

NOTICE TO BIDDERS

September 22, 2020
Bolivar, MO 65613

Sealed bids will be received until 1:00 p.m. on November 2nd, 2020, and then publicly opened and read in City Hall 345 South Main, Bolivar, MO, for City of Bolivar Request for Qualifications for Architect.

Specifications and Bid Documents are on file and may be examined and obtained between the hours of 8:00 a.m. 5:00 p.m. Monday thru Friday at the Offices of the City Clerk, City Hall, 345 South Main, Bolivar, MO, 417-326-2489.

Paula Henderson
City Clerk

City of Bolivar
Request for Qualifications for Architect
For
Bolivar Fire Station # 1

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I. OVERVIEW

It is the Bolivar City Fire Department's (BCFD) desire to build a fire station in the central part of the city. The city currently has two fire stations strategically located throughout the city.

Background

The current station one (1) was built in 1983 as a 5-bay facility with a single office and bathrooms, with an upstairs meeting room. Since this time, the facility has been modified to include additional offices and storage space. One bay was infilled for offices, and an upstairs added for meeting space. Since this construction, BCFD has transitioned from a completely volunteer department to a combination department.

It is BCFD's desire to build new or add-on a new facility to the current station one to provide better fire protection and provide a safe and efficient work environment to staff of BCFD, and to be able to serve the citizens of Bolivar.

Proposed Facility

The vision of the Fire department is to create a complex with three drive-through bays for apparatus, work and storage rooms, offices, six separate sleeping quarters, tornado safe room, laundry, exercise area, and kitchen / day room, with a possibility of a community room. The site location is the 312 South Springfield along with land north of the current station with .80 acres.

Project Contact:

Brent Watkins, Chief
Bolivar City Fire Department
211 West Walnut
PO Box 9
Bolivar, MO 65613
417.328.5853

II. APPROXIMATE TIMELINE

September, 2020	Advertise Request for Qualifications.
September, 2020	Request for Qualifications are mailed to prospective firms.
November 2, 2020	Qualifications received NO LATER THAN 1:00 p.m., at 345 South Main, Bolivar, MO 65613
November, 2020	From qualifications received, the Selection Committee will develop a list of three to four firms to discuss proposals. Further conversations and follow up if needed.
December, 2020	Selection Committee suggests winning firm to Board of Alderman for final approval. Negotiation of agreement with selected firm.
TBA, 2021	Firm will meet for details and direction on plans and design for new station.
TBA, 2021	Concepts will be presented to the Station Committee. One chosen and final design started.
TBA, 2021	Final plans and conceptual drawings complete.
TBA	After approval of board of Alderman, construction begins.
12-18 Months later	Completion of construction.

III. SCOPE OF SERVICES

The City of Bolivar is soliciting qualifications from qualified firms to provide full architectural/engineering services/land surveyor services for the new fire station. The conceptual drawing and plans should be completed by summer of 2021. The new facility is expected to be occupied within 18 months of Board of Aldermen approval.

Scope of work to be performed shall include, but shall not be limited to, the following:

1. Program Validation

- a. The firm selected will be responsible for interviewing City of Bolivar and Bolivar Fire Department administration and staff to determine space needs and building character. The firm will then confirm and refine the space allocations and functional needs for approvals from the Board of Alderman, for purposes of budget and schedule preparations.
- b. The firm selected will be responsible for providing professional advice and analysis of current site. This scope of service will include analysis of land and soil conditions, utility needs and requirements, traffic flow and overall suitability of the sites for the purposes proposed.
- c. The firm selected will play a significant role in the development of the budget for this project. This will include a review and analysis of project costs for recent projects, of similar scope and size, in Southwest Missouri, and estimated costs for proposed project, based on those actual costs and current estimated costs.

