

City of Creve Coeur, Missouri

December 13, 2106

Subject: Request for Qualifications for Professional Design Services

Dear Potential Respondent:

Your firm is invited to submit statements of qualifications for the professional design services required to complete a new police station for the City of Creve Coeur, Missouri.

Proposers shall submit eight (8) hard copies and one (1) electronic copy of your qualifications. Submissions will be accepted until 12:00 noon January 3, 2017.

All questions and clarifications should be addressed in writing to Todd Sweeney, Owner Representative, todd@navigatebuildingsolutions.com by 12:00 noon, December 23, 2016.

Submittals shall be no more than forty (8.5" x 11") pages in total length (not including cover, table of contents, or section dividers). Double sided content counts as 2 pages. All pages must be sequentially numbered within each section. An identifiable tab sheet must precede each submission section. Include a detailed index for easy reference.

Statements of Qualifications will be accepted at:

Professional Design Services Qualifications
C/O Mark Perkins, City Administrator
City of Creve Coeur, Missouri
300 N New Ballas Road
Creve Coeur, MO 63141

Please review the attached for details regarding the City's expectations for qualifications. Thank you in advance for your interest in working with the City of Creve Coeur.

Sincerely,

Mark Perkins, City Administrator

City of Creve Coeur, Missouri
Request for Qualifications – Professional Design Services
New Police Station

Page 1

1. Introduction

The City of Creve Coeur (“City”) is currently seeking a design consultant (“Firm”) to provide the professional design services required to plan, design and construct a new Police Station.

2. Background

The City of Creve Coeur, a Missouri municipal corporation (“City”), operates under a Charter and the Mayor-Council-Administrator form of government, whereby the Mayor and City Council adopt and amend the policies of the City, and the City Administrator and City staff are responsible for carrying those policies out and implementing City programs. The City Council consists of the Mayor and eight Council members. The Mayor and City Council constitute the legislative and governing body of the City. The City Administrator is the Chief Administrative Officer of the City, and serves at the pleasure of the Mayor and City Council. In this position, the City Administrator supervises the general day-to-day operations of the City, and is generally responsible for carrying out all lawful policies established by the Mayor and City Council, and coordinating the activities of all departments and offices of the City.

The Firm will work with a team of City staff on the project and the City’s Owner Representative, Paric / NAVIGATE Building Solutions (herein after NAVIGATE). The City Administrator shall retain responsibility for the proper administration of the project. The team shall not be a public body empowered to exercise governmental or proprietary authority or perform a governmental or proprietary function. Therefore, meetings shall not be open to the public.

Project Location

The Creve Coeur Government Center is located on approximately 8.8 acres of land at 300 North New Ballas Road. The Police Station will be located on this site, north of the existing Government Center.

Project Description and Schedule

Based upon a preliminary feasibility study, the project will include the 28,000 s.f. (or less) Police Station and Site Improvements for an estimated construction cost of \$7,430,000 including contractor overhead/profit/general conditions but not including soft costs.

A ballot issue was passed in the November 2016 election in support of this project. The following Schedule Milestones have been established for the project:

Project Schedule

January '17	Council Approval of Firm's Contract
February – August '17	Design
September – October '17	Project Bidding
November '17 – December '18	Construction
January '19	Move In

The Design Team will begin work immediately upon execution of a contract with the successful firm and proceed as quickly as possible. It is anticipated that Construction bid documents will be completed within seven (7) months of the notice to proceed.

3. Scope of Services

The following paragraphs provide the expected scope of work. In order to provide a complete work product, the Firm may expand on this scope as determined necessary by the City.

- 3.1 A feasibility study supporting the need, size and cost of the new municipal facilities was conducted in 2014 - 2016. This will be provided to the selected Firm. However, it is expected that the selected Firm will perform independent space planning and conceptual design activities to optimize the space layouts and to generate an exterior look that fits within the square foot / cost parameters set forth. In no case is it anticipated that the building will exceed 28,000 sf.
- 3.2. Services to be included (Concept through Completion)
 - A. Architectural and Interior Design
 - B. Mechanical Engineering (with Cost Estimating)
 - C. Plumbing Engineering (with Cost Estimating)
 - D. Electrical Engineering (with Cost Estimating)
 - E. Fire Protection Engineering
 - F. Structural Engineering
 - G. Civil Engineering (Including campus parking/road improvements between buildings)
 - i. No street signals are anticipated
 - ii. A fiber line will be required between the existing Gov. Ctr. and new Station
 - H. Low Voltage Design (with Cost Estimating)
 - i. Audio Visual Systems
 - ii. Telecom and Data (Backbones)
 - iii. Security (Access, Monitoring and Police/Fire Specific)
 - iv. Radio Dispatch - Design in Consultation with WCDC
 - v. Coordination with City Vendors (REJIS, Etc.)

