



REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURE/DESIGN SERVICES

2022-RFQ-01

April 25, 2022

FACILITY SPACE PLANNING AND EXPANSION

Central County Emergency 9-1-1
22 Weis Avenue
Ellisville, Missouri 63011
(636) 207-7911

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURE/DESIGN SERVICES**

GENERAL TERMS:

Specifications, the conditions of submitting a proposal, and the submittal procedures may be obtained online at www.cce911.org ; or from the Central County Emergency 9-1-1 administrative offices at 22 Weis Avenue, Ellisville, Missouri 63011 during the period of April 25, 2022, through May 25, 2022.

Central County Emergency 9-1-1 reserves the right to waive informalities in proposals and to reject any/all proposals. Central County Emergency 9-1-1 further reserves the right to accept any proposal and to delete, therefore, any or all the specific requirements referred to in the request for proposal/qualification document. Central County Emergency 9-1-1 reserves the right to waive any technicalities expressed or implied herein.

For Respondents:

Required by §34.600.2 R.S.Mo. "The company 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; companies doing business in or with 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."

Responses submitted that do not comply with all the requirements of this Request for Qualifications may be considered non-responsive.

INQUIRIES:

Contact Person: Jason Nettles, Central County Emergency 911 Executive Director
Contact Info: (636) 207-7911
Email: Jason.nettles@cce911.org

DUE DATE FOR RESPONSE:

Sealed Proposals/Qualifications must arrive at the offices of Central County Emergency 9-1-1 (CCE911) no later than May 25, 2022 at 3:30 p.m. CST. Late proposals will not be accepted, nor will additional time be granted to any vendor. All proposals and accompanying documentation will become the property of Central County Emergency 9-1-1. No facsimile will be accepted.

PURPOSE/ OBJECTIVE OF RFQ

CCE911 is a secondary PSAP (Public Safety Answering Point), providing Fire, EMS, and Rescue dispatching service to 32 Fire Protection and Ambulance Districts and approximately 900,000 population in St. Louis and adjacent counties. CCE911's primary location is 22 Weis Avenue, Ellisville, Missouri.

CCE911 invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services as herein outlined.

CCE911 proposes to retain a highly qualified, capable firm(s) to act as the Architect during the planning and execution of the project based upon the scope of work. Those firm(s) who participate in this RFQ process are sometimes referred to as “Respondents” and “Architects”. CCE911 will give prime consideration to the Architect with significant, current, experience in the development, design, renovation, and construction, of similar buildings and projects. CCE911 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 will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement. 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. CCE911 administrative staff believes that some areas of our current facility are inefficient and inadequate for current and future staffing needs – specifically related to administrative and support personnel. CCE911 anticipates a contract which will include space usage and needs studies, site/parking analysis, schematic design, and cost estimations; however, CCE911 reserves the right to include additional project elements in the initial or subsequent professional services agreements as CCE911 may (in its sole discretion) deem appropriate.

The Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, and structural and civil engineering as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, CCE911 reserves the right to approve proposed sub-consultants that will be associated with the Project.

PROJECT FUNDING

Funding for the work described herein will be provided by Central County Emergency 911 from its Capital Projects Budget.

REQUIREMENTS OF THE RESPONSE:

Responses should be prepared simply and economically, providing a straightforward and concise description of the respondent’s experience and qualifications related to owner’s consultant services on similar projects. At a minimum, the following information should be included in the response to this RFQ. This outline is not all-inclusive, and respondents can provide additional information as deemed appropriate. Respondents shall provide 3 (three) original copies of all proposal documents as well as .pdf or Microsoft word versions of same on a USB flash memory/thumb drive.

To ensure a uniform review process and to obtain the maximum degree of comparability, the submissions in response to this RFQ must be organized in the following manner:

1. General Information

- a. Provide a transmittal letter that specifically states the respondent’s understanding of the work to be accomplished and briefly outlines the respondent’s strengths in providing the required services. The letter should also state that respondent meets or exceeds the

minimum qualification criteria outlined previously. This letter should be signed by an authorized corporate officer for each entity included as a team response.

- b. Include the name for the responder's firm/entity, address, telephone number, name of contact person, and the title of the RFQ. If the respondent is a joint venture comprised of individual firms - list the names of the firms/entities, addresses, telephone numbers, names of contact persons, and the title of the RFQ.
- c. Provide the proposing entity's current Federal and State Identification Numbers.