2. Design

- a. Provide all architectural/engineering designs. This shall include all engineering disciplines required to complete the project in accordance with the latest safety and building codes.
- b. In addition to architectural, structural, mechanical and electrical engineering services, the following shall be considered as basic services and shall be included in the fee for this proposal: Land surveying, geotechnical studies, landscaping design, graphics and signage consulting, elevator consulting, interior design, life-cycle analysis, estimating services, detention equipment consulting, and security consulting.
- c. The Architect shall be required to design the new facility within the project construction budget and shall provide recommendations to the owner for reductions in size or requirements when the estimated costs exceed the owner's construction budget, prior to proceeding onto future design or construction phases.

- d. The Architects shall provide design services for the following areas: three drive-through bays for apparatus, offices, six separate sleeping quarters, tornado safe room, laundry, exercise area, and kitchen / day room, and possible community room.
- e. The Architect shall design the public areas of the station to accommodate the American Disability Act Requirements.
- f. Provide life-cycle cost of materials and equipment proposed in the design of the facility, as well as, the life-cycle costs related to the options for energy sources to maintain the electrical and mechanical systems required in the facility. Estimates of the annual utility costs shall be provided to the owner during the design stage to facilitate the selection of energy use.
- g. Design shall be complete, including program validation and Master Site Plan preparation, within six (6) months after authorization to proceed.

3. Project Bidding

- a. Provide architectural and engineered plans, specifications, and bid documents required for clearing or demolishing existing structures, relocating or installing new utilities, site improvements and surface repairs, and construction of new fire station.
- b. Prepare and distribute bid documents to prospective bidders and conduct pre-bid conferences.
- c. Assist the owner at bid opening and provide bid analysis.

4. Contract Administration

- a. Develop construction contracts for execution by lowest responsible bidder.
- b. Administrate the construction contract pursuant to the terms and conditions of the Owner/Architect Agreement in effect for the project.

IV. SUBMISSION REQUIREMENTS

The purpose of the request for qualifications is to demonstrate the qualifications, competence, and capabilities to the City of the firm seeking to provide architectural, engineering and land surveying services to the Fire District. As such, the substance of the proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement.

There is no expressed or implied obligation for the City of Bolivar to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, participants shall submit one (1) original proposal, so marked, and three (3) copies by November 2, 2020 at 1:00 p.m. CST to Bolivar City Hall, 345 South Main, Bolivar, MO 65613. Packets shall be submitted to above address in sealed envelope and labeled "Bolivar FD Station RFQ"

1. General Requirements

- a. Inquiries requesting clarification regarding the Request for Qualification (RFQ) or the content therein should be directed to the Fire Chief (or authorized agent).
- b. Participants are expressly instructed that the RFQ contact person is the only authorized source of information concerning solicitation. Contact with unauthorized agents of the Fire department while solicitation and evaluation are in process will result in immediate disqualification.
- c. The City will not be responsible for proposals which are misdirected due to improper identification.
- d. Proposals must be properly endorsed by a person authorized to legally bind the agency, and be submitted with all the required attachments, prior to the closing date and time in order to be considered valid.
- e. Late RFQ's will not be opened and will be rejected unopened.
- f. Proposal shall remain irrevocable for a period of 90 days.
- g. All submitted proposals will remain sealed prior to opening. On November 2, 2020 at 1:30 p.m., proposals will be opened and recorded as being received in proper order.
- h. The City shall not honor any proposal modifications if received.
- i. During the performance of the agreement resulting from this proposal, the successful proposer agrees to comply with the City of Bolivar's policies and procedures. Further, in connection with the carrying out of this project, the proposer shall not discriminate against any employee on sex, marital status, age,

physical or mental handicap unrelated to ability, national origin or ancestry or an unfavorable discharge from military service.

- j. The successful proposer shall indemnify, defend, and hold harmless the City of Bolivar and its members, elected officials, officers and employees from any and all claims of damage to property or injury to persons which may arise from the performance of services or the delivery of the product under terms of this agreement. Prior to commencing work, the successful proposer shall furnish certificate of insurance showing the following minimum limits of insurance coverage's:

1)	Workers' Compensation Statutory limits required by State Law	\$250,000
2)	Employer's Liability	\$250,000
3)	Automobile Liability Bodily Injury and Property Damage (Combined Single Limit)	\$1,000,000 CSL
4)	Comprehensive General Liability Bodily Injury and Property Damage (Combined Single Limit)	\$1,000,000 CSL
5)	Professional Liability (Combined Single Limit)	\$1,000,000 CSL

The certificate of insurance shall state that the City of Bolivar is named as an additional insured on all policies covered by the certificate except Professional Liability as to work performed by the successful proposer for or on behalf of the City, services provided to or rendered on behalf of the City or goods delivered to the City.

