



Public Health

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Stone County Health Department
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**STONE COUNTY HEALTH DEPARTMENT
NOTICE OF REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL SERVICES FOR A
*Stone County Health Department South Facility***

Request For Qualifications (RFQ) for Architectural Services for construction projects pertaining to Stone County Health Department (SCHD) Facility are to be addressed to SCHD, Attn: Pam Burnett, Administrator, 109 E. 4th St., Galena, MO 65656 and will be received on or before 5:00 P.M. on November 12, 2021.

SCHD reserves the right to refuse and reject any or all qualifications and to waive any or all formalities or technicalities or to accept the firm(s) who SCHD in its discretion determines to be most qualified, and hold the qualification for a period of 60 days without taking action. Qualifications submitted past the deadline date and time will not be accepted. **Caution to those submitting qualifications; those not in the proper form may be rejected.**

SCHD REQUEST FOR ARCHITECTURAL SERVICES

PURPOSE OF RFQ

SCHD invites the submittal of responses to this Request For Qualifications (RFQ) from qualified firm(s) interested in providing architectural services in connection with the design and planning of SCHD Facility.

LOCATION

SCHD owns 23 acres of property (northeast corner) of Hwy 76 and Old Wilderness Road. The address of this location is; 701 Old Wilderness Road, Reeds Spring, MO 65737. Potential building sites are marked on the attached property map.

OBJECTIVES

SCHD proposes to retain a highly qualified, capable firm(s) to act as the Architect/Engineer during the planning of this multiple phase project. The firm(s) who participate in the RFQ process are sometimes referred to as "Respondents" and "Architects". SCHD will give prime consideration to the Architect/Engineer with significant, current experience in the development, design, renovation, and construction, of similar buildings and projects. SCHD reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any respondent on any terms or conditions.

SCOPE OF WORK

The selected Architect/Engineer(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon the initial selection of a Respondent based upon qualifications, with which negotiations will proceed, a Scope of Work will be developed.

SCHD anticipates a contract which will include schematic design, production of computer-generated renderings, and cost estimations for each phase of the project; however, SCHD reserves the right to include additional project elements in the initial or subsequent professional services agreements as SCHD may (in its sole discretion) deem appropriate. The selected Architect/Engineer will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering structural engineering as appropriate for the Scope of Work negotiated. The Architect/Engineer is also required to identify and select the appropriate sub-consultants; however, SCHD reserves the right to approve proposed sub- consultants that will be associated with each project.

The work will include, at a minimum, the following components;

- 1) Analysis of the project and completion of a feasibility analysis with a basic budget figure for the facility.
- 2) Development of a design plan, including schematic designs and renderings, of a proposed facility.

PROJECT FUNDING

Funding for the work described herein will be provided by SCHD.

SELECTION PROCESS

From a review of the statements of qualification received, SCHD intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for the projects. SCHD will notify firms of the date and time of the interview. SCHD reserves the right to make a selection based solely on statements of qualifications received.

The selected respondent whose selection was based on qualifications will then negotiate with SCHD on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with the second most-qualified respondent until a mutually agree contract can be negotiated.

EVALUATION CRITERIA

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

- A. Qualifications of Firm
Qualifications of firm, specifically as they relate to this Project.
- B. Firms Experience on Similar Projects
Related project experience of the firm(s) and the individuals who would be assigned to this Project.
- C. Available Resources to Complete Project
This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.
- D. Responsiveness to the RFQ
This would include any documents submitted such as concept plans, space planning, and design concepts and other related items.
- E. Professional References
Provide names and contact information for professional references.
- F. Funding Resources
Provide your firms means and ideas for funding.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. **All Information True** – By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.
- B. **Cost of Responses** – SCHD will not be responsible for the costs incurred by anyone in the submittal of responses.
- C. **Contract Negotiations** – This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by SCHD, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

D. No Obligation – SCHD reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in SCHD's best interest; or cancel the entire process.

E. Professional Liability Insurance – The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Missouri.

SUBMITTAL INSTRUCTIONS

Sealed submittals are required. Ten (10) copies and one (1) electronic copy of the responses are to be delivered or mailed to the Stone County Health Department, Attn: Pam Burnett, Administrator, 109 E. 4th St., Galena, MO 65656 and will be received on or before 5:00 P.M. August 1, 2021. All submittals must be labeled: **RFQ ARCHITECTURAL/ENGINEER SERVICES – SCHD FACILITY.**

To enable SCHD to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated.

Pages shall be no larger than letter size (8 ½ " by 11") or, if folded to that dimension, twice letter size (11" by 17").

The electronic copy shall also be submitted per USB flash drive.

CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.

A table of contents should be next, followed by dividers separating each of the following sections:

***Divider #1: Firm Information**

- a. Firm name, addresses, and telephone numbers of all firm offices.
- b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- c. Years firm has been in business.
- d. Name of principals in firm.
- e. Primary contact.
- f. Organizational description.
- g. Description of firm's philosophy.

***Divider #2: General Company History/Qualifications**

- a. A brief history of the Architect and the services routinely provided.
- b. An organization chart that explains team member responsibilities.
- c. Name of the Project Team Leader in charge of projects.
- d. The resumes of all persons to be assigned to the project with their prospective roles identified.
- e. Documentation that the firms on the Architect's team (architects and engineers) are registered in the State of Missouri.

***Divider #3: Financial and Legal Status**

- a. Describe the general financial capability of the Respondent. If requested during the selection or negotiation process a financial statement and balance sheet may be required.
- b. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
- c. List all litigation against or involving the firm or its agents or employees with respect to any work performed.
- d. All insurance coverage that the firm has which would be applicable to the work.

***Divider #4: Experience and References**

- a. Discussion of Architect's experience in working with non-profit/governmental agencies.
- b. List of representative projects, whether ongoing or completed, including references. Please begin with projects in Missouri. For each, please provide:
 - i. Project name and location
 - ii. Year completed
 - iii. Short description of project
 - iv. Name, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project
 - v. Design and construction cost and whether or not it was completed on time

***Divider #5: Management and Organizational Approach**

On two pages or less, please describe your management and organization approach to the project. The following should be addressed within this description:

- a. Describe your firm's understanding of the project.
- b. Describe how the firm will organize to perform the services.
- c. Description of Architect's approach to code analysis and jurisdictional approvals.
- d. How is your fee determined?