



Request for Proposal

Community Development/Public Works Building Contractor/Construction Manager June 2021

REQUEST FOR PROPOSAL (RFP)

It is the intent of the City of Republic (“City”) to receive Proposals from Contractors/Builders to deliver a new Community Development/Public Works Building (“RFP”). The City desires to enter into an agreement with a firm/consultant who can provide construction management services for the development of a new Community Development/Public Works Building on a specific location in the City. The City will select and negotiate with those firms/consultants whose submittals are responsive to this RFP and are in the best interest of the City. Any documents submitted in response to this RFP 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 RFP. The City reserves the right to cancel this solicitation at any time.

RFP Process

All proposals must be received by the City Clerk’s Office, 213 N. Main Avenue, Republic, MO 65738, no later than **3:00 p.m. on Wednesday, June 16, 2021.** At said time and place, all responses duly received will be opened. All responses to the RFP shall be a matter of public record. All criteria for evaluation are set forth in the RFP. Only these criteria will be used by the City to determine, in its judgment, the most qualified firm/consultant. The City reserves the right to reject any or all responses with or without cause. There is no expressed or implied obligation for the City of Republic to reimburse responding firms and the City will not reimburse for any expenses incurred in preparing responses to this request.

Submission

Two (2) originals as well as a digital version contained on a USB must be submitted. The envelope or package containing the responses must be plainly labeled:

City of Republic
213 North Main Street
Republic, MO 65738
Attn: Laura Burbridge, City Clerk
RFP – Community Development/Public Works Building
Contractor/Construction Manager

It is the sole responsibility of the firms to see that submittals are received in a timely manner. The firms shall bear any and all risks for any delays associated with their selected method of delivery or that are misdirected due to improper identification.

Proposal Deadline

The receipt deadline will be scrupulously observed. Late submittals shall be date stamped, remain unopened and returned to the submitter if requested.

All submittals shall be prepared and submitted in accordance with the provisions of this RFP. The City reserves the right to waive any informalities, irregularities, or variances, whether technical or substantial in nature, or to reject any and all responses at its sole discretion. Any submittal may be modified or withdrawn prior to the indicated time for receipt of the responses or authorized postponement thereof. Any submittal not so withdrawn shall constitute an irrevocable offer for a period of sixty (60) days to provide to the City the services set forth in this RFP.

Clarification and Addenda

Each firm shall examine all RFP documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFP shall be made in writing through the City's Builds Department.

The City shall not be responsible for oral interpretation given by any City employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information may be given. If any addenda are issued to the RFP, the City will attempt to notify all prospective consultants who have secured the same. However, it shall be the responsibility of each consultant prior to submitting their proposal, to contact the City's BUILDS Department (417-732-3150) to determine if any addenda were issued and to make such addenda a part of the competitive proposal.

The City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

Preparation Expenses

Each firm/consultant preparing a response to the RFP shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the City for the expense of preparation or presentation.

Legal Name

Responses shall clearly indicate the legal name, address and telephone number of the firm/consultant and shall indicate whether the firm/consultant is a corporation, general partnership, individual or other business entity. Proposals shall be signed above the typed or printed name and the title of the signer. The signer shall have the authority to bind the consultant to the submitted competitive proposal.

Openness of Procurement Process

Written responses, other discussions, correspondence, and all other pertinent records shall be handled as public records in compliance with State and Federal open records statutes and regulations. All documents relating to this RFP, subsequent submittals and meetings with the City Council are subject to statutory requirements of the Missouri Sunshine Law.

Errors and Omissions

Once a response is submitted, the City may consider requests by any firm/consultant to correct errors or omissions but shall retain sole discretionary authority to determine the outcome of such a request.

Retention and Disposal of Proposals

The City reserves the right to retain all submitted statements for public recordkeeping purposes. No copies of any material will be returned to the firm/consultant. The City reserves the right, and the Builds Department has absolute and sole discretion, to cancel this solicitation at any time prior to the execution of a formal contract.

Collusion

By offering a response to this RFP, the firm/consultant certifies they have not divulged, discussed, or compared its submittal with any competitors, and have not colluded with any other firm/consultant or parties to this process whatsoever. The firm/consultant also certifies, and in the case of a joint venture each party thereto certifies as to its own organization, that in connection with their submittal:

1. No attempt has been made or will be made by the firm/consultant to induce any other person or firm to submit or not to submit a Statement of Qualifications for the purpose of restricting competition.
2. All persons interested in this project, principal, or principals being named therein and no other person have an interest in this project or in the Agreement to be entered into.
3. No person or agency has been employed or retained to solicit or secure this Agreement upon an agreement or understating for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or established commercial agencies maintained by the firm/consultant for the purpose of doing business.