- I. Landscape and Irrigation Design
- J. Furniture Inventory, Planning, Selection, Estimating and Procurement
- K. Fitness Equipment Selection and Procurement
- L. Signage Design
- M. Electric Car Charging Station Design
- N. P&Z Board Review (Local Chapter 89 New Building Review)

3.3 Services NOT Required:

- A. Fueling System Design
- B. LEED Certification (However a LEED Accredited Professional is required to be on your team and a LEED Version 4.0 score card will be completed (by Firm) for use by the City to document sustainable initiatives undertaken as part of this project)
- C. Multiple Site Evaluations
- D. Environmental Abatement
- E. Traffic Studies

3.4 City is providing

- A. Owner Representative Services through NAVIGATE
- B. Site Survey
- C. Geotechnical Services

4. Qualification Submittal Requirements

Submittals should be specific and with adequate detail to accurately define your Firm and its ability to provide professional services for the proposed scope of work. Particularly, discuss the following elements:

4.1 General Information and Subconsultant Team Structure

Provide a company profile including a brief history of the lead Firm. Include an organizational chart depicting all sub consultants to be used on the project, each sub consultant's area of responsibility and their relationship to your Firm. Provide a table listing the projects your Firm has completed with each sub consultant. Provide the following information on the lead Firm:

- Date, state and type of business organization
- Federal and State tax ID numbers
- Names of Owners, Principals and/or Officers
- Civil or criminal claims, judgments or suits within the last ten (10) years
- Evidence of the Firm's financial wherewithal to complete the project
- The name, title, email address, mailing address and telephone number of the officer authorized to represent the Firm

4.2 Relevant Project Experience

Include a summary of the Lead Firm's experience and qualifications with Municipal Police Stations (dates, description, size, cost, locations, key personnel and references). Emphasis should be given to projects performed from the local area office using staff nominated as available for this project. Identify any additional Sub Consultant Municipal Police Station expertise in a clearly identified and separate list (again include dates, description, size, cost, locations, key personnel involved and references.)

4.3 Key Personnel Qualifications

Provide a staffing proposal with includes the names and resumes of the project manager and staff (including sub consultants) to be committed to the project. ONLY include resumes for staff that will have a specific and key role on this project. For each of the key personnel identify years in industry, education, years with your Firm (or sub consultant firm), their expected areas of responsibility, a list of previous experience on similar projects (specifically Police Stations), licenses/registrations and the office location where they reside.

Describe the workload and ability of the proposed staff to competently and expeditiously provide the design services required.

Describe your Firm's contingency plan to respond with appropriate back-up staff in the case of death, disability, illness or separation.

Identify who on your team meets the City's requirement for LEED Accredited Professional. See Paragraph 4.8.

4.4 Project Understanding/Approach/Schedule

Describe your understanding of the project and approach to delivering the Design Services requested. Furthermore, it is anticipated that the total design duration (starting with the space analysis and ending with the completion of construction "bid" documents) will be approximately seven (7) months. Please provide a detailed schedule and supporting narrative of how your Firm will accomplish this objective. Please identify regulatory submissions/review times and anything required of the City to facilitate your timely completion.

4.5 Record of Performance / References

Provide a record of past performance with respect to your ability to design to a budget. Provide references for the last five (5) clients (please list in order based upon contract date) that have utilized your Firm's services. Please provide a list of any professional liability insurance claims made against your firm in the last 10 years.

4.6 Proximity and Familiarity

List your firm's specific experience interacting with the local agencies that will be involved with this project. List projects conducted in the City of Creve Coeur, Missouri city limits and St. Louis County, if any, which may add to your knowledge, capability, and efficiency on this project. Clearly identify the office location for each individual proposed for this project from both the lead Firm and subconsultants.

4.7 MBE/WBE Inclusion

It is important to the City to encourage MBE/WBE inclusion. The City has not set a specific MBE/WBE business utilization goal for professional services on this project, but will consider your attempt to promote inclusion on your team as identified in Paragraph 5.2. Provide a description of the Firm's history and proposed efforts to promote diversity in employment and utilization of certified MBE and WBE firms.

4.8 Sustainability

The City is a strong advocate for Sustainable design and construction. However, it is not the City's intent to achieve LEED Certification. Instead the City is requiring that the selected firm have an active LEED Accredited Professional on the project team. That person will be responsible for identifying cost neutral sustainability initiatives to be undertaken as part of this project and the documentation of those initiatives. Please provide a resume for your LEED Accredited professional and a minimum of three projects your Firm has completed that has achieved LEED Certification.

5. Selection Process and Criteria

5.1 Selection Schedule

It is the intent of the City of Creve Coeur to adhere to the following schedule for the selection of the Firm. However, should the schedule change, respondents will be notified.