2. Firm Background and Qualifications

- a. Provide a profile of your organization and describe its legal structure, principal officers, and organizational structure. The responder must identify and distinguish between its own experience and qualifications and that of any parent entity, predecessor and/or wholly owned or partially-owned subsidiary of the respondent.
- b. Provide a copy of any organization profile, sales brochure or other documentary information pertaining to your organization.
- c. Provide no less than three (3) recent projects that were constructed of similar facility type and scope where your firm was the architect on the project, performed within the last five (5) years. Provide the name of the client (include contact information), description of the services provides, key personnel involved, year the project was completed, photographs of the completed product and estimated cost.

3. Responses Due

- a. Submittals are due by 3:30 PM Central Standard Time on Wednesday, May 25, 2022. Facsimile copies will not be accepted.

SELECTION PROCESS:

Selection of firm(s) will follow the submittal-interview process.

From a review of the statements of qualification received, CCE911 intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for this project. CCE911 will notify firms of the date and time of the interview. CCE911 reserves the right to make a selection based solely on statements of qualifications received. CCE911 may request that presentations be made to a selection committee.

ADDITIONAL INSTRUCTIONS , NOTIFICATIONS AND INFORMATION

No Gratuities. Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of CCE911 for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process. Accordingly, contacts with members of CCE911, which are outside of the established process should not be initiated.

FEE PROPOSALS SHALL NOT ACCOMPANY THE RFQ RESPONSE. In the event a response is accompanied with Fee Proposals, the documents will be returned immediately to the responder. After CCE911's review of the qualifications and any necessary interviews, the most qualified firm(s) will be asked to provide a Fee Proposal to commence negotiations with CCE911.

INSURANCE REQUIREMENT:

During the term of the Agreement, Architect shall procure and maintain the following insurance coverage and limits as required in the RFQ:

- 1) Worker's Compensation & Employers Liability—Statutory Amount (Mandatory);
- 2) Automobile Liability for vehicles used—\$1,000,000;
- 3) Commercial General Liability—\$1,000,000; and
- 4) Professional Liability—\$2,000,000.

The policies of insurance shall be in such form and shall be issued by such company or companies reasonably satisfactory to CCE911. Central County Emergency 911 shall be named as additional insured with duty of defense on all general liability and automobile insurance policies required hereunder. Copies of Architect's certificates of insurance showing coverage during the term of the Agreement as required in the Agreement shall be provided to CCE911 upon execution of an Agreement. All insurance policies required by this Section, or of or on behalf of CCE911 required shall contain the following language:

“This insurance policy does not apply to any claim or suit which is barred by the doctrines of sovereign immunity or official immunity but we will have the right and duty to defend any suit. No provision of this endorsement or of the policy, to which it is attached, shall constitute a waiver of our right, or the right of any of our employees in the course of their official duties, or the right of any insured, to assert a defense based on the doctrines of sovereign immunity or official immunity for any monetary amount whatsoever.”

EVALUATION CRITERIA / MATRIX:

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):

Stage 1 Mandatory Criteria –

“MANDATORY CRITERIA”	SATISFIED (YES/NO)
Demonstrated experience providing requested services for similar projects of scope and scale by providing three recent examples of projects completed on budget and on time.	
Demonstrates direct industry experience and familiarity with modern PSAP / Emergency Communications Center design, construction and operations	

Note: CCE911 may discontinue the evaluation of, and reject, any Proposal that does not satisfy the Mandatory Criteria.

Stage 2 Rated Criteria – 100 possible points

“RATED CRITERIA”	RATED CRITERIA THRESHOLD	WEIGHTING
Methodology – that the vendor will use to conduct work outlined in RFQ and evidence of ability to perform the work described herein.	30 Maximum Points Possible	30%
Experience – previous experience performing related projects of complex nature.	25 Maximum Points Possible	25%
References – will be based on references submitted as part of RFQ, but can include clients not Submitted.	15 Maximum Points Possible	15%
Has experience and knowledge of working with similar organizations and ability to comply with applicable codes, policies, and regulations.	15 Maximum Points Possible	15%
Staff – capability and availability of professional staff to serve CCE911 in a competent and timely manner.	15 Maximum Points Possible	15%
TOTAL	100 Maximum Points Possible	100%

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