

O'FALLON CITY MUNICIPAL CENTRE RENOVATION PROJECT

#19-053

The intent of this document is to solicit Statements of Qualifications from qualified architectural and engineering firms interested in providing services for the complete design and construction administrative services needed for the renovation of the City Municipal Centre for the City of O'Fallon



CITY OF O'FALLON

JUNE 2019

REQUEST FOR QUALIFICATIONS #19-053 FOR A DESIGN, AND DESIGN RELATED CONSTRUCTION PERIOD SERVICES FOR RENOVATIONS TO THE CITY MUNICIPAL CENTRE

INTENT

The purpose of this document is to solicit Statements of Qualifications (SOQ's) from qualified architectural and engineering firms interested in providing the full design for a renovation project on the O'Fallon City Municipal Centre located at 100 North Main St. O'Fallon, MO 63366. The work shall also include, but not be limited to, professional design related construction period services that will be carried through construction of the designed renovation. Statement of Qualifications submitted by architectural and engineering firms will be given consideration for subsequent selection interviews. The firm(s) shall show substantial experience in working with governmental entities on renovations of this nature.

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. prevailing central time on July 11th, 2019. Sealed proposal packets should be clearly marked "O'Fallon City Municipal Centre Renovation Design".

The City will select a qualified consulting firm, or team, to prepare all required plans, specifications and bid and construction documents for the proposed project as generally described in this document. The City's intent is to utilize the selected firm through the construction of the proposed facility and provide the necessary design related construction period services to aid the City, contractor, and any other representatives associated with the project. The City reserves the right to select a single firm or a team of firms to accomplish the stated goals. Once a selection is completed, an agreement and fee will be negotiated, with the consultant, based on a mutually agreed upon scope of services.

BACKGROUND

The City has been evaluating a renovation of the Municipal Centre, also known as City Hall, since 2015 when the O'Fallon Police Department and Court Division started the process to build a new Justice Center Facility. This building is registered on the Missouri Historical Registry. In 2017 the Police and Court staff vacated the existing spaces within City Hall. Staff has completed an internal assessment to determine the best and most efficient and economical solution for remaining staff to utilize the vacated spaces.

The full conceptual layout is attached to this request for your review and use in developing the statements of qualifications. The provided layouts are the City Council approved information the City will pursue, with little to no changes or deviations, unless dictated by the City adopted building and fire codes and requirements, or changes requested by the City representatives. The consultant will be fully responsible for evaluating all applicable codes to determine feasibility of the provided layouts and provide all necessary Architectural and Engineering recommendations to bring the layouts to the most efficient and economically feasible solution with the budget to be provided by the City. The budget amount will be provided to the selected consultant(s) only.

SERVICES SOUGHT

The services requested below shall not be construed as an all-encompassing list of tasks that will be negotiated, and/or necessary to complete this project, but used as a guideline as to what services the City currently anticipates may be required.

Phase One-Design:

The consultant shall provide all services necessary to complete a full design. The requested services shall include, but not be limited to, the following:

1. Architectural, mechanical, electrical, plumbing, fire protection, and all other design aspects of the project. This shall include, but not be limited to, all drawings, details, material schedules, and all other items that are required to provide a complete design. Civil Engineering is not anticipated to be necessary for this effort at this time.
2. Coordinate with the City self-procured FF&E, IT, and Security vendors for needs, implementation, connectivity, and all other work to incorporate those systems into the design.
3. Provide any plan information as deemed necessary for the planning and approval process of new trash enclosure. This shall directly relate to the development, submittal, and approval of the facility site plan through the Planning and Zoning, Building & Code Enforcement, & Engineering Divisions. Presentations to the City Council may be included in the work to complete this task. No Civil Engineering is anticipated for this effort based upon the City's ability provide sufficient information for a trash enclosure.
4. Attend and document all project meetings deemed necessary with the City Divisions, City Council, and all other representatives to plan and discuss details of the project throughout planning, design and construction of the facility. The Consultant shall be required to prepare and present information, renderings, interior layouts, designs, and any other information requested by the City or its representatives for these meetings. Presentations to the City Council may be included in the work to complete this process.
5. Attend and participate in any public open houses deemed necessary by the City during design and construction.
6. Preparation and submittal of all schematic, design development, and construction design documents of the facility, and all other aspects of the

project. Presentations to the City Council shall be included in the work to complete this process.

7. Preparation and submittal of detailed and itemized construction cost estimates with each submittal of the schematic, design development, and construction documents.
8. Responsible for the development, submittal, and circulation of the preliminary through final Construction Documents for bidding and construction purposes.
9. Work with the City and its representatives in obtaining all necessary review approvals, permits, environmental clearances, and coordination with all governing City, State, and Federal agencies.
10. The consultant/team members will be responsible to provide a design that is efficient and practical yet within the project budget. LEED certification will not be pursued on this project.
11. Ability to propose value engineering options (alternative products/methods of construction, etc.)
12. Responsible for the ownership or access to the appropriate technology to allow for easy and seamless record keeping, submissions, project documentation, plan set submittals, general correspondence, and all other documents and files that need to be tracked, submitted, stored, saved, etc. for the project.

Phase Two-Pre Construction Services:

The consultant shall provide, at a minimum, these services and act as an aid to guide the City for this project. This shall include, but not be limited to, the following:

1. Attend various development meetings and aid the City in the development of the methodology that best fits the project prior to the advertisement for construction of the facility.
2. Prepare and submit to the City all documents necessary to formally bid the project.
3. Aid the City to promote the interest in the project to ensure the City can realize a sufficient amount of competitive and competent bids
4. Prepare all necessary documents, and run the pre-bid meeting, in coordination with the City, and answer all request for information, questions, and all other bid phase inquiries related to the design and constructability aspects of the facility.
5. Assist the City on bid day for receipt from potential bidders
6. Assist the City in reviewing the bids, evaluate the bidders, and make a formal recommendation of the potential contractor(s) to be used.
7. Interpret and vet all value engineering options (alternative products/methods of construction) and approve them as deemed appropriate in coordination with the City reps.

