the proposal shall be subject to negotiation. Additionally, the City reserves the right to enter into single or multiple contract(s) with a selected Consultant or Consultants for any or all of the components of this project.

If negotiations for fees and services are successful with the selected Consultant, as determined by the City, a contract for service will be prepared. In the event that negotiations for fees or services are not successful, the City will terminate these negotiations in writing and will then begin negotiations with the next Consultant, in descending order of approval.

The Consultant will not assign or transfer any or all of its rights, duties or obligations without the prior written consent of the City.

IX. POINT OF CONTACT

Rob Beachner- Capital Improvement Project Manager
City of Joplin
Engineering Department
602 S. Main
Joplin, Missouri 64801
Phone: (417) 624-0820 Ext. 1543 email: rbeachne@joplinmo.org

X. POLICY ON NONDISCRIMINATION ON THE BASIS OF DISABILITY

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the City of Joplin does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs, activities, or services.

For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in City programs, activities, or services contact:

City of Joplin Human Resources Division
602 South Main
Joplin, Missouri 64801
(417) 624-0820 ext. 1211