Liability policies may be arranged under individual policies for the full limits required or by a combination of underlying policies with the balance provided by an Umbrella Liability policy.

The above described liability insurance shall be written on an occurrence basis.

Comprehensive General Liability coverage shall include Premise/Operations and Independent Contractors. Additionally, all certificates furnished must contain a statement that the City will receive a thirty (30) day advance notice of any policy cancellation other than cancellation for non-payment of premium. Ten (10) day advance notice is required for policy cancellation due to non-payment of premium.

1. The Board of Alderman has the right to reject any or all proposals.

2. Firm Qualifications and Experience

The purpose of the technical proposal is to demonstrate the qualifications and competence of the firm seeking to provide architectural, engineering, and construction management services to the Fire department in conformity with the requirements of this RFQ. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify the approach that will meet the request for proposal requirements.

The proposal shall state the firm's affiliations or partnerships represented for the proposed project. For each entity represented in the proposal, the following shall be provided: Size of the firm, the organizational structure, the offices in which the work of this engagement will be performed, and the number and nature of the staff to be employed on a full-time or part-time basis.

The proposal shall state any and all information regarding the circumstances and status of any investigations or disciplinary action taken or pending with national or state regulatory bodies against the firm or firms included in the proposal. Include the same information for the firm's management during the past five (5) years.

Provide a project data sheet for each public safety complex the firm has designed within the last five (5) years, up to five facilities. Provide references for each facility. References should include an individual's name, phone number and address for the following: Owner's representative, the prime contractor or construction manager who constructed the facility and the end user.

Provide information on other types of projects the firm has designed in the last ten (10) years. These projects may include activities that are not directly related.

3. Budget Experience

Provide examples of similar projects in which the firm has provided design services within the client's budget criteria. Provide client references for each project, as well as, information on the project budget amount, original bid amount and change orders approved.

Provide information regarding previous public safety projects the firm has designed. This information should include the year built, square footage, duration of construction and design and the construction costs, and amount under/over design cost estimate vs as built final cost.

4. Staff Qualifications and Experience

The firm shall identify the principal staff members who would be assigned to the engagement and indicate whether such person is licensed to conduct business in the State of Missouri. Provide information on the experience of each person proposed for this project, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this engagement.

5. License to Practice in Missouri

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Missouri.

6. Other

Provide the firm's proposed work plan and schedule, including an explanation of methodology to be followed. Include a description of the firm's quality control measures on their in-house design work, as well as, the work on-site.

Identify and describe any potential problems foreseen and the firm's approach to resolving these problems, including any special assistance that will be requested from the owner.

7. Rates

Please include hourly rate sheets (inclusive of overhead and profit) for personnel or personnel categories that would be involved with this project.

Specify billing options the firm uses in design, whether flat fee, project cost percentage, or other billing options.

V. SELECTION CRITERIA

During the evaluation process, the Board of Alderman reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposers, or to allow correction of errors or omissions. Proposals will be submitted to the Fire Department station committee for initial screening. Factors to be determined in the initial screening will include:

1. Specialized experience and technical competence of the firm in the type of work required.
2. The past record of the firm in accomplishing work on other projects with respect to such factors as control of costs, quality of work and ability to meet schedules.
3. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project
4. The firm's proximity to and familiarity with the area in which the project is located.
5. Appropriate licenses necessary to provide architectural, engineering and land surveying services in the State of Missouri.

Each proposal will be evaluated first by each of the above criteria and review of the qualification review sheet. The Fire Department Station Committee will then convene to review and discuss these evaluations. At this point, some proposals will be eliminated from further consideration. The Selection Committee may designate up to three firms who will be requested to discuss further details of the project. The three possible finalists will then present to the Bolivar Board of Aldermen for final selection and approval, with recommendation of the building committee.