Phase Three-Construction Services:

The consultant shall provide, at a minimum, these services and act as an aid and guide to the City for this project. This shall include, but not limited to, the following:

1. Attend all meetings deemed necessary by the City throughout construction and project closeout, including the warranty period.
2. Closely work with and aid the City staff and/or the City representatives on all aspects of the construction process through project closeout and warranty periods.
3. Attend meetings as needed to resolve issues related to the design or constructability in both the design and construction phases of the project.
4. Review, comment, and approve
 - Requests for Information (RFI's)
 - Architect Supplemental Instructions (ASI's)
 - Pay Requests and Certified payroll as needed
 - Pricing Requests
 - Submittal
 - Shop drawings
 - Change orders
 - All other items related to the construction phase documentation. The firm shall also be expected to justify/explain any RFI's or change orders if it results from errors or omissions from the design.
5. Provide assistance in the start-up of any systems and training of the building as needed.

CONTENT OF PROPOSAL

1. Submit one (1) original bound copy of the submittal and one (1) electronic version of the full proposal on a thumb drive (No CD's), of **no more than 10 pages in length (double sided)**, on 8 ½" x 11" sheets of paper with the following information:
 - a. **Submit SOQ's to:**
Attn: Julie Moellering, Purchasing Agent
100 North Main St.
O'Fallon, MO 63366
 - b. Firm/team information including: name, address, telephone number and e-mail address of your firm; type of business organization, years in business, and primary contact. Including a list of all sub-consultants and all information for each as shown above.
 - c. A brief description of the firm/team and its history, including relevant qualifications, certifications, and special expertise that can be applied to this project. The same information shall be submitted for all additional sub-consultants utilized for the project.
 - d. Project experience in working with renovations on historical facilities over the last 5 years completed by the firm. Historical Governmental Facilities are preferred but others can be evaluated. Project list should identify and detail the following:
 - Project name, owner

- Location
 - Initial program estimates
 - Final design estimates
 - Total awarded construction cost
 - Final construction cost
 - Initial design schedule and initial construction schedules
 - Actual design time needed and actual construction time needed
 - Justifications for underruns and overruns of the schedules and construction
 - Brief narrative of the scope of services performed on the project by the firm
 - List any lawsuits against the firm and any cases against the firm
 - Provide a client references corresponding to the projects. Provide reference current name, address, contact person, and contact's phone number.
- e. Names and roles of the prime consultant key team personnel to be involved on the project, including the principal-in-charge, and project manager. For each, provide abbreviated resumes indicating special expertise, certifications, and relevant experience related to projects of this nature. This shall also include all members of other firms that shall be utilized on the project as a sub-consultant, if utilized.
- f. Principle firm and sub-consultants capacity shown in number of staff including job titles, and capability to dedicate personnel to the City's project. Show the current 2019 workloads and personnel dedicated to each, along with projected workload for 2020.
- g. Project approach describing in detail the procedures and methods your firm will utilize to provide the necessary services as described within the request for qualifications. This information should clearly identify your understanding of the scope of work. This shall include a discussion of any methods, technology, or programs anticipated to be utilized by the consultant that could be shared with the City and its representatives to ensure seamless submittal processes from design through the construction and closeout phases.
- h. Preliminary Project Schedule detailing the consultants projected design milestones shown in the RFQ, bidding, city approvals, preconstruction, construction, potential move in, and project closeout periods based upon an anticipated **Notice to Proceed of September 16, 2019**. This shall be based upon the consultant's historical data for facilities of this nature. The City understands that there are many variables to schedules that may differ between each project. That said, the consultant has the responsibility to provide their best and most accurate detailed projected schedule that is realistic and attainable. This will be based upon the firm/teams personnel, capacity, and availability of staff and resources at this time.
- i. Provide the completed E-Verify Documentation in accordance with all Federal mandates and regulations. **(Not counted towards the 10 page maximum)**

- j. Submit the Certification of Non-segregation affidavit attached (**Not counted towards the 10 page maximum**)
 - k. Submit the Non-Collusion Affidavit attached (**Not counted towards the 10 page maximum**)
 - l. Submit the Corporate and Project Managers Engineering License information for the Prime and all related sub consultants (**Not counted towards the 10 page maximum**)
 - m. Complete and submit the Engineers Form, Exhibit C with the most current information to be inserted into our database (**Not counted towards the 10 page maximum**)
2. 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 should be included as needed to show experience.

<i>Team Member</i>	<i>Office Location</i>	<i>Current Workload</i>	<i>Project Status % Complete</i>	<i>Expected Completion</i>	<i>Years of Experience</i>	<i>% Available</i>
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>						

3. Project Table: A second table similar to the table below must be provided to show the project team's relevant project experience showing the ability to keep to schedule and accuracy of project estimates from initial programming estimates through final construction costs.

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. Quality of Past Project Experience
- b. Project Approach & Technical Competence of Firm
- c. Capabilities of Firm

- d. The provided preliminary schedule will be reviewed and evaluated for practicality, completeness, duration, and detail. The consultant shall anticipate that the schedule may potentially be utilized to provide information to the City Council related to a preliminary timeline of events. It is anticipated that the schedule shall be detailed enough to show the duration of the design, construction, and closeout milestones based upon the firm historical records for a project of this nature. Preliminary schedule
- e. Firms Proximity to and Familiarity of Area

SELECTION PROCESS

Written Statements of Qualifications submitted will be distributed to members of a selection committee that will include: City Administrator, Asst. City Administrator, Management Analyst, Public Relations/Communications Director, Facilities Manager, IT Director, Parks and Recreation Director, and City Project Manager. 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 that includes the program cost estimates through final construction costs
- 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:

- Quality of Past Project Experience (30%)
- Project Approach and Preliminary Schedule (30%)
- Demonstrated Capabilities (30%)
- 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 committee will review the Statements of Qualifications and rank them based upon the set criteria above. Based upon this ranking, the selection committee can select the most qualified consultant, or, up to three firms may be selected for further interviews if the City deems that interviews will be necessary. 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 selected 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 B101-2017 Agreement Between Owner and Architect. The timeline for the selection process is:

- a. Request for Qualifications sent out on June 21, 2019.
- b. Deadline for questions from respondents is 12:00 p.m. prevailing central time on July 3rd, 2019.
- c. Responses to questions will be issued no later than July 8, 2019.
- d. Respondent submittals due no later than 12:00 p.m. prevailing central time on July 11, 2019.
- e. Distribution of Statements of Qualifications to selection committee members by July 12, 2019.
- f. Selection committee determines if firms will be interviewed and notifications sent to consultants by July 26, 2019.
- g. If interviews are deemed necessary, interviews of firms completed by August 9, 2019. It is anticipated all interviews will be on the same day, but the City reserves the right to adjust this according to staff availability.
- h. Notification of selected consultant and commencement of agreement negotiations by August 12, 2019.
- i. Council presentation and approval tentatively scheduled for September 12, 2019.

