



**REQUEST FOR QUALIFICATIONS, RFQ #21-02-CD
AS-NEEDED PROFESSIONAL ARCHITECTURAL SERVICES**

**FOR THE
CITY OF REPUBLIC, MISSOURI**

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NOTICE TO PROPOSERS

It is the intent of the City of Republic to receive statements of qualifications from professional firms/consultants to assist with **General Architectural Services**. The City will score applicants based on qualifications submitted and generate a list of firms that may be used for services when the need arises. Any documents submitted in response to this RFQ must provide sufficient detail and information to allow a complete evaluation of its merit. The instructions contained herein should be followed for responses to be considered responsive to this RFQ. The City reserves the right to cancel this solicitation at any time.

Qualification submittals must be received by the City of Republic City Clerk's Office in a sealed envelope that is clearly marked, **"RFQ #21-02-CD, PROFESSIONAL ARCHITECTURAL SERVICES"** no later than **3:00 PM CST TUESDAY, DECEMBER 7, 2021**. As projects are identified in the subject area, the selection team will evaluate and score the firms.

The City of Republic reserves the right to reject any and all qualification submittals, in whole or in part, to waive minor defects in the process, with or without cause, and to accept the qualification submittal deemed by the City to be in the City's best interest. There is no express or implied obligation for the City of Republic to reimburse responding firms for any expenses incurred through the preparation of responses to this Request for Qualification and no reimbursement will be made. Each selected firm will be required to enter an agreement with the City for professional services which will be drafted by the City.

 _____ Steffi Weaver, Executive Assistant	11/17/2021 _____ Date
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SCOPE OF SERVICES

A) General Architectural Services

- The City may select one or more qualified firms for architectural services for singular projects or multiple projects as needed. The Consultant, or their approved sub-consultant, shall provide General Architectural Services at the request of the City of Republic, Missouri Administration Team, or their designee, may include but not limited to the following:
 - Building Design & Remodel
 - Republic Community Center – Design services and final construction plans for remodel of current space for addition of new offices and conference room.
 - Fire Station – Design services and final construction plans for remodel of current space.
 - City Hall – Design services for new building and or renovation of existing facilities.
 - Other projects as desired.
 - Park Expansion
 - Republic Aquatic Center – Preliminary design services and renderings for expansion. Project to include lazy river, splash/spray area, cabanas, party zone, addition to concession area, and other amenities.
 - J.R. Martin Park – Design services, renderings, and final construction plans for progressive, modern boulevard/boardwalk within J.R. Martin Park. Phase project to include 50-60 foot wide boulevard with vendor space on either side, electrical access for vendors, lighting, shade structures, and unique design elements. Area is to be used for community events such as farmer’s markets, non-profit events, large city sponsored special events (Have-A-Blast, Pumpkin Daze), Arts in the Park, walk-through holiday lighting display, etc.
 - Other projects as desired.
 - Large Scale Athletic Complex
 - Preliminary design concepts and renderings for 125-acre regional outdoor athletic complex. Phase project to include 12 baseball/softball fields, 12-16 soccer/multi-purpose fields, support facilities (concession stands, restrooms, office space, storage, etc.), playgrounds, pavilions, walking trail, and more.
 - Other projects as desired.

QUALIFICATIONS/REQUIREMENTS

- (1) Individual and/or firm is expected to possess adequate organization, facilities, and personnel to ensure that services are provided to the City of Republic in a prompt and efficient manner.
- (2) Provide a description and the history of the individual and/or firm.
- (3) Provide a description of individual personnel qualifications relevant to this project.
- (4) Individual and/or firm must be available to the City of Republic Staff and/or Technical Review Team as needed, including email communication, conference calls, and special presentations conducted in-person or by conference calls as directed by the City of Republic Administration Team, or their Designee.
- (5) Provide recent experience from the last ten (10) years demonstrating current capacity, familiarity, and expertise in best practices. Experience that is similar in nature to the Scope of Services will be most useful.
- (6) Provide three (3) references for which the individual and/or firm has performed services within the past two (2) years that are similar in nature to the Scope of Services.
- (7) Submissions should identify these and other qualifications.

SUBMITTAL REQUIREMENTS

Qualification submittals should be in the format stated below:

- One (1) Original Submission consisting of:
 - **Title Page:** Name of individual/firm, address, telephone number, name of contact person, email of contact person, and the date of the submission.
 - **Transmittal Letter:** Addressed letter including a subject label containing the services for which qualifications have been submitted and a statement of the contents of the qualification submittal with timestamp.
 - **Qualifications:** Include the requirements as listed in qualification/requirements
 - **References:** Include references as listed in qualification/requirements
 - **Sample Documents:** Applicants are encouraged to include examples of previous work that bears similarity to that of the Scope of Services

All submittals must be received by the City Clerk's office in a sealed envelope. Please address all submittals to:

**City of Republic, Missouri
Attn: City Clerk, Laura Burbridge
213 N. Main Street
Republic, MO 65738**

RE: RFQ #21-02-CD, PROFESSIONAL ARCHITECTURAL SERVICES

SELECTION

All qualification submittals will be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the evaluation of qualification submittals, in order of no importance: Firm Qualifications; Experience with Similar Projects; Reports from References; Availability of resources.