

## Request for Qualifications Architectural/Engineering Consulting Services

Closing Date: Friday, December 7, 2012   Closing Time: 4:00 pm CST

Deliver to: Jefferson County Public Works Department; Annex Building; 725 Maple Street; Hillsboro, Missouri 63050.

Mail to: Jefferson County Public Works Department; PO Box 100; Hillsboro, Missouri 63050.

The Public Works Department of the County of Jefferson, Missouri, requests formal statements of interest and qualifications to provide the Architectural/Engineering services for the interior build-out of an existing 12,000 square foot shell building at the Public Works Department, Highway Division's Maintenance Facility, on Highway B (at Butcher Branch Road) in Jefferson County, Missouri.

This RFQ intends to sufficiently describe the desired scope of services and anticipated improvements to solicit comparable qualifications from interested Architecture/Engineering firms.

Whenever a project requiring professional services is proposed for the County directly or through any of its Departments, current statements of qualifications and performance data of firms on file together with those that may be submitted by other firms regarding the proposed project may be considered.

It is the policy of the County to negotiate contracts for professional services on the basis of demonstrated competence and qualification for the type of services required at a fair and reasonable price.

The Public Works Department of the County of Jefferson, Missouri will review the submittals received and narrow the successful candidates based on experience, general organizational fit and other factors it may deem important for successfully completing the project.

The successful firms may be invited to make a formal presentation to County Representatives between December 17 and 21, 2012. The successful firm will be the one who can best demonstrate the ability to provide the services required by the Public Works Department to complete this project, in a timely and financially responsible way.

Any expenses incurred in responding to this RFQ will be the responsibility of the responder. Jefferson County will assume no responsibility for any costs incurred during this process by any responder.

Neither the undertaking of this process by the Public Works Department, nor the acceptance of any submittal, nor the interviewing of any candidate firm shall obligate the Public Works Department to engage an architectural consultant for this project.

Provide five (5) printed copies, plus an electronic (.pdf) file.

The scope of construction work for the proposed project is attached following the RFQ.

The scope of Architectural/Engineering work for the project will include the following:

- Project design to follow substantially the Schematic Design provided with this RFQ.
- Construction Documentation:
  - Drawings & Necessary Details
  - Determination of special materials or construction testing required by Jefferson County Code Enforcement Division
  - Project Manual, including the Specifications, General & Supplementary Conditions
  - The facility shall comply with requirements of the Americans with Disabilities Act
  - Mechanical/Electrical/HVAC Engineering
  - Septic/Sewer System Engineering
  - Stormwater Management Engineering

- Submission & approval of Building Permit through Jefferson County Code Enforcement Division (any fees to be paid by Owner or waived)
- Assist Public Works Department in selection of a special materials testing consultant (if required)
- Bid Documents Distribution:
  - Plans & Project Manual
  - Insurance Requirements (supplied by Public Works Department)
  - Prevailing Wage Requirements (those in effect as of bid solicitation date)
  - Non-Collusion Statement
  - OSHA 10 Training Statement
  - Bid Form and Bid Form Supplements as needed
  - Electronic and printed plan sets distribution
- Construction Contract Administration:
  - Prepare Owner-Contractor Agreement
  - Respond to Contractor Owner questions
  - Review any required special materials testing reports
  - Address requests for Changes and/or information by Contractor and/or Owner
  - Review construction progress for general conformance to Plans & Project Manual
  - Advise Owner regarding payment of periodic requests by Contractor
  - Assist Owner in Project Close out, including:
    - Coordinating Completion of Final Work Items
    - Correction of Non-conforming Work Items
    - Collection of Warranty Documents & Operations/Maintenance Manuals for Equipment
    - Review Test & Balance Reports regarding HVAC system
    - Respond to Questions/Comments of County Building Inspector re: Final Occupancy Permit
    - Advise Owner re: Final Payment to Contractor(s)

Public Works Department has established the following, tentative time line:

- December 7, 2012: RFQ responses due
- Week of December 17, 2012: Interviews with top ranked firms
- December 28, 2012: Selection of favored firm
- January 14, 2013: Request/Receive County Council Approval
- January 25, 2013: Resolve Fee/Services Agreement; Issue Notice to Proceed
- February 28, 2013: 50% Construction Document Completion Review
- March 29, 2013: 100% Construction Document Completion Review
- April 5, 2013: Issue Plans for General Contractor Bidding
- April 30, 2013: Bids Due From General Contractors
- May 6, 2013: Bid Opening
- May 27, 2013: Request/Receive County Council Approval
- June 3, 2013: Propose Agreement to Selected General Contractor
- June 10, 2013: Issue Notice to Proceed to General Contractor

The submittal should include:

- History, Location and Ownership of Firm;
- Roster of key personnel, with resume's; specifically -
  - identify the design professional in responsible charge of the project,
  - designate the firm's point of contact for the Public Works Department during various stages of the project,

- identify the individual responsible for coordination among various sub-disciplines involved (mechanical, electrical, plumbing engineering),
- any other personnel with responsibility over a certain phase or stage of the work.
- Representative projects of similar character, size and scope completed by the firm; include project representative contact information for each;
- Other general related project experience from last 10 years;
- Information relative to the firm's ability to meet the tentative time line;
- Information relative to the firm's past performance, especially as it relates to construction cost control, quality of work, and completion within targeted time lines.
- Associated MEP Design Sub-Consultant, if not self-performed
- Associated Septic System and Storm Water Management Sub-Consultant, if not self-performed
- Additional General Information, at responder's discretion

Scope of Architectural/Engineering services does not anticipate any of the following (if any are subsequently required by project conditions, or requested by the Owner, they will be treated as additions to the Base Contract):

- Interior Design Services
- Civil Engineer Design Services
- Fire Protection System Engineering
- Structural Engineering/Design Services

The evaluation and rating of each firm will be on the following aspects of the RFQ response:

1. The firm's experience in this type of work (Scale of 1 – 10).
2. Explanation of firm's process and ability to achieve the desired outcome (Scale of 1 – 10).
3. Ability of the firm to complete the work within the Owner's desired time frame (Scale of 1 – 10).
4. Personnel & References (Scale of 1 – 10).
5. Past History of working with County of Jefferson or other public agencies (Scale of 1 – 10).

A minimum of the top two (2) firms will be invited to give a presentation and receive an interview from the County.

The building and site will be available for inspection on December 3, 2012, at 10:00 am. Representatives of the Public Works Department will be available for questions at this time.

Appropriate questions or requests for further information shall be directed in writing to Mr. Jason Jonas, PE; Jefferson County Public Works Department Director; PO Box 100; 725 Maple Street; Hillsboro, Missouri 63050.

Thank you for your interest in this project.