PROJECT MILESTONES

The consultant shall be responsible for providing within their proposal a detailed project schedule based upon an anticipated Design Notice to Proceed on September 16, 2019. The schedule shall also be based upon the design milestones listed below:

1. Kick off meeting & commence design.
2. Submit 30% plans, specifications, and estimates.
3. Submit 60% plans, specifications, and estimates.
4. Submit 90% plans, specifications, and estimates. (Allow 30 days for City review)
5. Submit 100% completed plans, specifications, and estimates.(Allow 30 days for City Building and Fire Dept approvals)
6. Pre-Construction period-Including project advertisement, receipt, selection, award, City Council approvals
7. Notice to Proceed-Construction.

8. Construction period
9. Project closeout.

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

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

Contact with other City of O'Fallon personnel or elected officials 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 F-City Provided Layouts

EXHIBIT A

City of O'Fallon, MO

Design Engineer Selection Criteria

O'FALLON MUNICIPAL CENTRE RENOVATION PROJECT

Reviewer's Name

Date:

SOQ Ranking Sheet

	Points Available	Firm 1	Firm 2	Firm 3	Firm 4	Firm 5	Firm 6	Firm 7	Firm 8
Quality of Past Project Experience and Performance	1-15								
Project Approach and Preliminary Schedule	1-15								
Demonstrated Capabilities and Technical Understanding	1-15								
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								
Engineering Form Submitted	Y/N								
Anti-Collussion Affidavit	Y/N								
Non-Segregation Affidavit	Y/N								

Additional Info./Notes:

[illegible]

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.

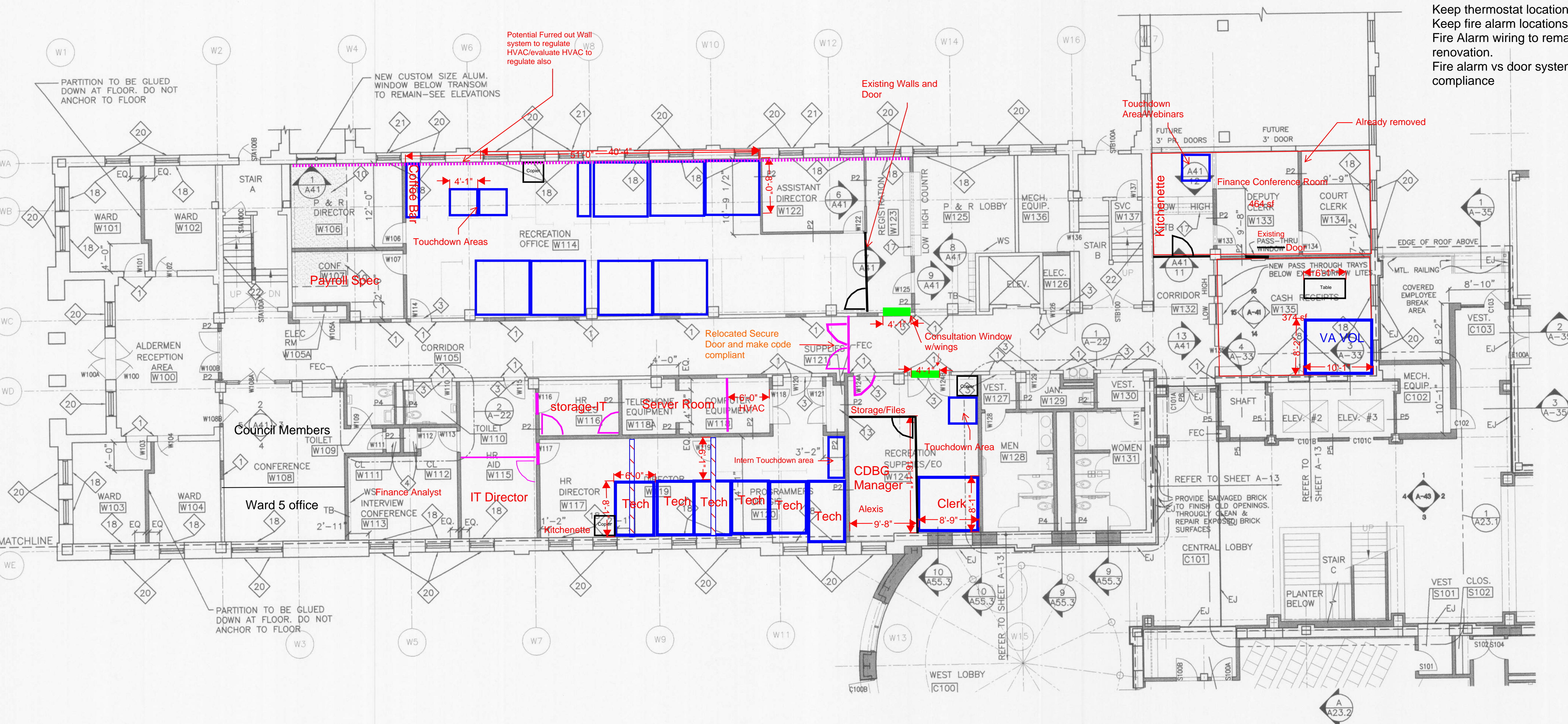
SIGNED:

Company: _____

By: _____

Date: _____

Exhibit F-City provided layouts



- Keep thermostat locations in mind
- Keep fire alarm locations for TVs in mind
- Fire Alarm wiring to remain as is unless full renovation.
- Fire alarm vs door systems work for compliance

FIRST FLOOR PLAN - WEST WING

SCALE: 1/8" = 1'-0"

EXISTING SPRINKLER SYSTEM

Legend

Blue Text and lines =general space allocation for proposed use (typical cubicles)

Red Hatched areas=demo walls

Pink lines=new wall and door construction

Yellow lines=turn frosted glass to clear/tinted

Yellow outlined box=new window locations

Black lines=existing walls and doors not shown correctly on plan

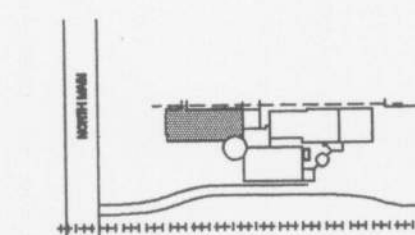
Green Lines=new bullet resistant teller/window locations

Orange=Fire and code notes and new installations

- NOTE -- PARTITION TYPES: ALL NEW SHADED INTERIOR PARTITIONS ARE TYPE P1, UNLESS OTHERWISE NOTED.

