JOPLIN SCHOOLS

REQUEST FOR QUALIFICATIONS

MEP ENGINEERING SERVICES

Joplin Schools requests proposals for engineering services to assist in a proposed project financed with $5,000,000 in Community Development Block Grant – Disaster Recovery Funds from the City of Joplin and $5,000,000 in Community Development Block Grant – Disaster Recovery Funds from the State of Missouri.

Background and information:

Note: This RFQ is dated January 27, 2016

Joplin Schools is soliciting qualifications for Mechanical/Electrical/Plumbing Engineering (MEP) services to design and oversee construction of a new early childhood center. The selected MEP Engineer will work as part of the owner's team, along with the project's Architect, to design and construct the new facility. This will be a qualification-based selection.

The new early childhood center is expected to be approximately 40,000 square feet at an estimated budget of $10 million (both hard and soft costs included) and will include such amenities as a playground, parking lots, tornado safe room and other amenities yet to be determined. Basic required duties include working with the owner's team to conceive the best possible design, preparing bid documents and drawings, submittals, monitoring all phases of construction to insure compliance with specifications, attending regularly scheduled progress meetings, instructing the owner in systems operation and conducting inspections to all completed systems to verify they perform as designed.

Firms will need to show their ability to produce a bid ready design within One Hundred and Sixty (160) days once awarded the project. Qualifications will determine the successful applicant. The MEP is expected to provide all MEP services necessary to design and construct a 21st century early childhood center school that meets all local, state, and federal rules and regulations as it applies to early childhood programming and daycare licensing.

Interested Firms, please submit the information required in this request to:

RFQ – MEP ENGINEERING SERVICES for JOPLIN SCHOOLS EARLY CHILDHOOD CENTER
c/o Mike Johnson, Construction Manager
Joplin Schools
1301 Picher
Joplin, MO 64804

No RFQ's will be accepted after 3pm (cst) on February 22, 2016

Submission of RFQ's:

Firms shall submit three (3) copies of their qualifications in accordance with the instructions contained herein. The information to be submitted shall be organized as shown below, and will be limited to a maximum of 50 (fifty) 8 1/2" x 11" numbered pages (or 25 such pages printed on both sides), exclusive of front and back covers, forwarding letter, table of contents, and experience information provided in response to Item #3. An electronic version of this information should also be submitted via flash drive. All information should pertain to the categories listed and have relevance to this program.

Joplin Schools is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned Firms.

Any questions concerning this RFQ shall be directed to:

Joplin Schools
c/o Mike Johnson, Construction Manager
1301 Picher
Joplin, MO 64804
mikejohnson@joplinschools.org

Questions will not be answered verbally, however, Firms may submit questions by e-mail to mikejohnson@joplinschools.org. Joplin Schools will post answers to questions on its website. Questions/Inquiries may be submitted at any time until the question submission deadline, and answers will be posted to Joplin Schools' website as questions are answered. Joplin Schools will use its best efforts to answer questions within seven (7) calendar days of submittal, and the last date for submission of questions will be fourteen (14) calendar days prior to the last date for submission of proposals.

Addendums Pertaining to this RFQ

Joplin Schools will post any RFP addendums to its website at www.joplinschools.org, Please check the website often for updated information.

Qualification proposal content:

1. Firm background
    a. Name of Firm
    b. State of incorporation and location of principal and branch offices
    c. Length of time in business
    d. Number of employees
    e. Firm ownership

2. Provide a brief narrative of the Firm's approach to the following:
    a. Communication
    b. Project estimating and cost control during design & construction
    c. Sustainable design and cost management
    d. Value engineering
    e. Scheduling
    f. Information management and control system
    g. Bidding strategy and bid phase administration

h. Change order management/procedures/negotiations
i. On-site supervision
j. Final start-up, testing, occupancy, and close-out

3. Provide experience in new construction of 21st Century Schools for public school districts similar to the early childhood program required for Joplin Schools, including size, cost and type of projects, where you provided services. A 21st Century classroom is defined by flexible learning environments supported by a technology infrastructure indicative of the information age. In Joplin we expect to see schools that are engaging, supportive of teaching and learning, reflective of today's demands related to real world applications and comfortable for students and staff. We also envision spaces within the schools that can be shared with the community with the desire these spaces become hubs of community activity. Print resources which further define the expectations of the Joplin Schools related to 21st Century Design are: **The Language of School Design – Design Patterns for 21st Century Schools** by Prakash Nair, Randall Fielding and Jeffery Lackney. **Architectural Record's** special report, Schools of the 21st Century.

5. Consideration will be given to award winning companies with a proven track record in 21st century design and construction of early childhood centers.

6. References from 5 (five) Pre-K through 12 public school districts in the State of Missouri. **Preference given to submissions with references including early childhood center experience with the Firm.**

7. Project organizational chart and qualifications of in-house personnel who will be assigned to the project**. Regarding key personnel: describe contingency plan to ensure program quality and continuity in the event of a termination over a project life of 36-60 months.**

8. Describe the Firm's in-house capability and approach to provide MEP services including Design, Quality Control, Project Scheduling, Cost Control, Estimating, Building Information Modeling. Please describe the Firm's key personnel's educational background, certifications and experience in the design and construction of 21st Century school facilities.

9. Describe the Firm's experience and capabilities with Sustainable Design and Construction Practices and LEED Certified projects.

