



Request for Qualifications

Community Development/Public Works Building Architectural Service, Design, & Engineering July 2020

REQUEST FOR QUALIFICATIONS (RFQ)

It is the intent of the City of Republic to receive statements of qualifications from professional firms/consultants to provide design, engineering, and architectural services relating to the development of a potential new Community Development/Public Works Building. The City desires to enter into an agreement with a firm/consultant who can produce architectural services for the potential development of a new Community Development/Public Works Building on suitable/available locations within the City. The City desires to have the architectural services completed within 6 months from the date of execution of an agreement or a mutually agreeable date not to exceed one year. The City will select and negotiate with those firms/consultants whose submittals are responsive to this RFQ and are in the best interest of the City. 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.

RFQ Process

All statements of qualifications must be received by the City Clerk's Office, 213 N. Main Avenue, Republic, MO 65738, no later than **3:00 p.m. on Friday, July 31, 2020**. At said time and place, all responses duly received will be opened. All responses to the RFQ shall be a matter of public record. All criteria for evaluation are set forth in the RFQ located at <https://www.republicmo.com/Bids.aspx?BidID=36>. 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
RFQ – Community Development/Public Works Building
Architectural Service, Design, & Engineering

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 RFQ. 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 RFQ.

Clarification and Addenda

Each firm shall examine all RFQ 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 RFQ shall be made in writing through the City of Republic Public Works 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 RFQ, 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 of Republic Public Works Department (417-732-3400) 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 consultant preparing a response to the RFQ 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. Statements of Qualifications 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 RFQ, 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 Statements of Qualifications

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 Public Works 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 RFQ, 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 statements of qualifications is as follows:

Request for Qualifications issued: **July 1st, 2020**

Deadline to Receive Responses: **3:00 p.m., July 31st, 2020**

The tentative schedule for the evaluation of proposals, award, and any resulting contractual services is as follows:

Evaluation of submittals and development of short-listed firms: **By August 7th, 2020**

Award and Contract Execution by City Council: **August 25th, 2020**

The schedule for evaluation, selection and award may be changed solely at the city's discretion.

Conferences for prospective firm/consultants will be scheduled upon request, and as time allows, providing for interviews with key city staff. These sessions can provide an opportunity for the City to respond to questions about the requested work. Conferences are not mandatory but are highly recommended. Due to the desire to complete the selection process without undue delay, only substantive issues which may be discovered in individual conferences, will be formalized and distributed in an RFQ Addendum. Substantive issues should be generally limited to correcting errors or omissions in the RFQ, alterations or modification to the scope of services or the proposed contract for services; however, the City retains sole discretion to determine the content or need for a formal Addendum.

Contract for Services

The successful firm/consultant will be required to fully execute and comply with all provisions of a PROFESSIONAL ARCHITECTURAL 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. As noted in the Instructions for Preparation of a Statement of Qualifications, responses must contain an acknowledgement that a Professional Architectural Services Contract, as prepared by the City, is acceptable; and further, the firm/consultant will adhere to the terms and conditions as set forth in the PROFESSIONAL ARCHITECTURAL SERVICES CONTRACT.

Terms

The City of Republic reserves the right to reject any and all proposals received from this RFQ. It further has the right to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ. The City also reserves the right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFQ process, to obtain further information from any and all respondents, and to waive any defects as to form or content of the RFQ or any submissions by any firm. This RFQ 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 RFQ 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. Qualifications of Staff
4. Familiarity/History within the Region
5. Architectural Rendering of Building
6. References
7. Technical Approach
8. 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 Statement of Qualifications indicates acceptance by the firm of the stipulations contained in the Request for Qualifications.

