



REQUEST FOR QUALIFICATIONS (RFQ)
CONSTRUCTION DOCUMENTS AND SPECIFICATIONS
INCLUDING
MECHANICAL, ELECTRICAL, AND PLUMBING

CITY HALL REMODEL PROJECT
AND FUTURE CITY PROJECTS

City of Marshfield
798 S. Marshall Street
Marshfield, Missouri, 65706
(417) 859-2352

Submittal Date: January 4, 2023

Submit To:

City of Marshfield
Attention: City Clerk

SUBMISSION DEADLINE: January 4, 2023, 11:00 AM

QUESTION SUBMISSION DEADLINE: December 21, 2022

Questions may be submitted in written form no later than December 21, 2022, to:

RFQ Contact Name: Steve Deckard
Contact Address: 798 S. Marshall Street
Marshfield, Missouri 65706
Telephone Number: (417) 859-2352
Email Address: Sdeckard@marshfieldmo.gov

INTRODUCTION

City of Marshfield invites and welcomes Request for Qualifications for the City Hall Remodel and other Future Projects for the City of Marshfield. The City of Marshfield has a Missouri licensed architect on staff, and has completed the Programming, Schematic Design and Design Development for the projects. It is the intent for the City of Marshfield to work with an architect and/or engineering firm to complete construction documents for these projects for bidding and negotiation and construction. Please take the time to carefully read and become familiar with the request requirements and to submit any questions you may have by the "QUESTION SUBMISSION DEADLINE" as specified above. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

PROJECT AND LOCATION

The Request for Qualifications is being requested for City Hall Remodel and Future Projects as may be contracted. The City Hall Project is located at 798 S. Marshall Street, Marshfield Missouri 65706.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the contacts for this project:

For questions or information regarding Project Scope, contact:

Name: Steve Deckard
Title: Planning Administrator & Project Manager
Phone: (417) 859-2352
Email: Sdeckard@marshfieldmo.gov

For questions or information regarding City of Marshfield policies, contact:

Name: Sam Rost
Title: City Administrator
Phone: (417) 859-2352
Email: Samrost@marshfieldmo.gov

PROJECT OBJECTIVE

The objective and goal for this project is to secure services to prepare Construction Documents and Specifications including Mechanical, Electrical, and Plumbing for Bidding and Construction of the project within One (1) year.

PROJECT SCOPE

The scope for this project is to have quality prepared Construction Documents and Specifications including Mechanical, Electrical, and Plumbing based on Schematic Design drawings and Design Development documents provided by the City of Marshfield.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by project manager.

MILESTONE	DATE
Question Submission Deadline:	December 21, 2022
Qualification Submission:	January 4, 2023
Firm Selection or Interview:	January 18, 2023
Initial Meeting with Consultants for City Hall Project:	February 1, 2023
Construction Documents & Specifications Complete:	March 15, 2023
Advertise for Bid:	March 29, 2023
Start Construction:	April 26, 2023

SUBMITTED QUALIFICATIONS REQUIREMENTS

DEADLINE TO SUBMIT QUALIFICATIONS

All requests must be received by City of Marshfield no later than 11:00 AM on January 4, 2023, for consideration in the project selection process.

REQUEST SELECTION CRITERIA

Only those requests received by the stated deadline will be considered. All request, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted request. Furthermore, the following criteria will be given considerable weight in the Request for Qualification selection process:

- Request received by the stipulated deadline must be in the correct format.
- Firm's alleged performance effectiveness of their proposal's solution regarding the Project Objective of City of Marshfield.
- Firm's performance history and alleged ability to timely deliver proposed services.
- Firm's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.

QUALIFICATION SUBMISSION FORMAT

The following is a list of information that the Firm should include in their submission:

Summary of Firm's Background

- Firm's Name(s)
- Firm's Address
- Firm's Contact Information (and preferred method of communication)
- Legal Form of Firm (e.g. sole proprietor, partnership, corporation)
- Date Firm's Company Formed
- Description of Firm's company in terms of size, range and types of services offered and clientele.
- Firm's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Firm's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Missouri (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to City of Marshfield

Financial Information

- State whether the Firm or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Firm or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the firm may plan on providing for this project.

Insurance

- Insurance of any liability or other insurance provided with regard to the staff or project.

References

- Provide a minimum of three (3) project related references. Provide project name, contact person and phone or email information and date of project.