PLAN KEY NOTES

- | | | | |
|----|---|----|---|
| 1 | PATCH TO MATCH EXISTING PARTITION AND BASE. | 12 | INSTALL GUARDRAIL. (SEE DETAIL). |
| 2 | PATCH TO MATCH EXISTING BASE. | 13 | INSTALL SEVEN (7) ADJUSTABLE SHELVES. |
| 3 | PATCH TO MATCH EXISTING FLOOR. | 14 | 3" PC CONC. CEILING - SEE DTL & STRUCT. |
| 4 | NEW COAT ROD AND SHELF. | 15 | PROVIDE NEW LIGHTWEIGHT CONCRETE FILL TO TAPER UP SHOWER ROOM FLOOR TO ACCESSIBLE SHOWER STALL. |
| 5 | NEW STC RATED FOLDING PARTITION. | 16 | PROVIDE 1/2" LIP AT 2:1 SLOPE AT ACCESSIBLE STALL. |
| 6 | FLOOR EXPANSION JOINT (SEE DETAILS). | 17 | PROVIDE ACCESSIBLE RECESSED SHOWER RECEPTOR WITH 1/2" LIP AT 2:1 SLOPE. |
| 7 | REFURBISH EXISTING WINDOWS. | 18 | CASED OPENING |
| 8 | EXISTING MILLWORK REMAINS --- CLEAN AND REFURBISH --- SEE SPECIFICATIONS. | 19 | HORIZONTAL BLINDS |
| 9 | RELOCATED EXISTING MILLWORK | 20 | TRANSLUCENT GLASS INNER PANE |
| 10 | INFILL CONSTRUCTION FOR FLOOR AREA (SEE DETAILS). | 21 | SECONDARY GLAZED WINDOW, INSTALL AFTER EXISTING WINDOW REFURBISHED. |
| 11 | REPLACE STAIR HANDRAIL (SEE DETAIL). | 22 | OPERABLE WINDOWS |


KEY PLAN
 NT8CONSTRUCTION
DOCUMENTS

CRD Campbell, Inc.
Engineers Architects Planners

A circular professional engineer seal for the State of Missouri. The outer ring contains the text "STATE OF MISSOURI" at the top and "REGISTERED ARCHITECT" at the bottom, separated by a star. The center of the seal contains the name "FREDERICK WALLACE HILL" and the license number "NUMBER A-3405".



City of O'Fallon

138 South Main Street
O'Fallon, Missouri 63366

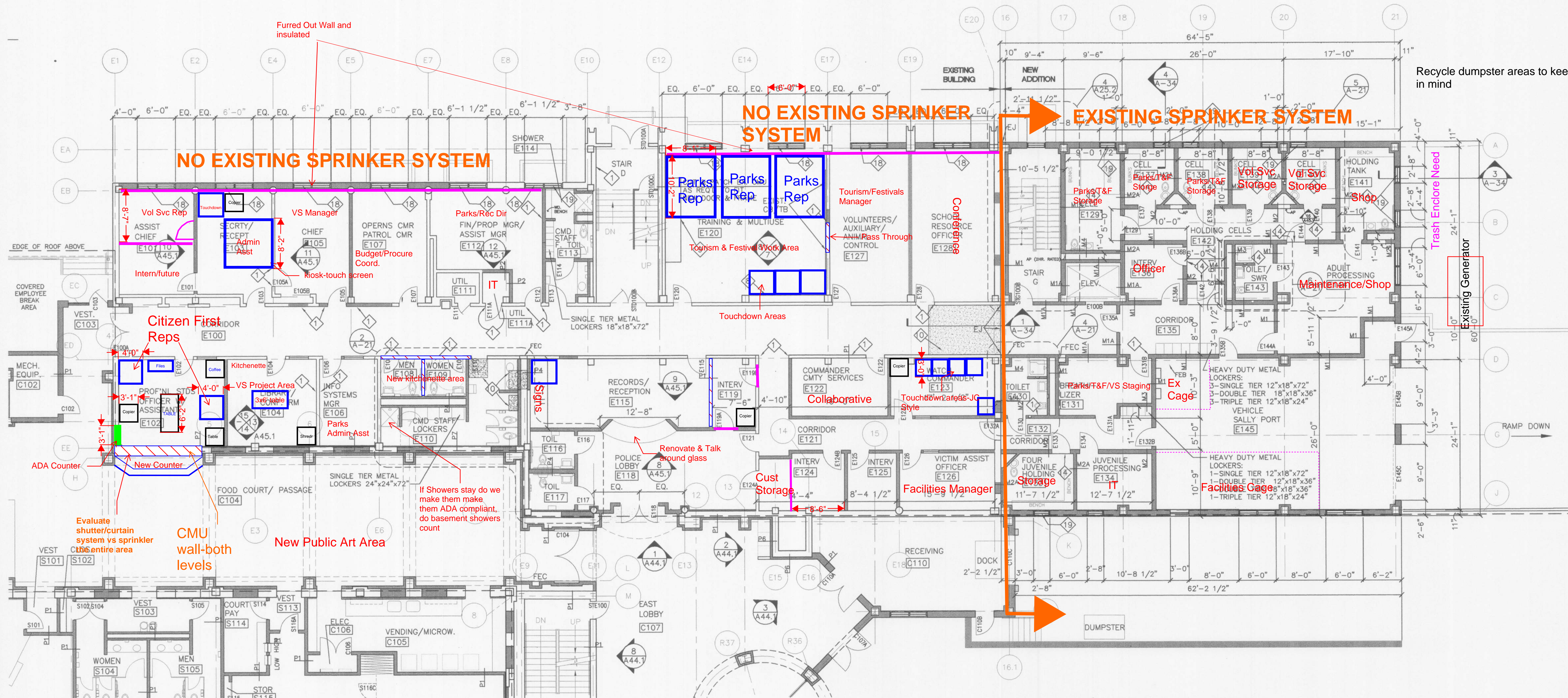
WEST WING
FIRST FLOOR PLAN
CONSTRUCTION DOCUMENTS

Revisions

CONSTRUCTION ISSUE
DECEMBER 5, 1997

Project No.	96036
Date	SEPT. 4, 1997
Designed	
Drawn	
Drawing No.	

