



**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL DESIGN SERVICES  
FOR  
MARSHFIELD CITY HALL  
REMODELING PROJECT**

**SEALED QUALIFICATION SUBMISSION DEADLINE  
NO LATER THAN 2:00 P.M., CENTRAL TIME, OCTOBER 22, 2018**

TABLE OF CONTENTS

Introduction ..... Section I

Timeline ..... Section II

Scope of Services ..... Section III

Submission Requirements ..... Section IV

Selection Criteria ..... Section V

Supplemental Information ..... Section VI

## I. OVERVIEW

The City of Marshfield is soliciting proposals from qualified firms to provide full architectural/engineering services for the renovation of a former bank building located at 101 West Jefferson in downtown Marshfield Missouri.

### Background

In 2017 the City of Marshfield purchased a two-story building that encompasses 13,689 square feet +/- . Prior to the City purchasing the property, the building was used as a bank. The city purchased the building for the purpose of moving city offices in the building.

Following purchase of the building and property the City contracted with Buxton Kubic Dodd Creative to conduct a space needs analysis. The space needs analysis indicated that the city offices would require approximately 11,000 square feet in the building. A copy of the space needs analysis is provided in Section VI of this RFQ.

Following completion of the space needs analysis the city entered into an agreement leasing approximately 2,700 square feet to a bank that occupies a portion of the first floor on the east side of the building as well as the drive through lanes. The bank recently completed remodeling of their leased area and is now operating within the building. The remainder of the building remains vacant.

### Proposed Facility

The City desires to have the following departments, facilities and features located within the building. The number of positions within each department is also noted:

- ❖ City Administration (2 positions)
- ❖ City Clerk Office (1 position)
- ❖ Finance (1 position)
- ❖ City Collector (2 positions)
- ❖ Parks Department (1 position)
- ❖ Planning and Code Enforcement (2 positions)
- ❖ Municipal Court (1 position)
- ❖ Board of Aldermen Meeting Room / Municipal Court Room
- ❖ Conference Room(s)
- ❖ Copying and Mail Room
- ❖ File Room
- ❖ Break Room
- ❖ Men's & Women's Restrooms
- ❖ New exterior entryway
- ❖ Vault/Record Retention (Secured)

## II. TIMELINE

October 3, 2018	Advertise Request for Qualifications.
October 1 to October 5, 2018	Request for Qualifications are mailed to prospective firms.
October 22, 2018	Qualifications received at Marshfield City Hall, NO LATER THAN 2:00 p.m., at 798 S. Marshall Street, Marshfield, MO 65706.
October 29 to November 2, 2018	After qualifications are received, the selection panel will develop a list of firms to submit proposals. Invitations will be issued by telephone and followed up with a written Request for Proposal.
November 2, 2018	Request for Proposals are issued to selected firms.
November 9, 2018	A pre-proposal conference will be held for all interested persons or firms between 10:00 a.m. and 1:00 p.m., at 101 W. Jefferson Street, Marshfield, MO. Staff members from the City will be available to answer questions and provide a tour of the facility. Please RSVP for this meeting NO LATER THAN November 8, 2018 at 4:00 pm
November 30, 2018	Proposals received by the City of Marshfield NO LATER THAN 2:00 p.m., at 798 S. Marshall Street, Marshfield, MO 65706.
December 5, 2018	Proposals from selected firms are presented to the selection committee. Each firm will be allocated twenty minutes to provide proposal presentation. After the presentation, each firm should be prepared to answer questions from the panel. The question and answer portion should be kept to 30 minutes.
December 13, 2018	A committee representative will present the panel's recommendation to the Board of Aldermen.
Between December 13, 2018 and January 10, 2019	Anticipated decision by the Board of Aldermen.

### III. SCOPE OF SERVICES

The City of Marshfield is soliciting proposals from qualified firms to provide full architectural/engineering services for the renovation of a former bank building in the downtown area of Marshfield Missouri.

