REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES

(2015-RFQ-03)

REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL SERVICES
FOR A GARAGE/STORAGE FACILITY FOR THE JOPLIN HEALTH DEPARTMENT
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CITY OF JOPLIN
REQUEST FOR ARCHITECTURAL SERVICES

Request For Qualifications (RFQ) for Architectural Services for a Garage/Storage Facility for the Joplin City Health Department are to be addressed to City of Joplin, Attn: Daniel Pekarek, Director, Joplin City Health Department, 321 E. 4th St., Joplin, Missouri 64801 and will be received on or before Wednesday, April 01, 2015 until 2:00 p.m.

ARCHITECTURAL SERVICES
FOR A GARAGE/STORAGE FACILITY FOR THE JOPLIN HEALTH DEPARTMENT

CITY OF JOPLIN reserves the right to refuse and reject any or all qualifications and to waive any or all formalities or technicalities or to accept the firm(s) who CITY OF JOPLIN in its sole discretion determines to be most qualified, and hold the qualification for a period of 90 days without taking action. Qualifications submitted past the deadline date and time will not be accepted. **Caution to those submitting qualifications; those not in the proper form may be rejected.**

CITY OF JOPLIN
REQUEST FOR ARCHITECTURAL SERVICES

PURPOSE OF RFQ
CITY OF JOPLIN invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services in connection with a Garage/Storage Facility for the Joplin City Health Department as herein outlined.

LOCATION
CITY OF JOPLIN is planning to construct a Garage/Storage Facility for the Joplin City Health Department. The facility location will be 325 E. 3rd St. in Joplin, Mo. The scope of this project includes design, site work, permits, contractor negotiations, project oversight, etc. necessary for completion of a garage/storage facility ready for occupancy and use. All work is in Joplin, Missouri. CITY OF JOPLIN intends to competitively bid the project to qualified general contractors who will perform the work according to plans and specifications proposed by the qualified firm chosen pursuant to this RFQ.

OBJECTIVE
CITY OF JOPLIN proposes to retain a highly qualified, capable firm(s) to act as the Architect during the planning of the project for not-to-exceed price as will be determined with the selected firm based upon a detailed scope of work to be developed after a qualified architectural firm is chosen.

Those firm(s) who participate in this RFQ process are sometimes referred to as "Respondents" and "Architects". CITY OF JOPLIN will give prime consideration to the Architect with significant, current experience in the development, design, renovation, and construction, of similar buildings and projects. CITY OF JOPLIN reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

SCOPE OF WORK
The selected Architect will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon the initial selection of a Respondent based upon qualifications, with whom negotiations will proceed, a Scope of Work will be developed. CITY OF JOPLIN anticipates a contract which will include schematic design, production of computer generated renderings, and cost estimations; however, CITY OF JOPLIN reserves the right to include additional project elements in the initial or subsequent professional services agreements as CITY OF JOPLIN may (in its sole discretion) deem appropriate. CITY OF JOPLIN will not use the standard AIA contract documents to secure the professional services herein described. The Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, CITY OF JOPLIN reserves the right to approve proposed sub-consultants that will be associated with the Project.

PROJECT FUNDING
Funding for the work described herein will be provided by CITY OF JOPLIN.

SELECTION PROCESS
Selection of firm(s) will follow the submittal-interview process.

From a review of the statements of qualification received, CITY OF JOPLIN intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for this project. CITY OF JOPLIN will notify firms of the date and time of the interview. CITY OF JOPLIN reserves the right to make a selection based solely on statements of qualifications received.

The selected respondent whose selection was based on qualifications will then negotiate with CITY OF JOPLIN on a not-to-exceed fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with the second most-qualified respondent until a mutually agreed contract can be negotiated.

EVALUATION CRITERIA

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

A. Qualifications of Firm (10 points)
   Qualifications of firm, specifically as they relate to this Project.
B. Firms Experience on Similar Projects (10 points)
   Related project experience of the firm(s) and the individuals who would be assigned to this Project.
C. Available Resources to Complete Project (10 points)
   This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.
D. Responsiveness to the RFQ (5 points)
   This would include any documents submitted such as concept plans, space planning, and design concepts and other related items.
E. Professional References (10 points)

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

RFQ Schedule

Activity	Date
RFQ issued	March 02, 2015
RFQ due date	April 01, 2015

This timetable may be modified based on number of proposals received and extent of interview and discussion timeframes.

A. **No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of CITY OF JOPLIN for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process. Accordingly, contacts with members of CITY OF JOPLIN, which are outside of the establish process should not be initiated.

B. **All Information True** – By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, may be excluded.

C. **Interviews** – After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. Respondents who are "short-listed" should expect and anticipate subsequent interviews which will most likely focus not only on the Respondent's approach, but on an appraisal of the persons who would be directly involved in the Project.

D. **Inquires** – Please refrain from contacting CITY OF JOPLIN staff to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.

E. **Cost of Responses** – CITY OF JOPLIN will not be responsible for the costs incurred by anyone in the submittal of responses.

F. **Contract Negotiations** – This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by CITY OF JOPLIN, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

G. **No Obligation** – CITY OF JOPLIN reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in CITY OF JOPLIN's best interest; or cancel the entire process.