A-7



FIRST FLOOR PLAN - EAST WING

SCALE: 1/8" = 1'-0"

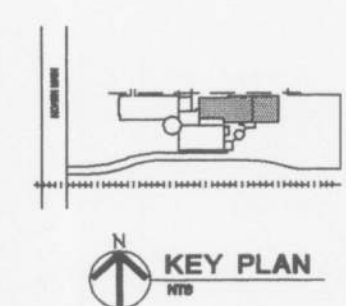
Legend

- Blue Text and lines =general space allocation for proposed use (typical cubicles)
- Red Hatched areas=demo walls
- Pink lines=new wall and door construction
- Yellow lines=turn frosted glass to clear/tinted
- Yellow outlined box=new window locations
- Black lines=existing walls and doors not shown correctly on plan
- Green Lines=new bullet resistant window locations
- Orange=Fire and code notes and new installations

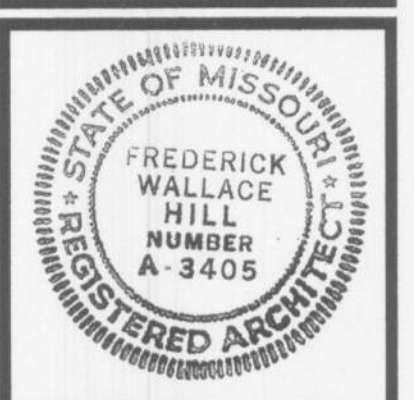
NOTE --- PARTITION TYPES: ALL NEW SHADED INTERIOR PARTITIONS ARE TYPE P1, UNLESS OTHERWISE NOTED.

PLAN KEY NOTES

- PATCH TO MATCH EXISTING PARTITION AND BASE.
- PATCH TO MATCH EXISTING BASE.
- PATCH TO MATCH EXISTING FLOOR.
- NEW COAT ROD AND SHELF.
- NEW STC RATED FOLDING PARTITION.
- FLOOR EXPANSION JOINT (SEE DETAILS).
- REFURBISH EXISTING WINDOWS.
- EXISTING MILLWORK REMAINS --- CLEAN AND REFURBISH --- SEE SPECIFICATIONS.
- RELOCATED EXISTING MILLWORK
- INFILL CONSTRUCTION FOR FLOOR AREA (SEE DETAILS).
- REPLACE STAIR HANDRAIL (SEE DETAIL).
- INSTALL GUARDRAIL. (SEE DETAIL).
- INSTALL SEVEN (7) ADJUSTABLE SHELVES.
- 3" PC CONC. CEIL'G - SEE DTL & STRUCT.
- PROVIDE NEW LIGHTWEIGHT CONCRETE FILL TO TAPER UP SHOWER ROOM FLOOR TO ACCESSIBLE SHOWER STALL. PROVIDE 1/2" LIP AT 2:1 SLOPE AT ACCESSIBLE STALL.
- PROVIDE ACCESSIBLE RECESSED SHOWER RECEPTOR WITH 1/2" LIP AT 2:1 SLOPE.
- CASED OPENING
- HORIZONTAL BLINDS
- TRANSLUCENT GLASS INNER PANE
- SECONDARY GLAZED WINDOW, INSTALL AFTER EXISTING WINDOW REFURBISHED.
- OPERABLE WINDOWS
- NEW HANDRAIL/GUARDRAIL

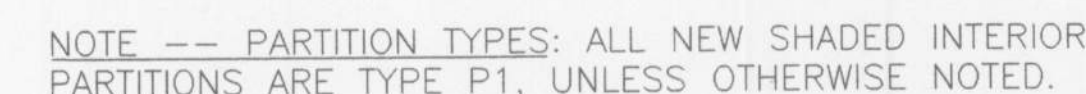


KEY PLAN



Revisions	

Project No.	96036
Date	SEPT. 4, 1997
Designed	
Drawn	



① PATCH TO MATCH EXISTING PARTITION AND BASE

- 2 PATCH TO MATCH EXISTING BASE.
- 3 PATCH TO MATCH EXISTING FLOOR.
- 4 NEW COAT ROD AND SHELF.
- 5 NEW STC RATED FOLDING PARTITION.
- 6 FLOOR EXPANSION JOINT (SEE DETAILS).
- 7 REFURBISH EXISTING WINDOWS.
- 8 EXISTING MILLWORK REMAINS -- CLEAN AND REFURBISH -- SEE SPECIFICATIONS.
- 9 RELOCATED EXISTING MILLWORK
- 10 INFILL CONSTRUCTION FOR FLOOR AREA (SEE DETAILS).
- 11 REPLACE STAIR HANDRAIL (SEE DETAIL).
- 12 INSTALL GUARDRAIL. (SEE DETAIL).

13. INSTALL SEVEN (7) ADJUSTABLE SHELVES.
14. 3" PC CONC. CEIL'G - SEE DTL & STRUCT.
15. PROVIDE NEW LIGHTWEIGHT CONCRETE FILL TO TAPER UP SHOWER ROOM FLOOR TO ACCESSIBLE SHOWER STALL. PROVIDE 1/2" LIP AT 2:1 SLOPE AT ACCESSIBLE STALL.
16. PROVIDE ACCESSIBLE RECESSED SHOWER RECEPTOR WITH 1/2" LIP AT 2:1 SLOPE.
17. CASED OPENING
18. HORIZONTAL BLINDS
19. TRANSLUCENT GLASS INNER PANE
20. SECONDARY GLAZED WINDOW, INSTALL AFTER EXISTING WINDOW REFURBISHED.
21. OPERABLE WINDOWS
22. NEW HANDRAIL/GUARDRAIL
23. EXISTING WALL TO REMAIN.
24. EXISTING TO REMAIN WITH DOOR OPENING.

