

O'FALLON PUBLIC WORKS MAINTENANCE FACILITY

The intent of this document is to solicit Statements of Qualifications from qualified consulting firms interested in providing a needs assessment study for a new Public Works Maintenance Facility for the City of O'Fallon



RFQ # 19-036

Attachment 1:

*Sample copy of
City's Professional
Services Agreement.*

Attachment 2:

*Sample Copy of
Rating Sheet.*

CITY OF O'FALLON

March 2019

REQUEST FOR QUALIFICATIONS TO COMPLETE PHASE 1-NEEDS ASSESSMENT STUDY, WITH POTENTIAL TO PROCEED INTO PHASE 2- CONCEPTUAL DESIGN, PHASE 3-PRELIMINARY DESIGN, AND PHASE 4- FINAL DESIGN PHASE EFFORTS FOR A NEW PUBLIC WORKS MAINTENANCE FACILITY

INTENT

The purpose of this document is to solicit Statements of Qualifications from qualified CONSULTANT firms interested in providing a needs assessment study as part of Phase 1 for a new Public Works Maintenance Facility consisting of the O'Fallon Streets, Fleet, Stormwater, Water, Sewer, and Administrative Departments. Statement of Qualifications submitted by CONSULTANT firms may be given consideration for subsequent selection interviews. Recent experience in the planning of this type of facility is an essential criterion for selection. **Completed Statement of Qualifications must be received by the City of O'Fallon's Purchasing Agent, Julie Moellering at 100 North Main, O'Fallon, Mo. 63366 no later than 12:00 p.m. local time on April 12, 2019.** Proposal packets should be clearly marked O'Fallon Public Works Maintenance Facility.

BACKGROUND

Phase One Needs Assessment:

Due to the City's recent growth and expanding infrastructure, the Public Works Departments listed within this RFQ have quickly outgrew the current locations for both staff and equipment needs.

The first phase is to analyze the space needs of the Public Works departments and determine the square footage required for Public Works Facility to meet the needs of the City for the next 30 years (increased staffing levels based on population projections).

This phase would include, but not limited to:

- Evaluating the renovation of the current site that is approximately 144,484 sf
- Aid in identifying and evaluating potential sites throughout the City, land acquisition cost benefit evaluations as needed
- Completion of budgetary total program cost estimates

The Public Works Departments consists of following divisions and associated information:

- Street Division
 - Current staff of 52, Future needs of 80

- Current Equipment: Approximately 163 pieces of vehicles and equipment of varying sizes
- Fleet Division
 - Current Staff of 7, Future needs of 10
 - Existing space of 8400 sf, shared space in water & sewer building
 - Current lifts-3, Future needs-5 minimum
- Water/Sewer Division Administration
 - Administration current Staff of 4, Future needs of 5
 - Field Crews current Staff of 27, Future needs 37
 - Current Equipment: Approximately 40 pieces of vehicles and equipment of varying sizes

Additional features to be considered for the new Public Works Facility may include, but not limited to, wash bays, salt storage, general equipment storage, chemical storage, fleet maintenance needs, and all other items that would need to be included for a comprehensive study

SERVICES SOUGHT

1. Need Assessment Study:

- a. Develop a program that identifies all current operational needs of the departments that in the design phase will become a room or distinct space. Operational space consists of that assigned to specific personnel, group or individual routine tasks, equipment spaces needs, and general support functions. For each identified operational need currently required, determine the corresponding need in 30-years.
- b. For each of the operational needs established, determine the area required to support that defined need. Determine additional area requirements not identified in the operational requirements, such as that required for circulation and wall thickness, necessary to establish the overall building gross square footage. Provide separate area requirements for both the current space needs and that required in 30-years.
- c. Determine the interaction/adjacency priorities of the identified operational elements.
- d. For the space needs identified, determine the most appropriate development scenarios to meet the long-term needs of all named divisions.
- e. Develop high level floor plan layouts based upon findings of the needs assessment effort.
- f. Determine site area needs, including parking for department and staff vehicles, and public parking.
- g. Evaluate up to 5 Owner identified sites for potential development. List the pros and cons and parameters considered into recommending a site.
- h. Develop a Statement of Probable Construction Cost for each potential building development scenario. Include building and normal site development hard costs. In addition, develop probable soft costs related to the project. Soft costs to include Architectural/Engineering fees, and Furniture, Fixtures and Equipment.

- i. Work with the Owner to develop a statement of Probable Annual Operating Costs for a new facility that includes, but may not necessarily be limited to, energy usage, normal facility maintenance and routine facility consumables (light bulbs, equipment filters, etc).
- j. Presentation of report documents to the Owner and City Council. It is anticipated that up to 2 presentations to City Council will be needed.
- k. Any other items the City deems necessary to complete this effort.