H. **Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Missouri.

SUBMITTAL INSTRUCTIONS

Sealed submittals are required. An original and one copy of the responses are to be delivered to Daniel Pekarek, Director, Joplin City Health Department, at the address set forth below at or before 2:00pm, on, Wednesday, April 01, 2015 . All submittals must be labeled:

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES
FOR Garage/Storage Facility for the Joplin City Health Department

ATTN: Daniel Pekarek, Director,
Joplin City Health Department
321 E. 4th St., Joplin Mo. 64801

To enable CITY OF JOPLIN to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated.

Pages shall be no larger than letter size (8 ½" by 11") or, if folded to that dimension, twice letter size (11" by 17") each section (defined below) shall be separated by a tabbed divider. Elaborate covers and permanent binders are not required.

PLEASE CLEARLY MARK "CONFIDENTIAL/PROPRIETARY" ANY INFORMATION THAT YOU SEEK TO PROTECT FROM PUBLIC DISCLOSURE UNDER THE MISSOURI PUBLIC INFORMATION ACT AND SUBMIT SUCH INFORMATION A SEPARATELY MARKED ENVELOPE. CITY OF JOPLIN CANNOT ASSURE ANY RESPONDENT THAT INFORMATION THAT IS MARKED CONFIDENTIAL/PROPRIETARY WILL REMAIN PRIVATE, HOWEVER, IN THE EVENT OF A REQUEST FOR SUCH INFORMATION UNDER THE PUBLIC INFORMATION ACT, CITY OF JOPLIN WILL TIMELY NOTIFY YOU IN WRITING OF THE REQUEST AND YOU WILL BE AFFORDED THE RIGHT TO SUBMIT BRIEFING TO THE MISSOURI ATTORNEY GENERAL.

CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.

A table of contents should be next, followed by dividers separating each of the following sections:

- **Divider #1: Firm Information**
  a. Firm name, addresses, and telephone numbers of all firm offices.
  b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
  c. Years firm has been in business.
  d. Name of principals in firm.
  e. Primary contact.
  f. Organizational description.
  g. Description of firm's philosophy.

- **Divider #2: General Company History/Qualifications**
  a. A brief history of the Architect and the services routinely provided in-house on municipal (or related) building projects.
  b. An organization chart that explains team member responsibilities.
  c. Name of the Project Team Leader in charge of project.
  d. The resumes of all persons to be assigned to the project with their prospective roles identified.
  e. Documentation that the firms on the Architect's team (architects and engineers) are registered in the State of Missouri.

- **Divider #3: Financial and Legal Status**
  a. Describe the general financial capability of the Respondent. If requested during the selection or negotiation process a financial statement and balance sheet may be required.
  b. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
  c. List all litigation against or involving the firm or its agents or employees with respect to any work performed.
  d. All insurance coverage that the firm has which would be applicable to the work.

- **Divider #4: Experience and References**
  a. Discussion of Architect's experience in working with government Agencies.
  b. List of representative Governmental projects, whether ongoing or completed, including references. Please begin with projects in Missouri. For each, please provide:
    i. Project name and location
    ii. Year completed
    iii. Short description of project
    iv. Name, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project
    v. Cost of Construction for project
    vi. Names, addresses and telephone numbers of general contractor and engineer
    vii. Design and construction cost and whether or not it was completed on time
    c. List of all projects currently under contract

- **Divider #5: Management and Organizational Approach**

On two pages or less, please describe your management and organization approach to the project. The following should be addressed within this description:

a. Describe your firm's understanding of the project.
b. Describe how the firm will organize to perform the services.
c. Description of Architect's approach to code analysis and jurisdictional approvals.

EXHIBIT "A"
GENERAL DESCRIPTION OF SCOPE OF WORK

The Joplin City Health Department desires a garage/storage facility generally to house vehicles, equipment and supplies associated with the city's animal control program and mosquito control program and for storage of emergency operations equipment and supplies. The facility should include:

- Metal one story building 10-ft. eave, batt insulation on concrete slab of approx.. 5,400 sq. ft.
- Parking spaces in facility for 3 pickup size animal control program trucks.
- Parking space in facility for 1 mosquito control pickup size truck.
- Parking space in facility for 1, 14 ft. box trailer.
- 1(or2) additional parking spaces if possible.
- Enclosed storage room (approx. 312 sq. ft.) for storage of emergency operations supplies.
- Electrical service adequate for facility.
- Gas service adequate for facility.
- Plumbing stubbed out (water and wastewater) for 2 ADA accessible restrooms (men and women) and one water fountain (for possible future need).
- One deep handwash sink with eye wash station.
- One indoor hose bib.
- One mop sink.
- Heating system adequate for facility.
- Exhaust fan for cooling purposes.
- Single stationary 1000lb. overhead winch.
- Floors sloped to floor drains, all drains to interceptor.
- Area for (possible) future office.
- Overhead door and one single entry door suitable for facility.
- Storm water management necessary for facility.

Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE

(Missouri Unauthorized Alien Workers Act)

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____

Affiant