Blue Text and lines =general space allocation for proposed use (typical cubicles)

Red Hatched areas=demo walls

Pink lines=new wall and door construction

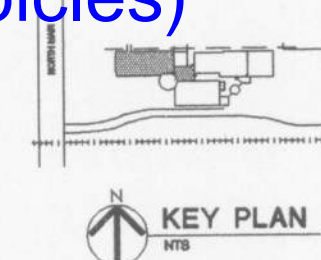
Yellow lines=turn frosted glass to clear/tinted

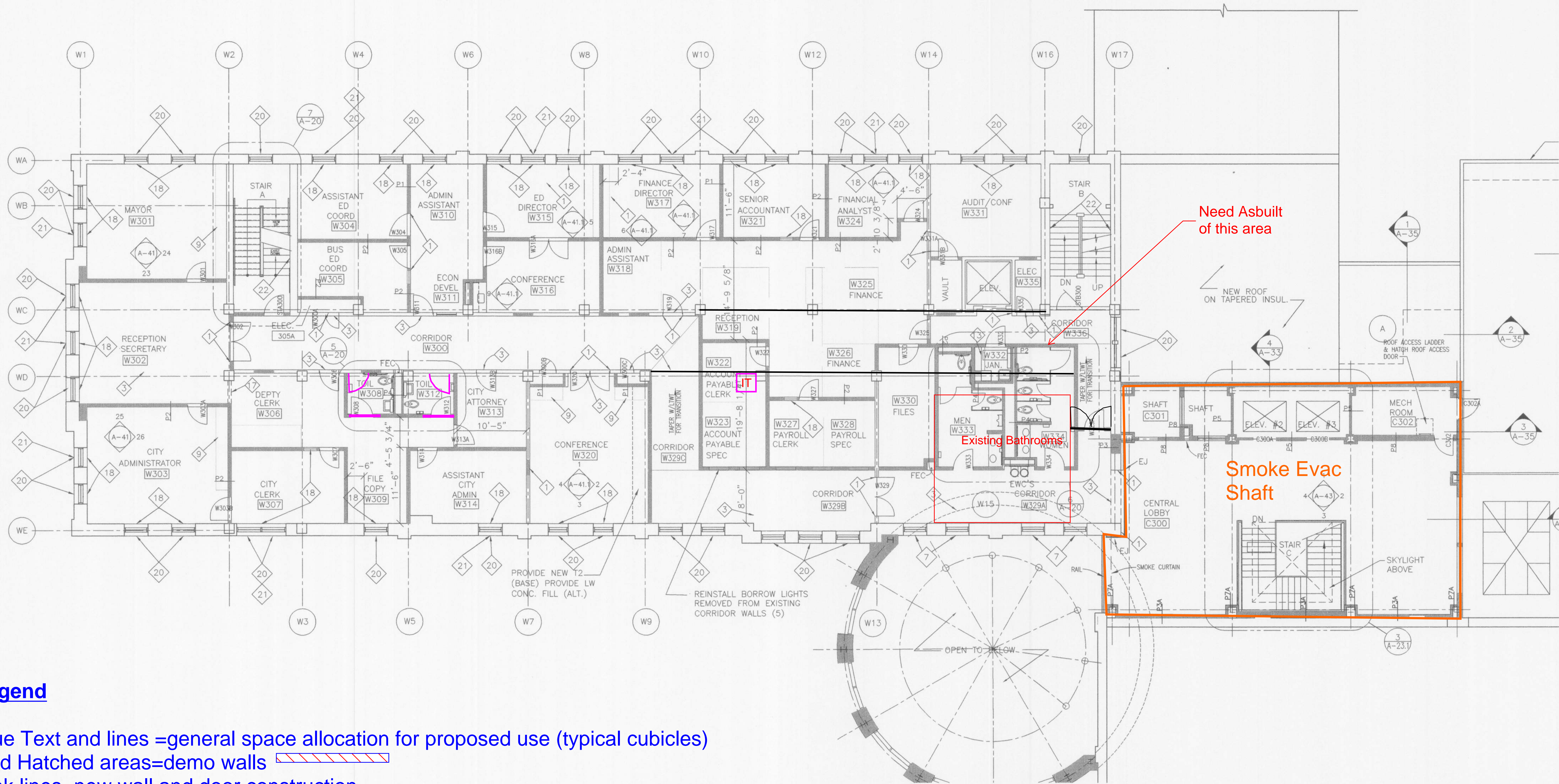
Yellow outlined box=new window locations

Black lines=existing walls and doors not shown correctly on plan

Green Lines=new bullet resistant window locations


Orange=Fire and code notes and new installations





Legend

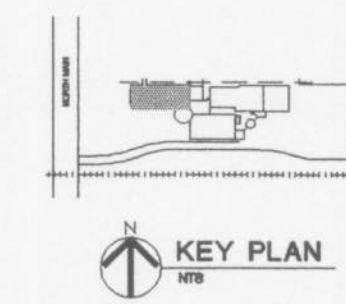
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THIRD FLOOR PLAN - WEST WING AND CENTRAL LOBBY
 SCALE: 1/8" = 1'-0"
EXISTING SPRINKLER SYSTEM

NOTE --- PARTITION TYPES: ALL NEW SHADED INTERIOR PARTITIONS ARE TYPE P1, UNLESS OTHERWISE NOTED.

PLAN KEY NOTES

- | | |
|---|---|
| 1 PATCH TO MATCH EXISTING PARTITION AND BASE. | 12 INSTALL GUARDRAIL. (SEE DETAIL). |
| 2 PATCH TO MATCH EXISTING BASE. | 13 INSTALL SEVEN (7) ADJUSTABLE SHELVES. |
| 3 PATCH TO MATCH EXISTING FLOOR. | 14 3" PC CONC. CEIL'G - SEE DTL & STRUCT. |
| 4 NEW COAT ROD AND SHELF. | 15 PROVIDE NEW LIGHTWEIGHT CONCRETE FILL TO TAPER UP SHOWER ROOM FLOOR TO ACCESSIBLE SHOWER STALL. PROVIDE 1/2" LIP AT 2:1 SLOPE AT ACCESSIBLE STALL. |
| 5 NEW STC RATED FOLDING PARTITION. | 16 PROVIDE ACCESSIBLE RECESSED SHOWER RECEPTOR WITH 1/2" LIP AT 2:1 SLOPE. |
| 6 FLOOR EXPANSION JOINT (SEE DETAILS). | 17 CASED OPENING |
| 7 REFURBISH EXISTING WINDOWS. | 18 HORIZONTAL BLINDS |
| 8 EXISTING MILLWORK REMAINS --- CLEAN AND REFURBISH --- SEE SPECIFICATIONS. | 19 TRANSLUCENT GLASS INNER PANE |
| 9 RELOCATED EXISTING MILLWORK | 20 SECONDARY GLAZED WINDOW. INSTALL AFTER EXISTING WINDOW REFURBISHED. |
| 10 INFILL CONSTRUCTION FOR FLOOR AREA (SEE DETAILS). | 21 OPERABLE WINDOWS |
| 11 REPLACE STAIR HANDRAIL (SEE DETAIL). | 22 NEW HANDRAIL/GUARDRAIL |