Phase 2 Conceptual Design:

The Owner reserves the right to extend the original scope of work to include a conceptual design and the preparation of refined plans.

A conceptual design effort to include refined preliminary program costs, including but not limited to, operational costs and exterior renderings.

- a. Work with the Owner to determine preferred facility aesthetic preferences.
- b. Prepare refined floor plan layouts based upon phase 1 work, and building/site views.
- c. Review preliminary conceptual design with Owner.
- d. Complete conceptual design subsequent to Owner feedback.
- e. Presentation of design to the Owner to be determined.

Phase 3 through Phase5 Schematic, Design Development, and Construction Documents:

The Owner reserves the right to extend the original scope of work to include the schematic, design development, and construction document design, and the preparation of plans and specifications for the construction of this project. This will be dependent upon direction provided by City Council, and budget for any portions of the project.

PROJECT SCHEDULE

The following project schedule has been tentatively proposed:

- | | |
|---|-----------------|
| 1. Submit Statements of Qualifications: | April 12, 2019 |
| 2. Review and Selection: | April 2019 |
| 3. Negotiations of Scope and Fee | April 2019 |
| 4. Award and Contract Execution | May 2019 |
| 5. Commence needs assessment | May 2019 |
| 6. Submit draft study document | July 2019 |
| 7. Final Study | August 31, 2019 |

CONTENT OF PROPOSAL

1. Submit one, unbound (1) original copy on 8.5x11" paper, and an electronic copy in pdf format on thumb drive (no CD's) in accordance with the following requirements:
 - a. The submittal shall be no longer than 10 pages in length, single-sided, or 5 pages double sided.

- b. Firm information including: name, address, telephone number and e-mail address of your firm; type of business organization, years in business, and primary contact.
- c. A brief description of the firm and a brief history, including relevant qualifications and special expertise that can be applied to this project.
- d. Project experience over the last five years with respect to similar facilities completed by the named firm. Project list should identify project name, owner, location, estimate accuracy, time period, and a brief description of the scope of services performed on the project by the firm.
- e. Names and roles of the key personnel to be involved on past projects and this project. For each, provide brief resumes indicating special expertise and relevant project experience on projects similar in nature and within the last 5 years. Detail the availability for each key representative.
- f. Project approach, describing in detail the procedures and methods your firm will utilize in obtaining pertinent information from the Owner and evaluating findings. This information should clearly identify your understanding of the scope of work.
- g. Provide a minimum of five client references corresponding to the projects listed in section “c” above. Provide the proper and current client’s name, address, contact person, and contact’s current phone number.
- h. Schedule for performing work described herein.
- i. Provide the Corporate and Project Managers License Information
- j. Completed Engineers Form, Exhibit C
- k. Any other information that you feel is appropriate to assist in consultation selection that will fit within the 10 page maximum.

Project Team Table: One table similar to the one below shall be provided showing the project team’s experience and availability. Even though only 2 projects are shown in the example for each Team Member, additional projects may be included.

Team Member	Office Location	Current Workload	Project Status % Complete	Expected Completion	Years of Experience	% Available
Name #1	Location	Project #1	%	Completion Date		%
Title		Project #2				
<Team Member 1's Bio>						
Name #2	Location	Project #1	%	Completion Date		%
Title		Project #2				
<Team Member 2's Bio>						

Project Table: A second table similar to the table below must be provided to show the project team's relevant project experience, ability to keep to a schedule and accuracy of project estimates.

EVALUATION CRITERIA

The criteria which will be considered in the evaluation of the Statements of Qualifications shall include, but not necessarily be limited to:

- a. Technical Competence of Firm
- b. Capabilities of Firm
- c. Quality of Related Project Experience
- d. Quality of Work on Previous Projects
- e. Firms Proximity to and Familiarity of Area

SELECTION PROCESS

Written Statements of Qualifications submitted will be distributed to members of a selection committee. The committee will review the Statements of Qualifications and rank them based on set criteria. The City's Project Manager will review all proposals and report to the selection committee members on the following items, each of these items is a pass/fail evaluation. A fail in any of these categories will stop that submittal from any further consideration.

- Past Record of Performance
- Capacity of the Firm
- Adequate Staffing
- Project Schedule

The selection committee will review the submittals still being considered and rate them based on the following factors:

- Technical Competence (30%)
- Demonstrated Capabilities (30%)

- Quality of Related Project Experience (20%)
- Quality of Work on Previous City Projects (10%)
- Firms Proximity to and Familiarity with the Area (10%)
 - 5 points-located in O'Fallon
 - 4 points-located in St. Charles County
 - 3 points-located in Missouri and within 100 miles of O'Fallon
 - 2 points-located in Illinois and within 100 miles of O'Fallon
 - 1 point-located in the US

The City will then begin contract negotiations and a detailed determination of the scope of services with the highest rated and best firm qualified and capable of performing the desired work. If the City is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated and the City will begin negotiations with another qualified firm. The City does reserve the right to reject any or all responses, to request interviews or further information, or to cancel the project. Based upon this ranking, the selection committee can select the most qualified consultant, or, up to four firms may be selected for further interview. The Owner is under no obligation to grant interviews to any respondent receiving a copy of this RFQ and/or submitting a written proposal in response to this RFQ.

