

**CITY OF JENNINGS
REQUEST FOR QUALIFICATIONS**

PROFESSIONAL DESIGN SERVICES FOR MUNICIPAL FACILITIES - RFQ #01-19

The City of Jennings ("City") is currently seeking a design consultant ("Firm") to provide the professional design services required to plan, design and construct a new city hall and recreational center.

Bid specifications may be obtained from Jennings City Hall, 2120 Hord Avenue, Jennings, Mo., 63136 on or after August 21, 2019, between the hours of 8:30 a.m. and 5:00 p.m. (CST) or via the City's website (www.cityofjennings.org).

Sealed bids proposals shall be delivered to the above address no later than 11:00 a.m. CST, September 12, 2019. The "Firm" interviews will be conducted starting at 12:00 p.m. in the Council Room at City Hall.

One original and ten (10) photocopies of the proposal shall be furnished. If sent by mail, the sealed envelope containing the proposals must clearly identify the contractor and be addressed to the City at the location listed above.

Facsimile ("fax") machine transmitted proposals will not be accepted, nor will the City transmit the RFP documents to prospective Contractors via fax or any other electronic means.

The Jennings City Council reserves the right to reject any and all bids and to waive all irregularities. Final decision on the award of the bid will be made by the City Council on September 23, 2019.

Please contact, Deletra Hudson, City Clerk, at 314-388-1164 if there are any questions are to request additional information.



City of Jennings, Missouri
Request for Qualifications - Professional
Design Services
New Municipal Facility

1. Introduction

The City of Jennings ("City") is currently seeking a design consultant ("Firm") to provide the professional design services required to plan, design and construct a new city hall and recreational center.

2. Background

The City of Jennings, a Missouri Municipal Corporation, is planning to construct a new municipal facility to serve as the City Hall and community center. The plan is to construct a 20,000 sq. ft. facility on 6.5 acres.

Project Schedule

The design team will begin work immediately upon execution of a contract with the successful firm and proceed as quickly as possible based upon the following (tentative) milestones:

AE Contract Award:	September 23, 2019
Complete Design:	March 1, 2020
Complete Bidding/ Start Construction:	May 1, 2020
Complete Construction:	June 1, 2021

3. Scope of Services

The following paragraphs provide the expected scope of work. In order to provide a complete work product, the firm may expand on this scope as determined necessary by the City.

- 3.1 It is expected that the selected Firm will perform new space planning and conceptual design activities {including user group interviews) to establish the optimum space layouts and an exterior look that fits within the square foot/cost parameters. The firm will also submit, with their bid, a draft of an exterior rendering of the facility.
- 3.2. Services to be included (Concept through Completion)
 - A. Architectural and Interior Design
 - B. Mechanical Engineering (with Cost Estimating)
 - C. Plumbing Engineering (with Cost Estimating)
 - D. Electrical Engineering (with Cost Estimating)
 - E. Fire Protection Engineering
 - F. Structural Engineering
 - G. Civil Engineering Including Signal Design
 - H. Low Voltage Design (with Cost Estimating)
 - i. Audio Visual Systems
 - ii. Telecom and Data {Backbones)
 - iii. Security (Access, Monitoring and Police/Fire Specific)
 - iv. Coordination with City Vendors {REJIS, Etc.)
 - I. Landscape and Irrigation Design
 - J. Furniture Inventory, Planning, Selection, Estimating and Procurement
 - K. Planning and Zoning Services
- 3.3 Services NOT Required:
 - A. Fueling System Design
 - B. LEED Certification
 - C. Multiple Site Evaluations
 - D. Environmental Abatement
- 3.4 City is providing
 - A. Owner Representative Services

- B. Site Survey
- C. Geotechnical Services

4. Qualification Submittal Requirements

Submittals should be specific and with adequate detail to accurately define your Firm and its ability to provide professional services for the proposed scope of work. Submittals shall discuss the following elements:

4.1 General Information and Subconsultant Team Structure

Provide a company profile including a brief history of the lead Firm. Include an organizational chart depicting all sub consultants to be used on the project, each sub consultant's area of responsibility and their relationship to your Firm. Provide a table listing the projects your Firm has completed with each sub consultant. Provide the following information on the lead Firm:

- A. Date, state and type of business organization Federal and State tax ID numbers
- B. Names of Owners, Principals and/or Officers
- C. Civil or criminal claims, judgments or suits within the last ten (10) years Evidence of the Firm's financial wherewithal to complete the project
- D. The name, title, email address, mailing address and telephone number of the officer authorized to represent the Firm

4.2 Relevant Project Experience

Include a summary of the Lead Firm's experience and qualifications with Municipal City Hall and community centers (dates, description, size, cost, locations, key personnel and references). Emphasis should be given to projects performed from the local area office using staff nominated as available for this project. Provide a separate list of work completed by each subconsultant (again include dates, description, size, cost, locations, key personnel involved and references.)

4.3 Key Personnel Qualifications

Provide a staffing proposal with includes the names and resumes of the project manager and staff (including sub consultants) to be committed to the project. ONLY include resumes for staff that will have a specific and key role on this project. For each of the key personnel identify years in industry, education, years with your Firm (or sub consultant firm), their expected areas of responsibility, a list of previous experience on similar projects (specifically City Hall and community center), licenses/registrations and the office location where they reside.