Upon final selection by the Board of Aldermen, the successful firm will be notified and required to meet with the City administration to define precisely the scope of service to be provided and to negotiate the compensation requirements for the work. The selected firm will prepare a proposed contract to the City Administrator for City's review. Upon acceptance by the City Administrator, the contract will be presented to the Bolivar Board of Alderman for final approval. If, after a reasonable effort, a contract cannot be negotiated, the negotiations with the designated firm shall be terminated and negotiations shall be started with the next firm recommended.

1. Rights of the City

The City of Bolivar reserves the right to award proposals in the best interest of the City. The City reserves the right to accept or reject any and all proposals, without prejudice or any items or part thereof, or to waive any informality or irregularities in proposals.

Responsiveness will be determined on the basis of the offeror's adherence to all the RFQ provisions and other proposal requirements. Such determination shall be made after

each proposal opening. An offeror's qualification to perform shall be determined on the basis of skill, integrity and ability to perform as proposed, in light of experience, facilities and financial solvency.

2. Award and Agreement

- a. Award will be made in accordance with the evaluation method. The quality of the services to be supplied, their conformity with the specifications and their suitability to the requirements of the City of Bolivar will be taken into consideration in making the award.
- b. The City of Bolivar reserves the right to make awards within ninety (90) calendar days from the date proposals are opened. Unless otherwise specified in the proposal, during which period proposals shall not be withdrawn unless the offeror distinctly states in his proposal that acceptance thereof must be made within a shorter specified time. Should the award be delayed beyond a period of ninety (90) days, or an earlier date specified by an offeror in his proposal, such award shall be conditioned upon offeror's acceptance.
- c. The City of Bolivar reserves the right to delay making an award in order to permit proper study and analysis of all proposals received, reject any or all proposals received and to make a pre-award survey to determine the capability of the offeror or bidders.

3. Agreement

- a. Successful offeror will be required to execute two (2) copies of a written agreement within reasonable time of notice of award. The executed agreement order will specifically list any exceptions to the invitation to proposal requirements and specifications.
- b. The following documents attached hereto will be incorporated in the agreement:

Proposal of Selected Firm
Qualification Data Sheet for Architect and Engineers

- c. The award is made pursuant to City of Bolivar Board of Alderman approval.

6. Expected Deliverables

It is the intention of the City to have awarded the contract for the need's assessment and design portion of the project by January 1, 2021. The City is hopeful that the needs assessment and design portion of the project will be completed by the end of July 2021. It is anticipated that the construction contract will be awarded pending the direction of the Bolivar Board of Aldermen. The facility shall then be operational within 18 months of the start of construction.

VI. SUPPLEMENTAL INFORMATION

SIGNATURE PAGE

Architect shall exonerate, indemnify and hold harmless the City of Bolivar and its agents and employees from and against all claims, damages, actions, losses and expenses, including attorney fees, arising out of any negligent act or omission arising out of the performance of the services provided under such agreement.

Architect hereby agrees to furnish items and/or services described in this document and attachments, even if only by reference, pursuant to all requirements and specifications contained herein, and further agrees that the language of this document shall govern in the event of a conflict with his or her proposal.

Architect/Firm

Date

Authorized Signature

Date

Print Signature

Business Phone Number

**QUALIFICATION DATA SHEET
FOR ARCHITECTS AND ENGINEERS**
City of Bolivar, Missouri

1. Name of Firm: _____

2. Address: _____

3. Firm Specialty: _____ Telephone: _____

4. Branch Office (Location): _____

5. Personnel in Home Office (H.O.) and Branch Office (B.O.):

A. Architects	H.O. _____	B.O. _____
B. Civil Engineers	H.O. _____	B.O. _____
C. Sanitary Engineers	H.O. _____	B.O. _____
D. Structural Engineers	H.O. _____	B.O. _____
E. Mechanical Engineers	H.O. _____	B.O. _____
F. Electrical Engineers	H.O. _____	B.O. _____
G. Traffic Engineers	H.O. _____	B.O. _____
H. Landscape Architects	H.O. _____	B.O. _____
I. Planners	H.O. _____	B.O. _____
J. Designers	H.O. _____	B.O. _____
K. Draftsmen	H.O. _____	B.O. _____
L. Survey Parties	H.O. _____	B.O. _____
M. Other Specialties (See instructions, last page)		