Schedules

The schedule for submittal of proposals is as follows:

Request for Proposals issued: **June 2, 2021**

Deadline to Receive Responses: **3:00 p.m., June 16, 2021**

Evaluation of proposals, award, and any resulting contractual services shall be determined following proposal opening and review.

Contract for Services

The successful firm/consultant will be required to fully execute and comply with all provisions of a PROFESSIONAL SERVICES CONTRACT as prepared by the City with input from the firm/consultant. Firm/Consultants will be advised to thoroughly review the terms of the contract prior to entering into an agreement with the City. Insurance will be required of the successfully firm/consultant that shall be no less than the current sovereign immunity limits set by the State of Missouri, State required workers' compensation, automobile coverage, and any additional insurance deemed necessary by the City.

Terms

The City reserves the right to reject any and all proposals received from this RFP. It further has the right to negotiate with any qualified source, or to cancel in part or in its entirety this RFP. The City also reserves the right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all respondents, and to waive any defects as to form or content of the RFP or any submissions by any firm. This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submissions become the property of the City as public record. All submissions may be subject to public review upon request.

INSTRUCTIONS FOR PREPARATION OF A STATEMENT OF QUALIFICATIONS

General

All firm/consultants responding to this RFP shall provide sufficient information and data to fully allow a complete evaluation of their qualifications. Information and data submitted by each firm/consultant with the proposal shall be incorporated into the contract documents by reference.

REQUIRED INFORMATION

Firm/Consultant, and/or any sub-consultants, must present satisfactory evidence to the City indicating their ability to meet the scope of work within a prompt timeframe. In addition, to ensure consistency, responses should generally conform to the following format:

Cover Letter

Table of Contents

Sections

1. Introduction and Executed Signature Page
2. Qualifications
3. Proposed budget
4. References
5. Technical Approach
6. E-verify and Other Information

Section 1 – Introduction and Executed Signature Page

This section must contain an overview of the firm/consultant and any proposed sub-consultants. The introduction shall clearly indicate the legal name, address, telephone number, and local contact information (if available) of the firm/consultant. The introduction will include a statement to the effect that:

The submission of this Proposal indicates acceptance by the firm of the stipulations contained in the RFP.

The statement must be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the consultant to the submitted response.

Section 2 – Qualifications

Provide a description and history of the firm/consultant. Provide recent experience demonstrating current capacity, familiarity, and expertise in completing a comprehensive feasibility study as it relates to the development of a potential new Community Development/Public Works Building. Specific experience with projects or contracts matching those described within the Scope of Services will be most valuable.

Section 3 – Proposal

Provide a budget, schedule, and plan for complete construction of the building as described in *Scope of Services* including all supplemental architectural/engineering services, contract documents, plumbing, electrical, sprinkler/fire protection, HVAC, and any other supplemental services that may be required to complete the building. Certain exclusions the City will complete independently are listed in *Scope of Services*.

Section 4 – References

Provide references for which the firm has performed services within the past two (2) years that are similar to the requirements in the Scope of Services. At least two (2) of the references should be from government entities for work performed that is similar to that specified in this RFP. Provide the reference contact name, address, e-mail address, telephone number and a summary and date of the services provided.

Section 5 – Technical Approach

Provide a general description of the firm's approach to provide the Scope of Services. Include an explanation of the firm's quality control and quality assurance measures. Describe the firm's technological capabilities and the ability to comply with deadlines and timelines identified in the Scope of Services.

Section 5 – E-Verify and Other Information

E-Verify provisions pursuant to RSMo. 285.530 are applicable. All Contractors for contracts exceeding five thousand dollars (\$5,000) shall by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Consultants shall use the Affidavit form included in the RFP and include with their Statement of Qualifications, along with an executed E-verify Memorandum of Understanding and demonstration of enrollment in the federal E-verify system. The preceding requirement will be waived for consultants who previously submitted suitable E-verify documents within the last 120 calendar days. Current E-verify documents will be required in conjunction with any contract execution, addendum or extension.

SCOPE OF SERVICES

Background

The City of Republic, Missouri, requires construction services to build a new Community Development/Public Works Building. Currently the department is housed in two separate buildings containing eight (8) usable offices, record retention areas, conference room with capacity for 10-12, one (1) garage area, approximately 13,000 square feet of securable outdoor storage.