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

#### 1. Design

- a. Provide all architectural/engineering designs in accordance with the Schematic Design Plan and the requirements of the validated needs from the Architectural and Operational Program. This shall include all engineering disciplines required to complete the project in accordance with the latest safety, building and fire codes.
- b. In addition to architectural, structural, mechanical, plumbing, and electrical engineering services, the following shall be considered as basic services and shall be included in the fee for this proposal: Interior Design, detailed existing building and current conditions drawings, site survey.
- c. The Architect shall be required to work with the City to develop a project construction budget that is feasible for the city to undertake and shall provide recommendations to the owner for reductions in size or requirements when the estimated costs exceed the city's financial capacity, prior to proceeding onto future design or construction phases.
- d. At a minimum, the Architects shall provide design services based on schematic design floor plans. The schematic design plans may change during development as required by the City of Marshfield.
- e. The Architect shall be required to provide a staff efficient design. A staffing analysis of the new design will be required, as well as, a comparison with the current staffing ratios.
- f. Design and construction drawings shall be complete within three (3) months after authorization to proceed.

#### 2. Project Bidding

- a. Provide engineered plans, specifications and bid documents required for remodeling, clearing or demolishing existing features and structures within the building, relocating or installing new utilities, site improvements and surface repairs, and construction of new space.
- b. Prepare and distribute bid documents to prospective bidders and conduct pre-bid conferences.
- c. Assist the City Administrator and City Clerk at bid openings and provide bid analysis.

3. Contract Administration

- a. Assist the City Administrator and City Attorney in the preparation of the construction contracts.
- b. Administer 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 capacity of the firm seeking to provide architectural and engineering services to the department. 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 to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, participants shall submit twelve (12) original proposals by October 22, 2018 at 2:00 p.m. CST to the City of Marshfield, c/o John Benson, City Administrator at 798 S. Marshall Street, Marshfield, MO.

##### 1. General Requirements

- a. Inquiries requesting clarification regarding the Request for Qualifications (RFQ) or the content therein should be directed to the City Administrator. All inquiries must be made in writing and must be received prior to the end of business on October 17, 2018.
- 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 City while solicitation and evaluation are in process will result in immediate disqualification.
- c. The department will not be responsible for proposals which are misdirected due to improper identification.
- d. Proposals must be priced, 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 October 22, 2018 at 2:00 p.m., proposals will be opened and recorded as being received in proper order.
- h. Telegraphic proposals will not be considered in response to this proposal offer.
- i. The department shall not honor any proposal modifications if received.

- j. During the performance of the agreement resulting from this proposal, the successful proposer agrees to comply with the City of Marshfield 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.
- k. The successful proposer shall indemnify, defend, and hold harmless the City of Marshfield 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)	\$500,000 CSL
4)	Comprehensive General Liability Bodily Injury and Property Damage	\$1,000,000
5)	Professional Liability	\$2,000,000

The certificate of insurance shall state that the City of Marshfield 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 Department 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.

City of Marshfield has the right to reject any or all proposals for any and all reasons.

## 2. Firm Qualifications and Experience

The purpose of the technical proposal is to demonstrate the qualifications, competence, and capacity of the firm seeking to provide architectural and engineering services to the Department in conformity with the requirements of this Request for Proposal. 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.

THERE SHALL BE NO DOLLAR UNITS, AMOUNTS NOR COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

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.
- Organizational structure
- Offices in which the work of this engagement will be performed.
- Number and nature of the staff to be employed on a full-time or part-time basis.
- 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 as well as the same information for the firm's management during the past five (5) years.
- A project data sheet for each city building or complex the firm has designed within the last five (5) years.
- References for each facility provided above. 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.
- Information on other types of projects the firm has designed in the last ten (10) years. These projects may include buildings or facilities 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 city facility projects the firm has designed. This information should include the year built, square footage, duration of construction and design and the construction costs.