6. Experience Capabilities:

Code as follows:

- (4) for specialty
- (3) for extensive experience
- (2) for average
- (1) for some experience
- (0) for firm is unqualified

A. CIVIL ENGINEERING:

- 1) Street Design _____
- 2) Hydraulics and Hydrology _____
- 3) Drainage Design _____
- 4) Storm Drainage Design _____
- 5) Site Development Design _____
- 6) Site Grading & Drainage Design _____
- 7) Earth and Rock Fill Dams _____
- 8) Other (Specify) _____

B. STRUCTURAL ENGINEERING:

- 1) Foundations _____
- 2) Simple Structures _____
- 3) Flood Control Structures _____
- 4) Drainage Structures _____
- 5) Other (Specify) _____

C. SANITARY ENGINEERING:

- 1) Facility sewer design _____
- 2) Water Distribution Systems _____
- 3) Other (Specify) _____

D. PLANNING:

- 1) Regional Planning _____
- 2) Urban Planning _____
- 3) Recreational Planning _____
- 4) Water Resource Planning _____
- 5) Master Planning _____
- 6) Traffic Planning _____
- 7) Site Planning _____
- 8) Feasibility Studies _____
- 9) Other (Specify) _____

E. ARCHITECTURAL DESIGN:

- 1) Building Alterations & Additions _____
- 2) Public Buildings _____
- 3) Office Buildings _____
- 4) Vehicle Maintenance Buildings _____
- 5) Housing (Single-Family) _____
- 6) Housing (Multi-Family) _____
- 7) Recreational Facilities _____
- 8) Landscape Architecture _____
- 9) Other (Specify) _____

F. MECHANICAL ENGINEERING:

- 1) Heating _____
- 2) Air Conditioning, Refrigeration _____
- 3) Building Piping Design _____
- 4) Pumping Station (Size _____) _____
- 5) Control Systems _____
- 6) Fire Protection Systems _____
- 7) Other (Specify) _____

G. ELECTRICAL ENGINEERING:

- 1) Communications _____
- 2) Lighting _____
- 3) Electrical Systems for Public and
Office Buildings _____
- 4) Other (Specify) _____

H. ENVIRONMENTAL:

- 1) Environmental Pollution Control _____
- 2) Environmental Impact Assessment _____
- 3) Natural Resources Studies _____
- 4) Ecologist Specialty _____
- 5) Other (Specify) _____

I. SOLIDS AND MATERIALS ENGINEERING:

- 1) Soils and Foundations _____
- 2) Embankment and Excavation
Stability Investigations _____
- 3) Rock Mechanics Specialty _____
- 4) Soil Borings _____
- 5) Materials Testing _____
- 6) Construction Inspection _____
- 7) Other (Specify) _____

J. OTHER DISCIPLINES:

- 1) Land Surveying _____
- 2) Construction Stakeout _____
- 3) Construction Inspection _____
- 4) Aerial Photography _____
- 5) Photogrammetric Mapping _____
- 6) Real Estate Appraisals _____
- 7) Estimators (Required) _____

7. Additional services that can be provided by other firms associated with your organization (see instructions):

8. Date Prepared: _____

9. Authorized Signature: _____

Instructions

Line (3): Firm Specialty -- i.e., Architectural, Mechanical, Highway, Planning, etc.

Line (5): Personnel -- State number of personnel in each company office engaged in specific area of work. Under item (m) "Other Specialties", attach a list indicating those additional services that can be provided, including the number of personnel engaged in each activity.

Line (7): Additional Services -- List the name of the firm(s) and the additional service that can be provided. Attach a separate A & E Qualification Data Sheet for each firm listed.

Line (9): Signature -- Form to be signed by officer or principal of firm.