



2022-019-PHFI
Police Headquarters Facility Improvements

Request for Qualification

April 24, 2023

Request for Qualifications (also referred to as RFQu) for Professional Architectural Services for the design of the Police Headquarters Facility Improvements for the City of Springfield, Missouri.

To Whom it may concern:

The City of Springfield is soliciting qualification statements from firms interested in providing Architectural services for the Springfield Police Headquarters Facility Improvement project located at 321 E. Chestnut Expressway, Springfield, Missouri. The City of Springfield stresses that this is an open solicitation for professional design services.

Background Information:

The Police Headquarters was originally constructed in 1969 and underwent a full renovation in 2005. This facility is constructed as a concrete and masonry building with steel columns and roof framing. The exterior walls are concrete block and brick. The original asphalt built-up roof was completed in May 1969 and was replaced with an aggregate asphalt built-up roof in 1995 (estimate). The current rooftop units and accessories were installed in the 2005 renovation. Existing facility drawings are available upon request via email to **PWRFQ@springfieldmo.gov**.

Project Description:

The City of Springfield seeks to renew portions of the existing Police Headquarters building. The project scope includes replacement of the entire roof, replacement of the HVAC rooftop equipment, replacement of the existing carpet (hard surfaced flooring will remain), and renovations to the upper and lower-level conference rooms, and updates to the upper-level corridor kitchenette as well as the evaluation and refinement of program needs. The Police Headquarters Annex roof replacement is also intended to be included as an alternate bid. The total project budget is \$2,090,803.00.

This facility is NOT a LEED building, and LEED certificates are NOT a part of the project. The Consultant is still expected to include applicable energy conservation and "green" policies as may apply.

**Approximate Timetable for
Project:**

- **Design Consultant Selection**
 - Commencement – April 2023
 - Completion – August 2023

- **Design Phases**
 - Commencement – September 2023
 - Completion – January 2024

- **Bidding Phase**
 - Commencement – February 2024
 - Completion – March 2024

- **Construction**
 - Commencement – April 2024
 - Completion – October 2024

City Contact During Selection Process:

Any inquiries or suggestions, concerning interpretation, clarification, or additional information pertaining to the Request for Qualifications shall be made in writing and submitted via email to the City Architect at PWRFQ@springfieldmo.gov. Verbal communication pertaining to this Request for Qualifications is not acceptable. All correspondence shall be in written/digital format and include the project code “2022-019-PHFI” in the email subject line. A response to questions will be returned as quickly as possible. Clarifications will be posted on the Public Works website via Addendum.

Statement of Qualification submissions shall be named “PHFI-YourFirmName.pdf”. Refer to the Request for Qualifications Selection Schedule for final question deadline date.

The Architecture firm will be selected for negotiation based on demonstrated competence and qualifications submitted for the required work. The specific consultant expectations are attached to this document.

The significant evaluation factors to be used in the selection process by the Selection committee are as follows and listed in descending order of importance:

1. Professional qualifications (Registered Missouri Architect or Engineer license required)
2. Experience in similar projects including publicly funded projects
3. Workload capacity of firm
4. Examples of past performance of accurate probable construction cost and construction documents
5. Familiarity with Springfield, Missouri area design and construction practices
6. Coordination with subconsultants and multiple owner/departments

The top-ranking firm will receive a Request for Proposal (RFP) describing the Architectural services identified for the Police Headquarters Facility Improvements. If the proposal is accepted that firm will be awarded the design contract for this project.

Once the selected firm is awarded a contract, that firm will be required to provide Professional Liability Insurance, General Liability Insurance, Automobile Liability Insurance, and Errors and Omissions Insurance certificates (and endorsements) in the amounts identified in the Sample Contract labeled **Exhibit 7**. The consultant will also be required to provide proof of compliance with E-Verify provisions of the law and have a current City of Springfield business license if the consultant has an office located within the City of Springfield.

No reimbursement of travel time or travel expenses shall be paid for or during this project.

The City has identified funding allocated for project. This funding will cover all project costs including but not limited to professional fees, pre-construction and construction fees, construction costs, testing costs, contingency, administrative expenses, reproduction costs, and OFCI and/or OFOI items and/or services.

Please be aware that you have a duty to disclose any member of your business that has a position on a City of Springfield board or commission, is a City Council member, a City employee, or the spouse or dependent child of a City employee (see **Exhibit 2**). Failure to do so may render the contract with the City of Springfield void and result in the board member or City Council member forfeiting his or her office or the City employee forfeiting his or her job with the City. Additionally, it may be a violation of state law. If you would like more information on this contact the City or review City Charter Section 19.16 and Section 105.452 RSMo.

Please be aware that pursuant to Missouri Revised Statute Sections 34.600 et., seq. a Consultant must provide a written certification of compliance with the Anti-Discrimination Act, RSMo. 34.600 et., seq. that the consultant is not currently engaged in, and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten people (see **Exhibit 3**).