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. Cost Proposal

The sealed cost proposal shall be provided in a form of the percentage of construction cost. This percentage will be applied to the Schematic Design estimate for the purpose of establishing a stipulated sum in accordance with the Owner/Architect Agreement.

Provide an hourly rate schedule for employees showing compensation required under the provisions of Additional Services of the Owner/Architect Agreement AIA Document B101.

**SUBMIT SEALED COST PROPOSAL SEPARATELY IN A SEALED ENVELOPE.**

7. Other

Provide a separate list of all the engagements the firm has had within the last ten (10) years with the City of Marshfield. Also, provide the same for any firm that will be affiliated with the firm in the performance of the services on this project.

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.

## V. SELECTION CRITERIA

During the evaluation process, the City 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 City Selection Committee for initial screening. Factors to be determined in the initial screening will include:

1. Specialized experience in working with local governmental entities and the type of work required.
2. Record of the firm in accomplishing work on other projects in the required time.
3. Quality of work previously performed by the firm for the City.
4. Recent experience showing accuracy of cost estimates.
5. Community relations including evidence of sensitivity to city concerns.
6. Geographic location of the principal offices of the firm.
7. Appropriate licenses necessary to provide architectural and engineering services in the State of Missouri.

Each proposal will be evaluated first by each of the above criteria and then. The Selection Committee will then convene to review and discuss these evaluations. At this point, proposals determined unacceptable will be eliminated from further consideration. The Selection Committee will designate firms who will be requested to present detailed proposals on the project.

Upon final selection by the Selection Committee, the successful firm will be notified and required to meet with the Committee to define precisely the scope of service to be provided and to negotiate the compensation requirements for the work. A contract is prepared and submitted to the City Administrator for presentation to the Board of Aldermen for approval. If, after a reasonable effort, a contract cannot be negotiated, the negotiations with the designated firm may be terminated and negotiations shall be started with the next firm recommended.

### 1. Rights of the City

The City of Marshfield 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 in proposals.

Responsiveness will be determined on the basis of the offeror's adherence to all specifications 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 detailed 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 Marshfield will be taken into consideration in making the award.
- b. The City of Marshfield 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. 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 Marshfield 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 eleven (11) days 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 Consulting
  - Architect and Engineer Selection Form

## 4. Conflict of Interest

- a. Under no circumstances shall any of the following be permitted to participate in any share of this agreement or to any benefits therefrom:
  1. A member or delegate to the Congress of the United States, or the Missouri General Assembly, or
  2. A member, elected official, officer or employee of the City of Marshfield, or a member, elected official, officer or employee of a public

body with financial interest or control in this, during his/her tenure and for one year thereafter.

- b. Elected or appointed local, county and state governmental officials in the State of Missouri who are employees, officers, shareholders or owners of a firm may participate in the award of, or performance of, this agreement, if:
  - 1. The subcontract or purchase agreement is made pursuant to an award made after disclosure by the governmental official of the nature of the interest.
  - 2. The award is made pursuant to City approval.

6. Expected Deliverables

It is the intention of the City of Marshfield to have awarded the contract for the design portion of the project by January 10, 2019. The City is hopeful that the design portion of the project will be completed by June 28, 2019.

VI. SUPPLEMENTAL INFORMATION

SIGNATURE PAGE

Contractor shall exonerate, indemnify and hold harmless the City of Marshfield, Missouri 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.

Contractor hereby agrees to furnish items and/or services described in this document and attachments, even if only by reference, at the prices quoted, 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.

Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for qualifications and the terms and conditions of the Standard Form of Agreement Between Owner and Architect AIA Document B101, unless otherwise clearly and specifically noted in the proposal submitted and accepted for inclusion in the contract between the Board of Aldermen and the firm selected.

\_\_\_\_\_  
(name)  
(Title)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Signature

\_\_\_\_\_  
Business Phone Number