Describe the workload and ability of the proposed staff to competently and expeditiously provide the design services required.

Describe your Firm's contingency plan to respond with appropriate back-up staff in the case of death, disability, illness or separation.

4.4 Project Understanding/Approach/Schedule

Describe your understanding of the project and approach to delivering the Design Services requested. Furthermore, it is anticipated that the total design duration (starting with the space analysis and ending with the completion of construction "bid" documents) will be a little over five (5) months (thru March 1, 2020). This will be followed by a two (2) month bid phase and a thirteen (13) month construction phase. Please provide a detailed schedule and supporting narrative of how your Firm will accomplish this objective. Please identify regulatory submissions/review times and anything required of the City to facilitate your timely completion.

4.5 Record of Performance/References

Provide a record of past performance with respect to your ability to design to a budget. Provide references for the last five (5) clients (please list in order based upon contract date) that have utilized your Firm's services. **Please** provide this reference list for structural, mechanical and electrical sub consultants as well.

4.6 Proximity and Familiarity

List your firm's specific experience interacting with the local agencies that will be involved with this project. List projects conducted in the City of Jennings, if any, which may add to your knowledge, capability, and efficiency on this project. Clearly identify the office location for each individual proposed for this project from both the lead Firm and subconsultants.

4.7 MBE/WBE Inclusion

It is important to the City to encourage MBE/WBE inclusion. The City has set a 10% to 20% MBE/WBE business utilization goal for professional services on this project. The architecture and engineering projects/contracts, invitations to bid and requests for proposals for construction materials or services which may result in a contract for more than five thousand dollars (\$5,000.00) shall include goals that twenty (20) percent of all commercially useful functions, as measured by percentage of the dollar value of all work on the contract, be performed by minority business enterprises and that ten (10) percent of all commercially useful functions be performed by woman business enterprises.

Provide a description of the Firm's history and proposed efforts to promote diversity in employment and utilization of certified MBE and WBE firms. Furthermore, describe how your Firm plans to achieve the MBE/WBE business utilization goal set for the professional services portion of this project.

4.8 Additional Qualifications

Indicate your Firm's ability to obtain standard automobile, general liability, workers compensation (per R.S. Mo 287.010) insurance with umbrella coverage of \$2,750,000 per project and a Professional Liability coverage of no less than \$1,000,000. The City of Jennings shall be named as an additional insured. Also, Firm must be enrolled in the Federal Work Authorization Program and E-verify.

5. Selection Process and Criteria

5.1 Selection Schedule

It is the intent of the City of Jennings to adhere to the following schedule for the selection of the Firm. However, should the schedule change, respondents will be notified.

A. Request for Qualification due	September 12, 2019
B. Interviews	September 12, 2019
C. Board Contract Approval	September 23, 2019
D. Notice to Proceed Issuance	September 25, 2019

5.2 Evaluation Criteria

A Selection Committee will review and evaluate the qualifications of each Firm. The evaluation will be based on Information provided related to the selection criteria listed as follows:

- 1) General Information/Team Structure
- 2) Team's Previous History Working Together
- 3) Relevant Experience- Firm
- 4) Relevant Experience - Key Staff
- 5) Project Understanding/Approach/Schedule
- 6) Record of Performance
- 7) References
- 8) Proximity and Familiarity
- 9) MBE/WBE Participation

5.3 Interviews

Upon review of all responsive Statement of Qualification's using the criteria outlined above, the City may select up to three Firms to interview. Firms may be selected for interviews or questioned for clarification by the Selection Committee; however, the City may choose to proceed without interviewing any respondents.

Firms selected for onsite interviews must include an overall Project Manager, lead designer and key engineering partners as part of the interview team. This Project Manager will be identified in the RFQ response, and it is the expectation of the City that this manager will lead the actual implementation if a contract is awarded.

5.4 Selection

Upon final ranking of the Firms, contract negotiations shall commence. The successful Firm shall be expected to negotiate and enter into an agreement with the City. Contract negotiations will require the selected Firm to proceed with the development of a Scope of Work and costs for all the components of the project as outlined in Section 3. If any Firm fails to provide the necessary Scope of Work and cost information for negotiations in a timely manner, does not negotiate in good faith, or cannot perform the Contract for the Project, the City may cancel negotiations with that Firm and commence negotiations with the next ranked Firm. If the City deems there is no Firm that is viable, it will cancel the procurement. All aspects of the scope of work and pricing may be subject to negotiation.

6. Miscellaneous Information

- 6.1 Nothing contained here will create any contractual relationship between the City and the Firm submitting a response to this Request for Qualifications. Statements contained in the response of the successful Firm may become part of the agreement for services.
- 6.2 Information received from each Firm will become the property of the City. Information submitted by the Firm cannot be considered confidential unless specifically identified as such by the Firm.
- 6.3 City reserves the right to approve all assigned personnel and may require the Firm to replace members of the project team as deemed necessary
- 6.4 The Owner, Principal, or Corporate Officer of the responding Firm shall sign the response to the Request for Qualifications attesting

that all information provided is true.

6.5 The City of Jennings reserves the right to accept or reject any and all submissions and waive any irregularities.

6.6 The City is not responsible for any costs incurred by any Firm for any work performed

relative to the preparation of the Response to this Request for Qualifications or subsequent negotiations of a contract for Design Services.