The City of Springfield will not knowingly exclude any person from participation in submitting a statement of qualification or otherwise discriminate against anyone in connection with the award and performance of any contract on the basis of race, color, sex, national origin, religion, age, sexual orientation, gender identity, veteran's status, or disability.

The City of Springfield is committed to providing opportunities to DBE, MBE, and WBE prime consultants and encourages such business enterprises to submit a response to this solicitation.

Scope of Work:

The primary scope of work includes the complete professional design services for:

1. Design services including:
 - a. Pre-Design Phase
 - b. Schematic Design Phase
 - c. Design Development Phase
 - d. Construction Document Phase
 - e. Bidding Phase
 - f. Construction Administration Phase
 - g. Post Construction Phase
 - h. Probable Cost Estimates are required at the conclusion of each design phase
2. Work with City staff to accomplish the goals of the project
3. Evaluate existing conditions of the roofs, rooftop HVAC equipment, 1st floor conference room, 2nd floor conference room and kitchenette, and carpet to identify any conditions that could affect the final design solution
4. Providing a design solution that meets all code requirements of the City of Springfield
5. Attending bi-weekly jobsite meeting during construction phase and preparing field reports to document observations

Preliminary Programming:

The preliminary program for the Police Headquarters Facility Improvements shall include:

1. Police Headquarters Roof Replacement
2. Police Headquarters HVAC Equipment Replacement
3. Police Headquarters Carpet Replacement
4. Improvements to 2nd Floor Conference Room Renovation
 - a. Demolish existing millwork on the north wall
 - b. Kitchen equipment relocated and reused in the Corridor Kitchenette if possible
 - c. Create a media wall for press backdrop at the north or south wall
 - d. New conference table and chairs for 20 people minimum
 - e. Glass marker board
 - f. Wall-mounted 85" TV with network connections
 - g. Natural light control on the east window wall – film and roller shades (1% or blackout)
 - h. New carpet through-out conference room
 - i. Replace existing lighting with standard City fixtures
 - j. Wall-hung computer desk
5. Improvements to Corridor Kitchenette
 - a. Demolish millwork in the south area.
 - b. Install new millwork in the south area to include:
 - i. Full-sized refrigerator
 - ii. Reuse microwave (from upstairs conference room)
 - iii. Plumbed coffee pot
 - iv. Single hole sink
 - c. Demolish millwork in the north area:
 - i. Create a closet with adjustable shelving and clothes rod
6. Improvements to 1st Floor Conference Room
 - a. Demolish all millwork and sink
 - b. Replace existing lighting with standard City fixtures
 - c. Install new standard City ceiling tile
 - d. Repaint all walls

- e. Wall-mounted 85" TV with network connections
- f. New carpet throughout conference room
- g. Install upstairs existing conference table in this room
- h. Install new (already purchased) chairs
- i. Install wall-hung computer desk
- j. Provide City logo sign at south wall (south wall to be painted blue)

Submittal:

Qualified Architecture firms desiring consideration are invited to submit their digital Statement of Qualifications (SOQ) at no cost to the firm. All project correspondence shall be submitted electronically via the following email address: PWRFQ@springfieldmo.gov. Each email shall include the project code "2022-019-PHFI" in the email subject line. SOQ submissions are to be named "PHFI-YourFirmName.pdf". SOQ submissions are due no later than **June 6, 2023, at 3:00 PM** central time.

It is the sole responsibility of the submitting firm to confirm the receipt of the SOQ by the City of Springfield. Once the City receives the SOQ, the City will respond with a confirmation email to the submitting firm. If a confirmation email is not returned in 24 hours, please call Keisha Woodside at 417-864-1951.

Only firms that submit digital SOQ by the deadline date and time will be considered for review of qualifications. Failure to submit a complete SOQ will be considered non-responsive and will not be considered. This is a request for qualifications and not a request for proposal.

Statement of Qualifications submissions shall include:

- Completed GSA – FAR Standard Form 330 found at the following link: <https://www.gsa.gov/cdnstatic/SF330-16f.pdf?forceDownload=1>.
 - Interested firms are encouraged to provide references and other information which will provide material to the committee regarding their specialized experience with historic renovations of municipal facilities and other similar types of projects.
 - Referring to Standard Form 330 Part I – Section F. Example Project Which Best Illustrate Proposed Team’s Qualification for this Contract. The City will accept up to three (3) example projects. These examples project do not count as part of the ten (10) single sided pages referred to below.
 - **Omit Sections 10 and 11 (only) of Standard Form 330 Part II, General Qualification. For clarification, these sections are listed below:**
 - 10. Profile of Firm’s Experience and Annual Average Revenue for Last 5 Years
 - 11. Annual Average Professional Services Revenues of Firm for Last 3 Years.
 - Interested firms are encouraged to review the attached documents regarding the insurance requirements, expectations of consultants, and contract requirements.
 - Interested firms are encouraged to include up to ten (10) additional 8.5 x 11 single sided only pages (if a cover page is included it will be counted as part of the ten (10) additional pages) attached to the Standard Form 330 to reinforce their design experience. SOQs including any more pages than ten (10) additional pages will be considered non-responsive and not be considered. These ten (10) additional pages shall replace Section H of the GSA – FAR Standard Form 330.
 - Interested firms shall submit a completed and signed Certification Regarding Potential Conflicts of Interest (attached **Exhibit 2**). Each subconsultant shall also submit a form. This form will not be included as part of the ten (10) additional pages.