CONSTRUCTION
DOCUMENTS



CRD Campbell, Inc.
 Engineers Architects Planners



138 South Main Street
 O'Fallon, Missouri 63366

City of O'Fallon

WEST WING
THIRD FLOOR PLAN

CONSTRUCTION DOCUMENTS

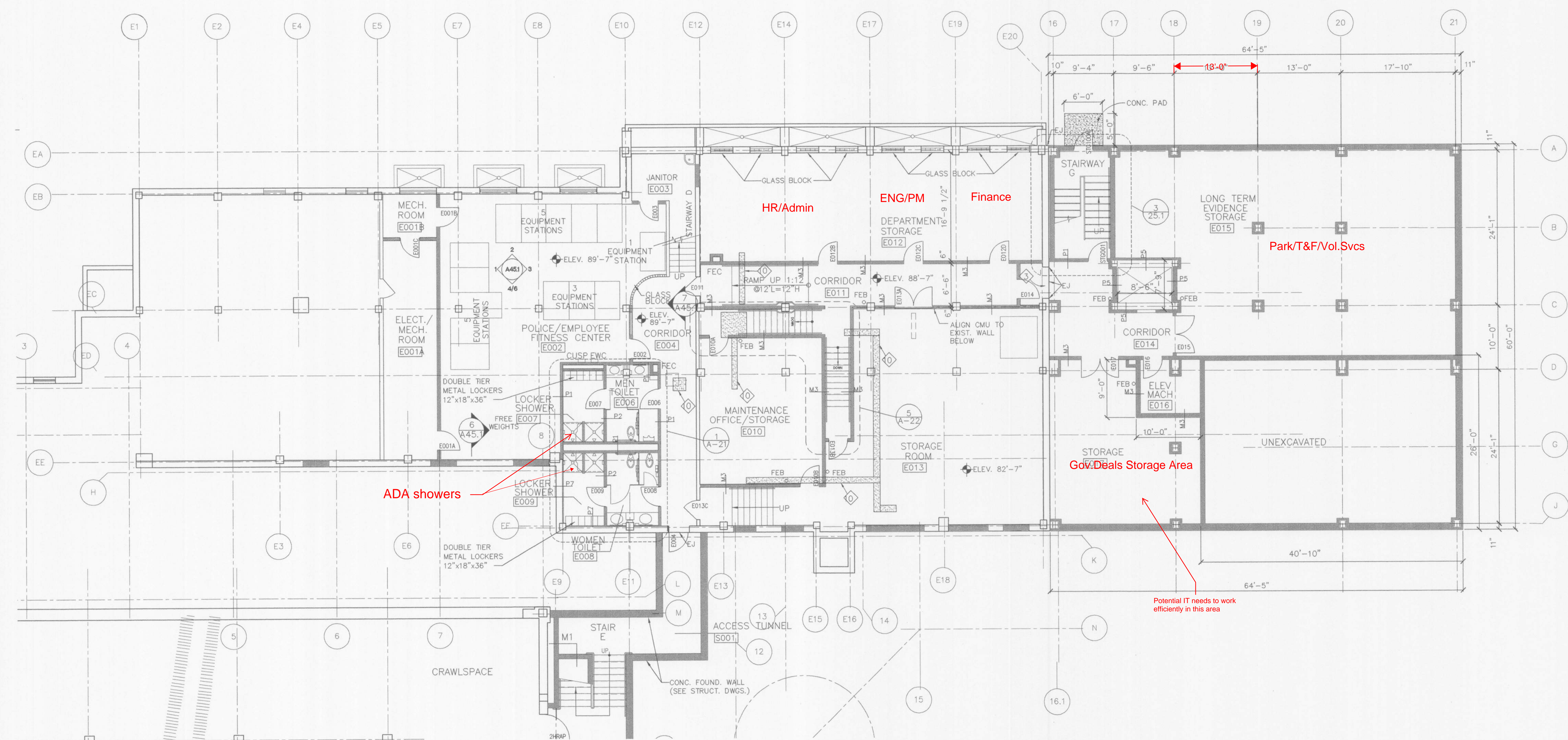
NEW CITY HALL COMPLEX

Revisions

"CONSTRUCTION ISSUE
DECEMBER 5, 1997"

Project No. 96036
 Date SEPT. 4, 1997
 Designed
 Drawn MAG3
 Drawing No.

A-9



Legend

- Blue Text and lines = general space allocation for proposed use (typical cubicles)
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- Black lines = existing walls and doors not shown correctly on plan
- Green Lines = new bullet resistant window locations
- Orange = Fire and code notes and new installations



BASEMENT PLAN - EAST WING

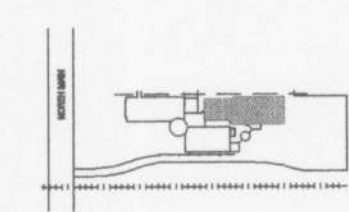
SCALE: 1/8" = 1'-0"

NOTE -- PARTITION TYPES: ALL NEW SHADED INTERIOR PARTITIONS ARE TYPE P1, UNLESS OTHERWISE NOTED.

PLAN KEY NOTES

- PATCH TO MATCH EXISTING PARTITION AND BASE.
- PATCH TO MATCH EXISTING BASE.
- PATCH TO MATCH EXISTING FLOOR.
- NEW COAT ROD AND SHELF.
- NEW STC RATED FOLDING PARTITION.
- FLOOR EXPANSION JOINT (SEE DETAILS).
- REFURBISH EXISTING WINDOWS.
- EXISTING MILLWORK REMAINS -- CLEAN AND REFURBISH -- SEE SPECIFICATIONS.
- RELOCATED EXISTING MILLWORK

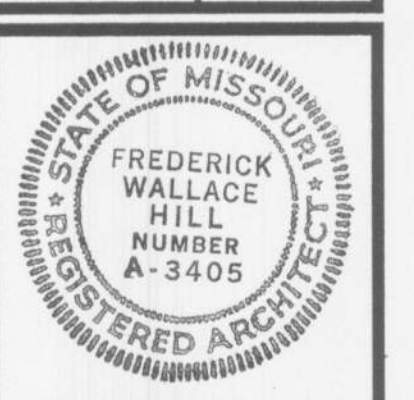
- INFILL CONSTRUCTION FOR FLOOR AREA (SEE DETAILS).
- REPLACE STAIR HANDRAIL (SEE DETAIL).
- INSTALL GUARDRAIL (SEE DETAIL).
- INSTALL SEVEN (7) ADJUSTABLE SHELVES.
- 3" PC CONC. CEIL'G -- SEE DTL & STRUCT.
- PROVIDE NEW LIGHTWEIGHT CONCRETE FILL TO TAPER UP SHOWER ROOM FLOOR TO ACCESSIBLE SHOWER STALL. PROVIDE 1/2" LIP AT 2:1 SLOPE AT ACCESSIBLE STALL.
- PROVIDE ACCESSIBLE RECESSED SHOWER RECEPTOR WITH 1/2" LIP AT 2:1 SLOPE.
- CASED OPENING
- HORIZONTAL BLINDS