Site Location Evaluation

1. Customer Convenience.
 - a. Customer accessibility - construction of a facility that allows for easy access to the public.
 - b. Site accessibility – traffic flows, ingress/egress constraints, parking, and on-site circulation.
2. Future Growth.
 - a. Scalable site for future additions.
3. Visibility/Image.
 - a. Building visibility from street view.

Building and Civil Plan

1. On a specific site located at the corner of W Republic Road (State Highway M) and S Wilsons Creek Boulevard (State Highway ZZ), develop a Community Development/Public Works Building.
2. The City has tentatively budgeted for \$4.5 million to complete this project including materials, labor, paving/concrete work, and all other processes/ materials required to complete the building . As the budget allows the building desired would be:
 - a. Approximately 17,000 square foot building to accommodate the public works divisions of the BUILDS department. This building shall include at least 3 drive through bays, parts room, material storage with exterior access, fabrications shop area with exterior access, male and female locker/restrooms with showers to accommodate up to 50 field staff, break/training room, and at least 3 offices. Building shall be designed to easily be added on to. proposal shall include . Securable outdoor equipment storage for approximately 75 vehicles, machinery, and trailers as well as outdoor covered material storage areas will also be required.

Alternate 1 – Administration addition to be constructed at the same time as construction of Public works portion, approximately 10,000 square feet finished area containing: Office space to accommodate fifteen administrative personnel, record retention area, breakroom/lunchroom, conference room, reception area and male and female restrooms that may be accessible to the public.

Alternate 2 – Shell for building described in alternate 1, without infill.

Full Development Proposal

3. Provide development proposal broken down by;
 - a. Environment abatement (if required)
 - b. Permits, design fees, engineering fees, etc.
 - c. Site development, i.e. land balancing
 - d. Infrastructure engineering costs, i.e. offsite extensions to site, internal infrastructure, parking, ingress/egress, etc. Water, Wastewater, Stormwater, and Earthwork will be completed by the City based on engineering provided by Contractor/Construction Managers engineer

- e. Building construction costs with prevailing wage considerations.

PROPOSAL EVALUATION AND SELECTION

All responses shall 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 technical evaluation of the consultant's proposal in order of no importance:

1. Proposal
2. Experience with similar types of projects within the local government arena.
3. Key staff, project understanding and approach
4. Ability to communicate and respond to City Council, staff, residents, and businesses.
5. Thoroughness of material submitted including the proposed work plan and the quality and type of service provided.
6. Reports from references

Rejection of Responses

In addition to the Terms contained in this RFP, the City may also reject responses if:

1. The consultant misstates or conceals any material fact in the proposal.
2. The rejection of all responses is deemed to be in the best interest of the City.



City of Republic Missouri
213 North Main
Republic, Missouri 65738-1472
Phone: (417) 732-3100 Fax: (417) 732-3149

**NOTICE AND INSTRUCTIONS TO BIDDERS/VENDORS
REGARDING SECTIONS 285.525 THROUGH 285.550 RSMO**

Pursuant to the State of Missouri’s RSMO 285.530(1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e.g., City of Republic, MO) to a business entity, the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285-530(2)]

The City of Republic, Missouri, in order to comply with sections 285.525 through 285.550 RSMO, requires the following bid and contract documents:

Required Affidavit for Contracts Over \$5,000.00 (US) –Company shall comply with the provisions of Section 285.525 through 285.550 RSMo. Contract award is contingent on Company providing an acceptable notarized affidavit stating:

1. that Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
2. that Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Copies of affidavit can be found and downloaded on the City of Republic Missouri Public Works website; <http://www.republicmo.com/212/Public-Works-Resources> See attached sample

Additionally, Company must provide documentation evidencing current enrollment in a federal work authorization program (e.g., electronic signature page from E-Verify program’s Memo of Understanding (MOU). See attached sample

The City of Republic encourages companies that are not enrolled and participating in a federal work authorization program to do so. E-Verify is an example of this type of program. Information regarding E-Verify is available at <https://www.dhs.gov/how-do-i/verify-employment-eligibility-e-verify> or by calling 888-464-4218.



Company ID Number: XXXXXX

The foregoing constitutes the full agreement on this subject between the SSA, DHS (Department of Homeland Security), and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify Operations at 888-464-4218.

Employer, Your Company Name

John Doe

Name (Please type or print)

Title

Electronically Signed

Signature

Date

Verification

Department of Homeland Security Division

USCIS Verification Division

Name (Please type or print)

Title

Electronically Signed

Signature

Date

Electronic Signature Page