- Interested firms shall submit a completed and signed Certification of Compliance with Section 34.600 RSMo (attached **Exhibit 3**). Each subconsultant shall also submit a form. This form will not be included as part of the ten (10) additional pages.

A pre-submittal meeting will be held on May 9, 2023, at 10:00 AM at the Health Department Executive Conference Room, 227 E. Chestnut Expressway, Springfield, MO. The Health Department building is located directly west of the Police Headquarters facility.

Each firm's response will be reviewed by a selection committee comprised of representatives from City of Springfield departments including Public Works, and the Springfield Police Department. The qualifications submitted will be evaluated considering the significant evaluation factors as previously outlined on page two (2) in this Request for Qualifications.

Services:

The City of Springfield expects the Firm selected to work closely with City of Springfield employees to provide the services being requested for the Police Headquarters Facility Improvements.

All inquiries and questions regarding this Request for Qualifications should be submitted to PWRFQ@springfieldmo.gov only. It is imperative that all digital correspondence shall include the project code "2022-019-PHFI" in the email subject line.

Typical expectations of Consultant

1. Complete design phase services:
 - a. Pre-Design phase
 - b. Schematic Design phase
 - c. Design Development phase
 - d. Construction Documents for public bidding
 - e. Bidding phase
 - f. Construction Administration/Observation phase
2. Development of estimated probable costs for each of the above design phases
3. Weekly Progress Report email notification shall include a minimum of what was accomplished, what is upcoming, schedule status, changes in scope or value added, input needed, relevant issues or concerns.
4. Assist City staff in developing a thorough program as required.
5. All field work investigation of current building including evaluation of building's exterior and interior (as applicable to this project) to develop a thorough and complete scope of work.
6. Work closely with City staff in the preparation of construction documents, to fully convey the extent of work required with the standard of workmanship established by the City of Springfield.
7. Coordination of owner provided (OFOI) and owner furnished, contractor installed (OFCI) items (see Owner's Deliverable to Consultants below).
8. Work closely with City of Springfield's Division of Purchases and Facility Design & Construction Division during the Bidding Phase.
9. Coordination and use of the City's eCity and ProjectDox programs are required for all projects, the submittal of the completed construction documents to BDS to obtain a building permit.
10. Approval of Pay Requests, Change Orders, and Substantial and Final Completion Certificates for complete documentation of the project.
11. One set of as built record drawings to be printed or plotted with AutoCAD.dwg and .PDF files to reflect as built conditions and a copy of all electronically produced record drawings on a

CD/flash drive. Reasonable effort shall be made to make sure as built drawings are accurate.

Owner's Deliverables to Consultants

1. The owner will establish the project budget which shall be maintained by the project manager(s).
2. The project manager will be the sole point of contact for the project.
3. The owner will provide legal description and other pertinent site survey information if that is available.
4. The owner will provide AutoCAD dwg. files and PDF files of the existing Police Headquarters floor plans that are available.
5. The owner will define OFCI and OFOI items such as furniture, fixtures, equipment, communication backbone and horizontal cabling, and security access control as required.

Request For Qualifications Selection Schedule:

April 24, 2023 Post Request for Qualifications of Architectural consultants at www.springfieldmo.gov/RFQ

May 9, 2023, 10:00 AM A Pre-Submittal meeting with consultants.

May 9, 2023 Optional in-person site tour following the Pre-Submittal meeting.

May 23, 2023, 2:00 PM Deadline for questions to PWRFQ@springfieldmo.gov

May 30, 2023 Post Final Addendum (if required).

June 6, at 3:00 PM Deadline for submittal of Statement of Qualifications (SOQ) to PWRFQ@springfieldmo.gov

June 27, 2023 Selection committee completes 1st Round submittal review.

July 13, 2023 Short List Round 2 interviews

August 2023 Selection committee completes selection of top firm.

September 2023 Professional Design contract ready for use.

Attachments:

- Exhibit 1** – Springfield Green Building Policy
- Exhibit 2** – Certification Regarding Potential Conflicts of Interest
- Exhibit 3** – Certification Regarding State of Israel
- Exhibit 4** – Site Location Aerial
- Exhibit 5** – Police Headquarters and Annex Enlarged Aerial
- Exhibit 6** – Police Headquarters Roof Plan
- Exhibit 7** – Sample Architect Contract