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 – Qualifications of Staff

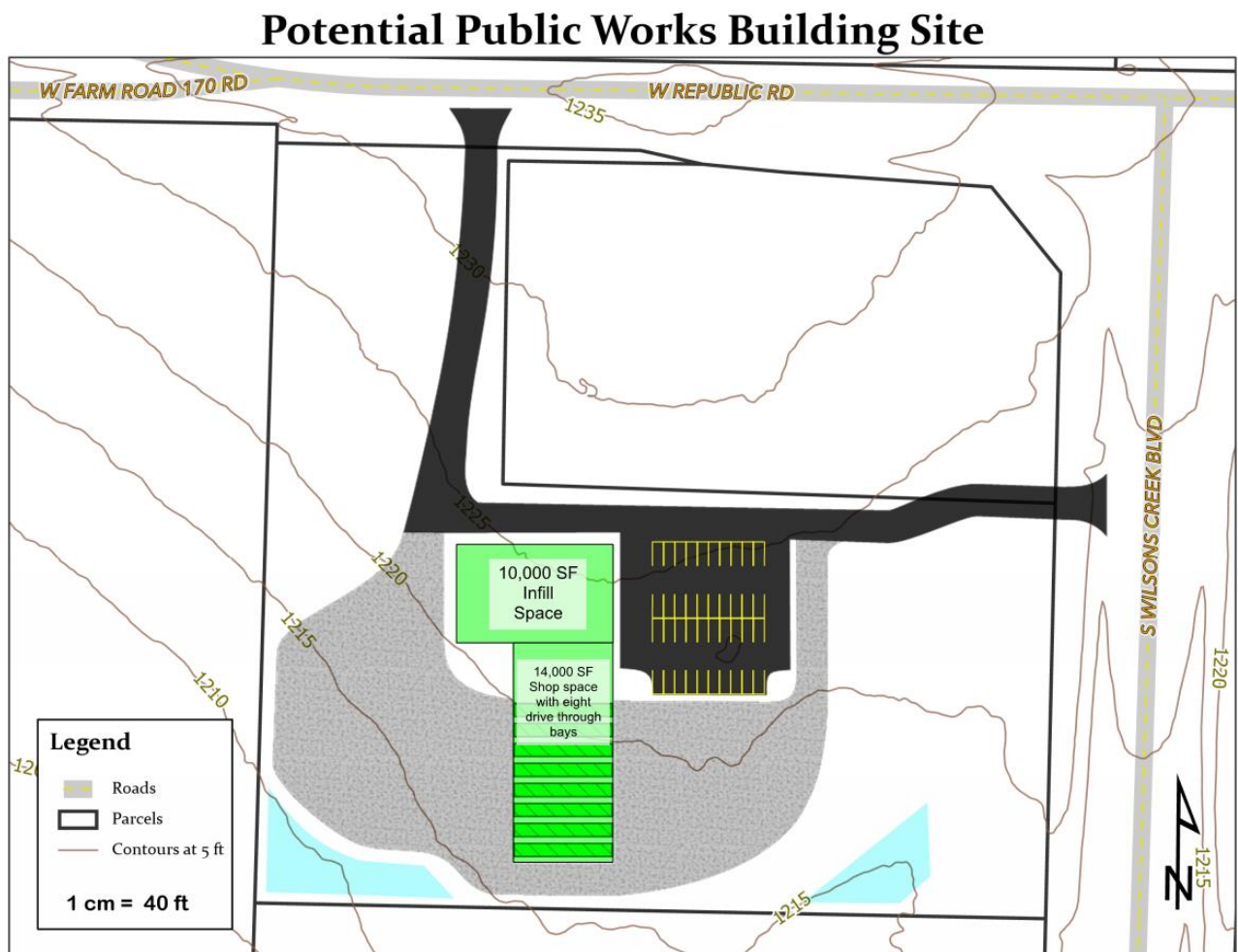
Provide an organizational chart and summary of staff qualifications. State the number and nature of the staff employed with the firm and the office in which the bulk of the work engagements will be performed. Provide resumes for the project staff likely to be utilized in performing the Scope of Services. The submittal shall include notice of any investigations or disciplinary action taken or pending by national or state regulatory bodies against the firm or individuals employed by the firm.

Section 4 – Familiarity/History within the Region

Provide a list of all relevant engagements the firm completed for local government entities within the last five (5) years. Illustrate how previous experience may be of benefit in the execution of the present Scope of Services.

Section 5 - Architectural Rendering of Building

Provide as part of the RFQ a preliminary rendering of proposed Community Development/Public Works Building. The City has tentatively budgeted for \$4 million to complete this project. As the budget allows the building desired would be approximately 24,000 – 30,000 square feet with approximately 14,000 garage area with at least six to eight (6-8) drive through bays to accommodate large equipment, dump trucks, and trailers. Securable outdoor equipment storage for approximately 75 vehicles, machinery, and trailers as well as outdoor covered material storage areas will also be required. Approximately 10,000-16,000 square feet finished area containing: Office space to accommodate ten to fifteen (10-15) administrative personnel, record retention area, breakroom/lunchroom, conference/training room, locker rooms, and showers to accommodate approximately fifty (50) field staff. The site will have access to both W Republic Road (State Highway M) and S Wilsons Creek Boulevard (State Highway ZZ).



Section 6 – References

Provide at least five 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 RFQ. Provide the reference contact name, address, e-mail address, telephone number and a summary and date of the services provided.

Section 7 – 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 8 – 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 RFQ 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 professional architectural services to fully evaluate the future location for the development of a potential 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.
4. Current/Future site constraints.
 - a. Miscellaneous site constraints that could impact development, i.e.; topography, environmental issues, zoning, infrastructure, utilities, etc.

Preliminary Concept Plan and Engineering 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 facility concept plan with illustrations of a new Community Development/Public Works Building. Concept plans should consider architectural features, placement on site, street view, parking and other site amenities.
2. Develop a concept engineering plan that takes into account storm water detention, impact on adjacent

properties, and location of closest utilities (water, wastewater, electric, gas, fiber, telephone, etc.).

Full Development Cost Estimates

1. Provide development cost estimate broken down by;
 - a. Environment abatement (if required)
 - b. Permits, design fees, engineering fees, etc.
 - c. Site development, i.e. land balancing
 - d. Infrastructure costs, i.e. offsite extensions to site, internal infrastructure, parking, ingress/egress, etc.
 - 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. Firm qualifications
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 RFQ, 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.



CITY OF REPUBLIC, MISSOURI

**AFFIDAVIT OF COMPLIANCE WITH SECTION 285.500 RSMO., ET SEQ.
FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00**

STATE OF _____)
) ss.
COUNTY OF _____)

Before me, the undersigned Notary Public, in and for the County of _____,
State of _____, personally appeared _____ (Name)
who is _____ (Title) of _____
(Name of company), (corporation), (partnership), (sole proprietorship), (limited liability company), and
is authorized to make this affidavit, and after being duly sworn did depose and say:

- (1) that said 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 said company does not knowingly employ any person who is an unauthorized alien
in connection with the contracted services.

The terms used in this affidavit shall have the meaning set forth in Section 285.500 R.S. Mo., et seq.

**Documentation of participation in a federal work authorization program is attached to this
affidavit.**

Signature

Printed Name

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

My commission expires: _____

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