Based upon results from this process, the Owner will pursue entering into contract negotiations with the most qualified firm. If an agreement cannot be reached with the top ranked firm, the Owner will enter negotiations with the firm of next highest rank, and so on until an agreement is reached, or the City decides not to enter into an agreement with any of the respondents.

The anticipated agreement format will be in accordance with, or modification of, the latest revision of the AIA Document B105-2017 Standard Short Form of Agreement Between Owner and Architect, with the potential to enter into a supplemental agreement at a later date utilizing AIA Document B101-2017 Agreement Between Owner and Architect for subsequent efforts of design as deemed necessary.

The anticipated timeline for the selection process is:

- a. Request for Qualifications sent out on March 29, 2019.
- b. Deadline for questions from respondents is 5 p.m. on April 9, 2019.
- c. Responses to questions will be issued no later than April 10, 2019.
- d. Respondent submittals due on April 12, 2019.
- e. Distribution of Statements of Qualifications to selection committee members by April 15, 2019.
- f. Selection committee evaluations April 15-19, 2019

- g. Notification of selected consultant and commencement of agreement negotiations by late April 2019.
- h. If needed, Council presentation and approval tentatively scheduled for May 9, 2019.

Any questions of interpretation with respect to this Request for Qualifications should be directed in writing via email to:

O'Fallon Project Manager
Attn: Chris Clercx
100 North Main
O'Fallon, Mo. 63366
cclercx@ofallon.mo.us

Any questions and the corresponding responses will be provided to all respondents in writing, and preferred to be via email.

Contact with other City of O'Fallon personnel regarding this project is prohibited throughout the RFQ and selection process and may be grounds for disqualification.

APPENDIX

The information provided below will not be included in page count, but required to be included in submittal.

Exhibit A-Ranking Sheet-DRAFT
Exhibit B-E-verify Affidavit
Exhibit C-Engineer form
Exhibit D-Anti-Collusion Affidavit
Exhibit E-Non-Segregation Affidavit

Exhibit A

City of O'Fallon, MO
Design Engineer Selection Criteria

SOQ Ranking Sheet

Reviewer's Name
(Date)

	Points Available	Firm 1	Firm 2	Firm 3	Firm 4	Firm 5	Firm 6	Firm 7	Firm 8
Technical Competence of the Firm: Consultant's understanding of the project(s) and technical approach to the design including any innovative ideas presented	1-15								
Capabilities of the Firm: Quality and experience of the project manager and project team	1-15								
Quality of Related Project Experience: Similarity of past projects to the City's project	1-10								
Quality of Work on Previous City Projects	1-5								
Firm's Proximity to and Familiarity to the Area: Local Preference (5=O'Fallon, 4=St. Charles County, 3=MO w/i 100mi, 2=IL w/i 100mi, 1=US)	1-5								
TOTAL	max 50	0	0	0	0	0	0	0	0
E-Verify/Affidavit?	Y/N								
MoDOT Prequalified?	Y/N								

Additional Info./Notes:

Exhibit B



WORKER ELIGIBILITY VERIFICATION AFFIDAVIT

STATE OF _____)
) ss
COUNTY OF _____)

On the _____ day of _____, 20____, before me appeared _____,
Affiant name

personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, stated as follows:

- I, the Affiant, am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the City to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.

- I, the Affiant, am the _____ of _____, and I am duly
title business name

authorized, directed, and/or empowered to act officially and properly on behalf of this business entity.

- I, the Affiant, hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by the City of O'Fallon. I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

- I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection with any services contracted by the City, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

- I, the Affiant, am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

- I, the Affiant, acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

Affiant Signature

Subscribed and sworn to before me in _____, _____, the day and year first above-written.
city (or county) state

Notary Public

My commission expires:

[Attach documentation of enrollment/participation in a federal work authorization program]

FIN 03-2014

Engineer Contact Database

City of O'Fallon
Project Management
100 North Main Street
O'Fallon, MO 63366
Fax: 636-978-4144

ID

?

Date Of Entry

?

Internal Use Only

BASIC CONTACT INFORMATION

Company Name

Address

City

State

Zip

First

Last

Title

Phone

Fax

Email

Company Website

DBE?

MoDOT LPA Certified?