- | | |
|--|----------------------|
| A. Request for Qualifications Due Date | January 3, 2017 noon |
| B. Shortlist Notifications | January 6, 2017 |
| C. Interviews | January 11, 2017 |
| D. Council Approval / NTP | January 23, 2017 |

5.2 Evaluation Criteria

A Selection Committee will review and evaluate the qualifications of each Firm. The evaluation will be based on information provided related to the selection criteria listed as follows:

- 1) General Information/Team Structure (rating___ X 05%)
- 2) Team’s Previous History Working Together (rating___ X 10%)
- 3) Relevant Experience – Firm (rating___ X 15%)
- 4) Relevant Experience – Key Staff (rating___ X 25%)

- 5) Project Understanding/Approach/Schedule (rating___ X 15%)
- 6) Record of Performance / References (rating___ X 15%)

- 7) Proximity and Familiarity (rating___ X 05%)
- 8) Sustainable Design Experience (rating___ X 05%)
- 9) MBE/WBE Participation (rating ___X 05%)

Each of the criteria above will be rated 5 (excellent) to 0 (poor or non-responsive) and weighted by the number in parenthesis for each above. Final rating will be the total of each rating value for 1 through 9.

5.3 Interviews

Upon review of all responsive Statement of Qualification’s using the criteria outlined above, the City may select up to three Firms to interview. Firms may be selected for interviews or questioned for clarification by the Selection Committee; however, the City may choose to proceed without interviewing any respondents.

Firms selected for onsite interviews must include an overall Project Manager, lead designer and key engineering partners as part of the interview team. This Project Manager will be identified in the RFQ response, and it is the expectation of the City that this manager will lead the actual implementation if a contract is awarded.

5.4 Selection:

Upon final ranking of the Firms, contract negotiations shall commence. Contract negotiations will require the selected Firm to proceed with the development of a Scope of Work and costs for all the components of the project as outlined in Section 3. If any Firm fails to provide the necessary Scope of Work and cost information for negotiations in a timely manner, does not negotiate in good faith, or cannot perform the Contract for the Project, the City may cancel negotiations with that Firm and commence negotiations with the next ranked Firm. If the City deems there is no Firm that is viable, it will cancel the procurement. All aspects of the scope of work and pricing may be subject to negotiation.

6. Miscellaneous Information

- 6.1 Nothing contained herein will create any contractual relationship between the Owner and the firm submitting a proposal. Statements contained in the response of the successful firm may become part of the agreement for services.
- 6.2 Information received from each firm will become the property of the Owner. Information submitted by the firm cannot be considered confidential.
- 6.3 Owner reserves the right to approve all assigned personnel and may require the firm to replace members of the project team as deemed necessary.
- 6.4 The owner, Principal, or Corporate Officer of the responding firm shall sign the response to the Request for Qualifications attesting that all the information provided is true.
- 6.5 The Owner reserves the right to accept or reject any or all Qualifications and to waive any irregularities.
- 6.6 The Owner is not responsible for any costs incurred by any firm for any work performed relative to the preparation of the Response to this Request for Qualifications or subsequent negotiations of a contract for professional services.
- 6.7 As part of your cover letter, provide name, address, telephone and fax number, and e-mail address of the firm responding to this Request for Qualifications. Please designate a single representative or prime contact through whom the Owner may communicate at the firm.

6.8 The selected Firm shall agree to indemnify and defend and hold harmless the Owner, together with its employees, agents, and authorized representatives, from and against any and all losses, suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, reasonable attorney fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the work and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any action, omission, fault or negligence whether active or passive of Firm, or of anyone acting under its direction or control or on its behalf in connection with or incidents to the performance of the Contract. Firm's indemnity and hold harmless obligations shall apply to the fullest extent permitted by law.

6.9 If selected the Firm shall agree provide insurance with the coverage stated below:

(a) Commercial general liability insurance: Including Death and coverage for Premises, Operations Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors. Such coverage shall apply to Bodily Injury and Property Damage on an "Occurrence Form Basis" with limits of Three Million Dollars (\$3,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.

(b) Workers compensation insurance: Statutory coverage per R.S.Mo. 287.010 et seq

(c) Automobile Liability Insurance: Covering Death, Bodily Injury and Property Damage for owned, non-owned and hired vehicles with limits of Three Million Dollars (\$3,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.

(d) Professional liability insurance coverage in the amount of One Million Dollars (\$1,000,000) for each claim.

All insurance policies shall be primary policies with bona fide insurer maintaining at a minimum an "A" rating.. CGL policy shall name Owner and related parties as additional insureds. The policies shall provide that the insurance companies shall notify Owner at least thirty (30) days in advance of the effective date of any modification or termination of the policy. The Firm shall provide Owner, prior to execution of an Agreement and upon its request from time to time, proof of insurance evidencing the coverage above issued by insurance companies authorized to conduct business under the laws of the State of Missouri.

6.10 A draft contract is included for your review and consideration prior to submission.