10. Discuss the Firm's current financial condition and provide the Firm's latest financial balance sheet (one copy), the Firm's most recent CPA-certified annual report (one copy), and 3 (three) financial references.

11. Acknowledgement of intent to make a good faith effort to comply with all applicable federal, state, and local affirmative action requirements.

12. Discuss why the Firm is best qualified to provide architectural services for this project.

13. ~~Attach a fee schedule for this project~~.

EVALUATION PROCEDURE AND FACTORS TO BE CONSIDERED IN THE EVALUATION PROCESS

Qualification of Firms

The Firm may be required before the award of any contract to show to the complete satisfaction of Joplin Schools that it has the necessary facilities, ability, and financial resources to provide the services specified herein and in a satisfactory manner. The Firm may also be required to give a past history and references in order to satisfy Joplin Schools in regard to the Firm's qualifications. Joplin Schools may make reasonable investigations deemed necessary and proper to determine the ability of the Firm to perform the work, and the Firm shall furnish to Joplin Schools all information for this purpose that may be requested. Joplin Schools reserves the right to reject any offer if the evidence submitted by, or investigation of, the Firm fails to satisfy Joplin Schools that the Firm is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the Firm's qualifications shall include:

A. The ability, capacity, skill, financial, and other necessary resources to perform the work or provide the service required;
B. The ability of the Firm to perform the work or provide the service promptly or within the time specified, without delay or interference;
C. The experience and efficiency of the Firm, and;
D. The quality of performance and previous contracts or services.

A Selection Committee made up of qualified Joplin Schools staff shall review and evaluate all responses. The Selection Committee will have only the response to the solicitation to review for selection of finalists. It is therefore important that Firms emphasize specific information pertinent to the work. Final authority of the selection ultimately lies with the Joplin Schools Board of Education and is subject to not being in agreement with the recommendation from the Selection Committee.

Factors to be considered are as follows:

A. Company Profile: (15 Points) Scoring will emphasize management, organization, availability of staff, skill, financial and other necessary resources to perform the work or provide the services required.
   Firms must provide a listing of the personnel who would be assigned to this project, including and explanation of the project team's organizational structure and each person's area of responsibility. Resumes for each professional assigned to this project are also required.
B. Commencement: (15 Points) Scoring will emphasize the Firm's ability to commence services promptly or within the time specified by Joplin Schools, without delay or interference. Firm shall provide a proposed project timeline outlining all phases and factors related to the project, including yet not limited to its alignment with the two HUD CDBG-DR grants' 2-year expenditure deadline (in accordance with the applicable Federal Register).
C. Experience: (25 Points) Scoring will emphasize direct CDBG (not exclusively CDBG-DR) program understanding, experience and success with the specific items listed in the proposal as well as a variety of programs including all aspects of CDBG and/or CDBG-DR programs, and efficiency of the Firm.

D. Approach Strategy: (20 Points) Scoring will emphasize project approach for each service requested and proven implementation and/or management strategies by the team for the local Joplin School. Services requested are found in the RFQ.
Additionally, please explain the local presence that the Firm will have in the community.
E. References: (25 Points) Scoring will emphasize quality of references as well as the quality of performance of previous contracts or services.

Other Requirements

1. 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.

2. The selected Firm will be required to stay within the limits of the budget set forth by Joplin Schools.

3. Professional Liability Insurance - The Firm shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Missouri.

4. Firms are advised that a Prevailing Wage Determination prepared by the Missouri Division of Labor Standards is in effect on this project. Firms are further advised to follow guidelines as set forth by Community Development Block Grants and/or HUD Grants (reference 24 CFR 570). Successful candidates must register and pass a federal disbarment check through SAM.Gov.

5. Unauthorized Aliens Workers Act- The successful Firm 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 Joplin Schools, and will provide an Affidavit of Compliance to the Joplin Schools stating the same.

6. No Lobbying; Firm acknowledges and accepts that from the date of issuance of the RFQ until a final decision has been made by Joplin Schools, it will not take any action, make any effort or support or engage others on its behalf to take actions or efforts with attempt to influence the decision-making process for this RFQ in the favor of the Firm. This includes direct contact with the Joplin School Board and staff, City Council, City Manager and staff of the City of Joplin, and others who may be engaged in the process. Additionally, the Firm acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc., as a means of attempting to influence the RFQ evaluation or decision making process. Any Firm violating any of the aforementioned conditions is subject to immediate disqualification from consideration.

7. Disbarment; By submitting qualifications, the Firm certifies that it is not currently disbarred from submitting qualifications for professional services agreements issued by any political subdivision or agency of the State of Missouri or the federal government, and that it is not a person or entity that is currently debarred from submitting qualifications for consulting services agreements issued by any political subdivision or agency of the State of Missouri or the Federal government.

Notices of the RFQ's were published in regional newspapers on 01/27/16 & 02/03/16.

ADDENDUM #1

Joplin Schools RFQ for MEP Engineer Services for Early Childhood Center

Date: January 27, 2016
To: All Potential Bidders
From: Mike Johnson, Director of Facilities, Joplin Schools

1. Disregard number thirteen (13) under the Qualification proposal content, page #3. This was inadvertently added in the original bid specs. A fee schedule should NOT be included in this RFQ.

Direct all questions to:

Mike Johnson
Director of Facilities
Joplin Schools
1301 S Picher Ave.
Joplin, MO 64804
mikejohnson@joplinschools.org