

# **Request For Qualifications**

## **Professional Architecture & Engineering Services for Public Water Supply District No. 1 of Jefferson County**

### **PROJECT & SCOPE OF SERVICES**

PWSD No. 1 of Jefferson County is soliciting professional architectural/engineering qualifications for space planning, design, and construction services of (1) a new maintenance building and (2) preliminary cost and eventual design and construction for renovation of existing administration building vs. new administration building. The new maintenance building and administration building( whether renovated or new) will be separate buildings.

The following paragraphs provide the expected scope of work. To provide a complete work product, the Firm may expand on this scope as determined necessary by the District.

#### **Design and Construction Phase:**

1. Architectural Design
2. MEPFP Engineering – Including MEPFP cost estimates.
3. Structural Engineering
4. Civil Engineering With Site Survey & Landscape Architecture
5. Code Analysis
6. Meetings with AHJs and Utilities (as necessary) for Planning and Permitting
7. Obtaining All Permits
8. Construction Phase Administration

#### **Services NOT Required:**

1. Traffic Study
2. LEED Certification

### **PROJECT SCHEDULE**

The Design Team will begin work immediately upon execution of a contract with a schedule negotiated with the District during contract negotiation.

### **SUBMISSION 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:

#### **1. General Information and Sub Consultant Team Structure**

Provide a company profile including a brief history of the lead Firm. Provide information on each sub consultant's area of responsibility and their relationship to your Firm.

## **2. Relevant Project Experience**

Include the Lead Firm's and Key Subconsultant's experience and qualifications designing similar facilities. Please include information for each project listed including (dates, description, size, locations, and references). Emphasis should be given to projects performed from the local area office.

## **3. Key Personnel Qualifications**

Provide a staffing proposal which includes the names and resumes of the project manager and staff (including sub consultants) to be committed to the 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 experiences on similar projects, licenses/registrations, and the office location where they reside.

## **4. Project Approach**

Describe your approach to delivering the services requested.

## **5. Record of Performance / References**

Provide references for at least five (5) clients that have utilized your Firm's services.

## **Proposal Schedule**

It is the intent of PWSD No. 1 of Jefferson County 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 - Issuance	May 3, 2023
B. Deadline for Questions	May 17, 2023
C. Request for Qualifications – Responses Due	June 1, 2023
D. Shortlist Notifications	June 8, 2023
E. Potential Interviews	June 21, 2023
F. Selection	July 7, 2023
G. Finalize Contract and Fees	July 29, 2023
H. Board Approval	August 3, 2023
I. Notice To Proceed	August 4, 2023

## **Criteria for Selection**

All proposals submitted will be evaluated using the following criteria:

- **Experience and Technical Competence**
  - Project Manager, technical leads and subconsultants have successfully managed similar projects.
  - Experience with building renovations and familiarity with code requirements, infrastructure improvements, and associated phasing and construction implications.
- **Capacity and Capability**
  - Project team availability

- Proposed project approach demonstrates a thorough understanding of the project and of the District's needs
- **Past Record of Performance**
  - Prior projects presented are representative of the technical challenges of the project being solicited

### **Proposal Instructions**

**All submissions must be received by 4:30 p.m. CST, June 1, 2023.** No faxed, emailed, or late proposals will be accepted.

A total of 3 hard copies and 1 electronic PDF file version (on a CD or flash drive) shall be submitted in a sealed envelope to:

PWSD No. 1 of Jefferson County  
2970 Schneider Dr, P.O. Box 646  
Arnold, MO 63010

**Please direct RFQ questions (via email) to:**

Erin DeVore  
edevore@pwsd1jeffco.org

### **RFQ SUBMISSION EVALUATION**

Initial screening of all proposals shall be evaluated by a team of District representatives. Following qualification evaluation, the committee will make a recommendation and The Board will select a Qualified Provider and issue a Letter of Intent to proceed. The District reserves the right to reject any and all proposals in whole or in part and/or not select a proposer. This RFQ does not commit District to interview candidates, award a contract, to pay any costs incurred by any proposer in preparing a proposal, to procure or contract any services or to adhere to any predetermined schedule or timelines of events.

### **PROPRIETARY INFORMATION**

If a submission includes any proprietary data or information, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will be used by the District solely for the purposes of evaluating submissions and conducting contract negotiations, provided all proposers understand and acknowledge that submissions made in response to this RFQ may become matters of public record pursuant to Missouri law applicable to public entities and respondents shall be deemed fully aware of that possibility upon submission of a proposal.

### **MODIFICATION OR WITHDRAWAL OF PROPOSAL**

Any submission may be withdrawn or modified by written request of the respondent, provided such request is received by the District at the above address prior to the date and time set for receipt of submissions.

### **RIGHT TO REJECT**

By providing a submission, it is understood by the respondent that the right is reserved by District to accept any submission, to reject any and all submissions as non-responsive and to waive any irregularities or informalities when to do so is in the best interest of the District.

### **COST OF PROPOSAL PREPARATION**

The cost of preparing a response to this RFQ will not be reimbursed by the District.