CITY OF JOPLIN

REQUEST FOR QUALIFICATIONS
(RFQ)

FOR
DESIGN SERVICES

Rehab/Bathroom Structure at the Public Safety Training Center

City of Joplin, Missouri

SEALED QUALIFICATION SUBMISSION DEADLINE
NO LATER THAN 3:00 P.M., CENTRAL TIME, JUNE 12, 2025

CITY OF JOPLIN

REQUEST FOR QUALIFICATIONS

Rehab/Bathroom Facility at the Public Safety Training Center Design Services

I. REQUEST FOR QUALIFICATIONS

A. Request

Statements of Qualifications are now being accepted by the City of Joplin from qualified Architecture Firms for providing Architectural Design Services for construction of a new Rehab/Bathroom Facility at the Public Safety Training Center. 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 Fire Department,
303 E. 3rd St., Joplin, Missouri 64801, or by calling (417 624.0820 Ext 1300). They can also be obtained from the City of Joplin website.

II. BACKGROUND INFORMATION

The City of Joplin's Public Safety Training Center (PSTC) Facility is located at 5102 Swede Lane, Webb City, Missouri. The need for a rehab/bathroom structure located at this location has been identified by City of Joplin personnel.

In October of 2024 the Joplin City Council authorized the release of an RFQ for design services for the new Rehab/Bathroom Structure at the PSTC.

III. SCOPE OF WORK

1. The Consultant will assist with final structure site placement criteria and recommendations related to ingress and egress on the site.

2. The Facility is envisioned to be approximately 425 SF (17' x 25'), with two bathroom facilities and will include an HVAC system.

3. The scope of work includes:

    - Site evaluation
    - Architectural design
    - Mechanical, electrical and plumbing (MEP) planning
    - Coordination with City officials and stakeholders

IV. WORK DETAILS

The Consultant shall be prepared to assist the City with the following activities:

1. Programming and planning of space for end-users to determine the optimum, functional building layout.

2. Coordinate with utility companies for site services, liaise with authorities having jurisdiction to ensure compliance with applicable Code, City Ordinances, etc. Submit design drawings for review and approvals to all jurisdictions.

3. Meet with City design review team at least once a month to consolidate requirements, obtain and implement user input as to building operational issues.

4. Provide an estimate of probable cost at 33% of design completion, with updates of estimates at 66% and pre-bid stages.

5. Upon obtaining approval of design documents from all authorities having jurisdiction, provide 10 sets of bid-ready documents to the City of Joplin. All other bid-ready documents to be provided to be provided by the consultant and assist in the response to inquiries during bidding stage and be responsible for the preparation of Addenda when required.

6. Provide one set of digitized AutoCAD drawing file at bid stage. All underground utilities shall be dimensioned to a reference point. Two (2) sets of blue line prints shall also be provided to the City.

V. DESIGN PRODUCTION SCHEDULE

Complete Bid-Ready Documents shall be submitted 90 calendar days after Notice-To-Proceed, excluding the review time required by the City's Building Department.
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VI. DELINEATION OF RESPONSIBILITIES

A. Responsibilities of the Consultant

1. The Consultant shall be responsible for undertaking the services identified under Section III and at the City's option, Section V 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. The original invoice is to be presented to City of Joplin Finance Department, 602 South Main Street, Joplin, MO 64801.

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.

2. The City will pay invoices submitted in conformance with the contract within thirty calendar days after submittal, but no more than once per month.

C. Review Committee

The City will set up a committee to review the Qualifications

VII. 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 Fire Department, 303 East 3rd Street, Joplin, MO 64801 and must, at a minimum, contain the following:

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

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 and Options. 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. Level of Effort

A proposed project schedule shall be provided by Scope of Work tasks, as outlined in Section III and IV. The schedule should be presented in Gantt chart format highlighting the target dates.

G. 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.

VIII. 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 Gerald Ezell, Fire Chief, City of Joplin, 303 East 3rd St., Joplin, Missouri 64801. Contact 417.624.0820 Ext 1300

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 10 pages in length**. Qualification submittals must be received in the Fire Department, 303 E. 3rd St., Joplin, Missouri, **no later than 3:00 P.M., June 12, 2025** at which time they will be opened and distributed for evaluation. The time/date recorder located in the Engineering Office will be used to record the official time of receipt. The outside of the envelope shall be marked **"Rehab/Bathroom Structure at the Public Safety Training Center"**. All Submittals will be held in confidence until a contract has been executed or the City has rejected all Submittals. Late submittals will not be considered. They will be returned, unopened, to the sender.

E. 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.

F. Time Frame

The Consultant shall maintain the contracted time frames.

G. 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.

H. Notification of Successful Consultant(s)

Successful potential Consultant(s) shall be notified as soon as possible by the City following approval of the rank listing of Consultants with which the City is to commence contract negotiation in descending order. 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.

I. 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).

IX. 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 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 (fire stations) and experience with Leeds Certification, environmental and energy focused design.
3. Project Team 20%
   Qualifications of staff to be assigned, education, position in firm and years experience will be considered.
4. Approach 20%
   Accessibility to client, client/consultant relationship and general Approach to project.
5. Level of Effort 20%

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.**

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.

X. POINT OF CONTACT

Gerald Ezell- Fire Chief
City of Joplin
Fire Department
303 E. 3rd Street
Joplin, Missouri 64801
Phone: (417) 624-0820 ext. 1300

XI. 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