



2023-IDIQ
Indefinite Delivery Indefinite Quantity

Meeting Agenda

September 26, 2022

1. **Welcome to the 2023/24 IDIQ Request for Qualifications Pre-Submittal Meeting**
2. **Committee Introductions:**
 - IDIQ Facilitator Jennifer Swan A.I.A. – City Architect, Facility Design & Construction
 - Assisting Facilitator Keisha Woodside - Architect in Training, Facility Design & Construction
 - Kirk Juranas P.E. - Assistant Director Public Works, City of Springfield
 - Tim Rosenbury – Director of Quality of Place Initiatives
 - Louie Morrow – Facilities Specialist, Facility Design & Construction
 - Kim Diehls – Facilities Specialist, Facility Design & Construction
 - Miles Park L.A.- Assistant Director Parks & Recreation, Springfield Green County Park Board
 - Mike Delong P.E. - Superintendent Clean Water Services
 - David Schaumburg, C.M. – Assistant Director of Aviation, Springfield-Branson National Airport
3. **The Professional Service Categories are:**

Architectural services:	4 firms
Engineering Services:	2 firms for Structural Engineering and other professional services 3 firms for Mechanical, Electrical, Plumbing Engineering work 3 firms for Geo-Technical Engineering & Material Testing services 2 firms for Civil Engineering work
Landscape Architect:	2 firms
Interior Design services:	2 firms
Cost Estimator:	2 firms
4. **Significate Category Changes**
 - The addition of Civil Engineering, Landscape Architecture, Interior Design, and Cost Estimator
5. **Significant Evaluation Factors encouraged to be delineated in each SOQ**
 - Specialized experience in applicable practice
 - LEED Experience
 - Workload capacity of firm
 - Past performance based on managing project budget through design and construction.
 - Familiarity with Springfield and Southwest Missouri area design and construction practices
 - Electronic format capability, i.e. Auto-CAD, BIM, Revit
 - Local firm

6. Important Factors:

- This RFQ is intended to pre-qualify designers and cost estimators for design services for undetermined municipal design projects
- This is a qualification-based selection, so fees are not a consideration
- The City of Springfield strongly encourages submissions to be clear, concise, and thorough
- A single firm may submit SOQs for multiple professional service categories
- The IDIQ Contract is a 1-year contract with annual renewal options for up to 4 years (5 years total)
- The City of Springfield is committed to providing opportunities to DBE, MBE, and WBE prime consultants and encourages such businesses to submit an SOQ
- The City of Springfield will not knowingly exclude any person from participation in submitting an SOQ
- The firm may include up to 10 additional 8.5 x 11 pages to accompany the COS Contract Information form.
- The firm shall include with SOQ a completed and signed Certification Regarding Potential Conflicts of Interest form (Exhibit D)
- The firm shall include with SOQ a completed and signed Certification Regarding State of Israel form (Exhibit E)
- The submitting firm is solely responsible to confirm City's receipt of that firm's SOQ

7. IDIQ Selection Schedule:

September 16, 2022, Post advertisement for RFQ to consultants.

September 26, 2022, Virtual Pre-Submittal Meeting.

October 6, 2022, 3:00 PM Deadline for questions to IDIQ@springfieldmo.gov

October 13, 2022, 3:00 PM Deadline for submittal of qualification statements to IDIQ@springfieldmo.gov

December 2022 Selection committee completes selection of top firms for IDIQ contracts.

March 2023 IDIQ contract ready for use.

8. Requirements for IDIQ Professional Design Contract (once design professionals are selected):

- E-Verify
- W-9
- Business License
 - City of Springfield Business License is required for firms having an office within the City of Springfield

9. Requirements for Work Authorization (once job specific project RFP is sent)

- Affidavit of Compliance
- Certification Regarding Potential Conflicts of Interest
- Certification Regarding State of Israel
- Commercial General Liability - Additional Insured, plus Endorsement
- Professional Liability
- Automobile - Additional Insured
- Umbrella Liability - Additional Insured
- Excess Liability - Additional Insured
- Workers Compensation

10. Questions from Consultants

11. Comments from the IDIQ Selection Committee

12. Adjournment of Meeting