Expires:

Size Local Office:

CONSULTANT CAPABILITIES (IN-HOUSE STAFF ONLY, NO OUTSOURCING)

Please 'check' boxes that your company can perform. Then, indicate # of staff that can perform these services, in the box to the right.

?

Roads

?

Bridges

?

Surveying

?

Traffic Modeling

?

Traffic Signal

?

Traffic Studies

?

Water

?

Sewer

?

Subsurface Utility

?

Stormwater

?

Creek Stabilization

?

Grant writing (Federal, etc.)

?

Planners

?

Plan Review

?

Municipal

?

Construction Inspection

?

Bridge/Structural Inspection

?

Design/Build Services

?

Landscaping Arch.

?





Parks/Rec/Master Planning





?











Playground Design

?






Commercial Pool Des.




	Permit/Mitigation	<input type="checkbox"/>	<input type="text"/>
	Flood Plain	<input type="checkbox"/>	<input type="text"/>
	Arborist	<input type="checkbox"/>	<input type="text"/>
	Natural Resources	<input type="checkbox"/>	<input type="text"/>

	Trail/Bike Design	<input type="checkbox"/>	<input type="text"/>
	Public ADA (PROWAG) / Transition Plan	<input type="checkbox"/>	<input type="text"/>
	ROW Acquisition	<input type="checkbox"/>	<input type="text"/>
	Appraisal Services	<input type="checkbox"/>	<input type="text"/>

	Architectural	<input type="checkbox"/>	<input type="text"/>
	Structural	<input type="checkbox"/>	<input type="text"/>
	Interior Design	<input type="checkbox"/>	<input type="text"/>
	Commissioning	<input type="checkbox"/>	<input type="text"/>
	Construction Management	<input type="checkbox"/>	<input type="text"/>
	Mechanical	<input type="checkbox"/>	<input type="text"/>
	Electrical	<input type="checkbox"/>	<input type="text"/>
	Electrical-Low Voltage	<input type="checkbox"/>	<input type="text"/>
	Plumbing	<input type="checkbox"/>	<input type="text"/>
	Fiber Optics Design	<input type="checkbox"/>	<input type="text"/>

	Public Safety	<input type="checkbox"/>	<input type="text"/>
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	Soil Testing	<input type="checkbox"/>	<input type="text"/>
	Pavement Testing	<input type="checkbox"/>	<input type="text"/>
	Hazardous Testing	<input type="checkbox"/>	<input type="text"/>
	Geotechnical	<input type="checkbox"/>	<input type="text"/>
	Cultural Resources	<input type="checkbox"/>	<input type="text"/>

	Equipment Only (purchase or rent):	<input type="text"/>
	Other Services (special to firm):	<input type="text"/>
	Notable Projects:	<input type="text"/>

ADDITIONAL CONTACTS (IF APPLICABLE)

Secondary Contact	<input type="text"/>
Title	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Tertiary (Third) Contact	<input type="text"/>
Title	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>

SIZES OF DESIGN CONTRACTS (IN-HOUSE STAFF ONLY, NO OUTSOURCING)

Under \$5,000	\$5,001 to \$25,00	\$25,001 to \$75,00	\$75,001 to \$200,00	Greater \$200,00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exhibit D

ANTI-COLLUSION AFFIDAVIT

STATE OF _____,

COUNTY OF _____,

_____, being first duly sworn, deposes and says that he is _____ (sole owner, partner, president, secretary, etc.) of _____, the party making the foregoing bid; that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said BIDDER has not directly or indirectly induced or solicited any other BIDDER to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any BIDDER or anyone else to put in a sham bid, or that any one shall refrain from bidding; that said BIDDER has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of said BIDDER or of any other BIDDER, or to fix any overhead, profit or cost element of such bid price, or of that of any other BIDDER, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in such bid are true, and, further, that said BIDDER has not, directly or indirectly, submitted his bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said BIDDER in his general business.

Project: _____

SIGNED: _____

Title: _____

Subscribed and sworn to before me this ____ day of _____, 2019

Seal of Notary

Notary Public _____

In completing this form the title that is not applicable should be struck out. For example, if the CONTRACTOR is a corporation and this form is to be executed by its president, the words "Sole owner, a partner, secretary, etc." should be struck out.

CERTIFICATION OF NON-SEGREGATION

By submission of this bid I certify that I do not maintain or provide for my employees any segregated facilities at any of my establishments, and that I do not permit my employees to perform their services at any location, under my control, where segregated facilities are maintained. I certify further that I will not maintain or provide for my employees any segregated facilities at any of my establishments, and that I will not permit my employees to perform their services at any locations, under my control, where segregated facilities are maintained. I agree that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom or otherwise. I further agree that I will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that I will retain such certifications in my files, and that I will forward this notice to such proposed VENDOR.

SIGNED:

Company: _____

By: _____

Date: _____