KEY PLAN

CONSTRUCTION DOCUMENTS

CRD Campbell, Inc.
Engineers Architects Planners
One Campbell Plaza 58th & Arsenal St. Louis, MO 63139 314/781-2004

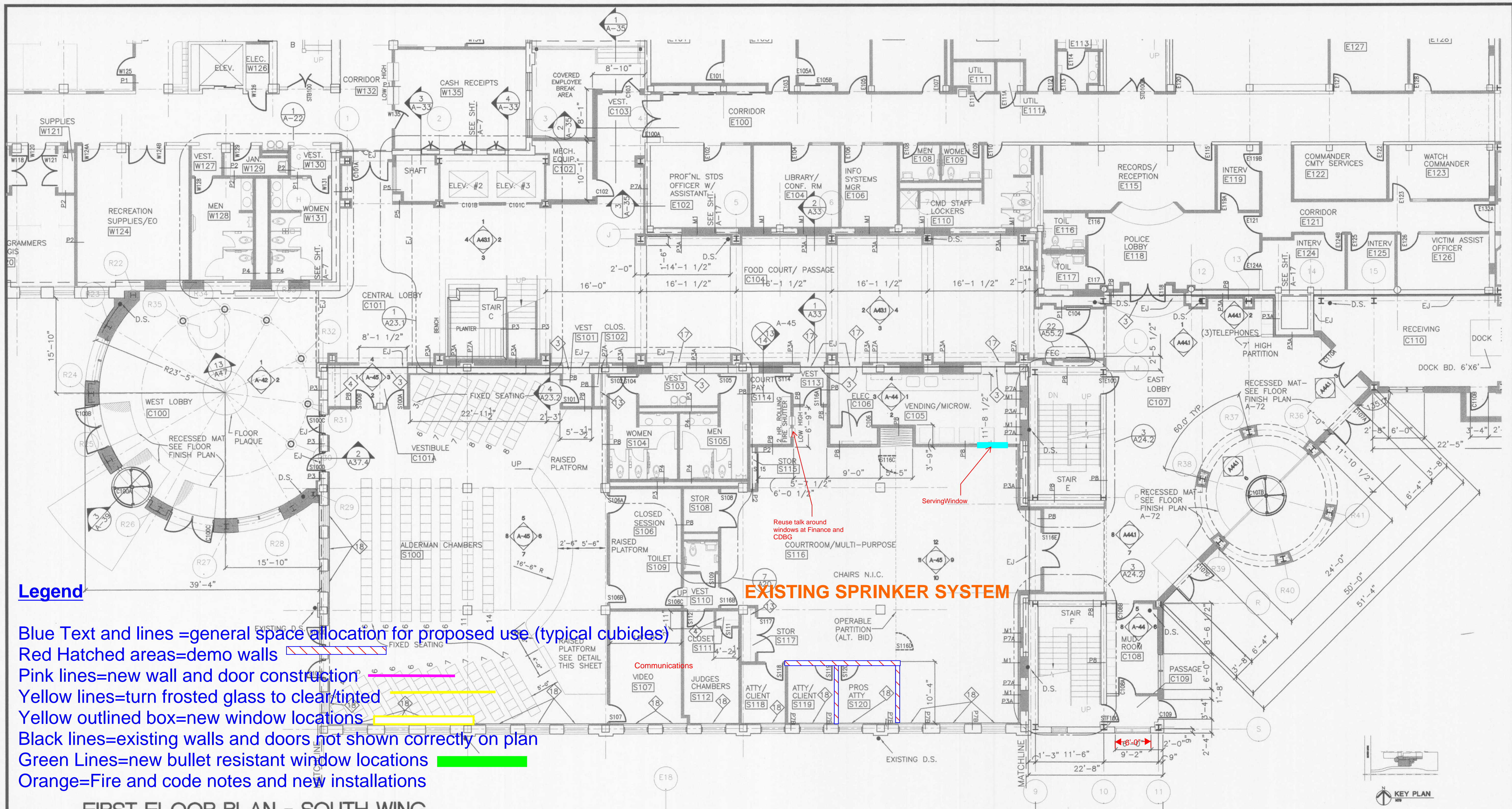


City of O'Fallon
138 South Main Street
O'Fallon, Missouri 63366
NEW CITY HALL COMPLEX

**EAST WING
BASEMENT PLAN**
CONSTRUCTION DOCUMENTS

Revisions
"CONSTRUCTION ISSUE
DECEMBER 5, 1997"

Project No.	96036
Date	SEPT. 4, 1997
Designed	
Drawn	MAG3
Drawing No.	A-16



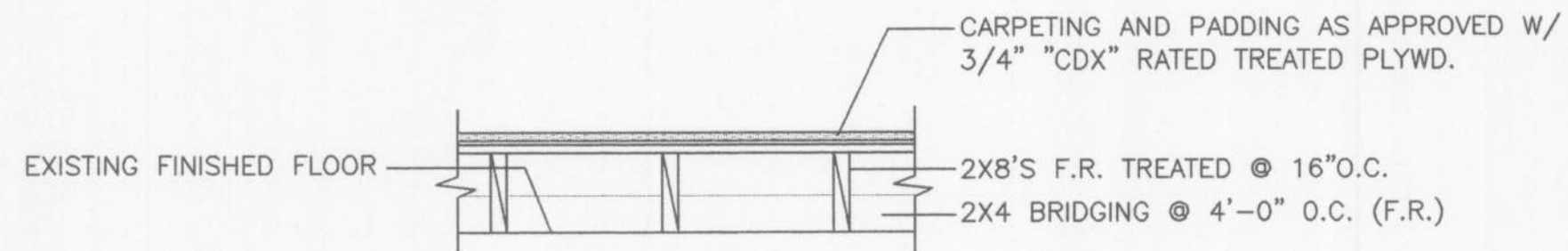
Legend

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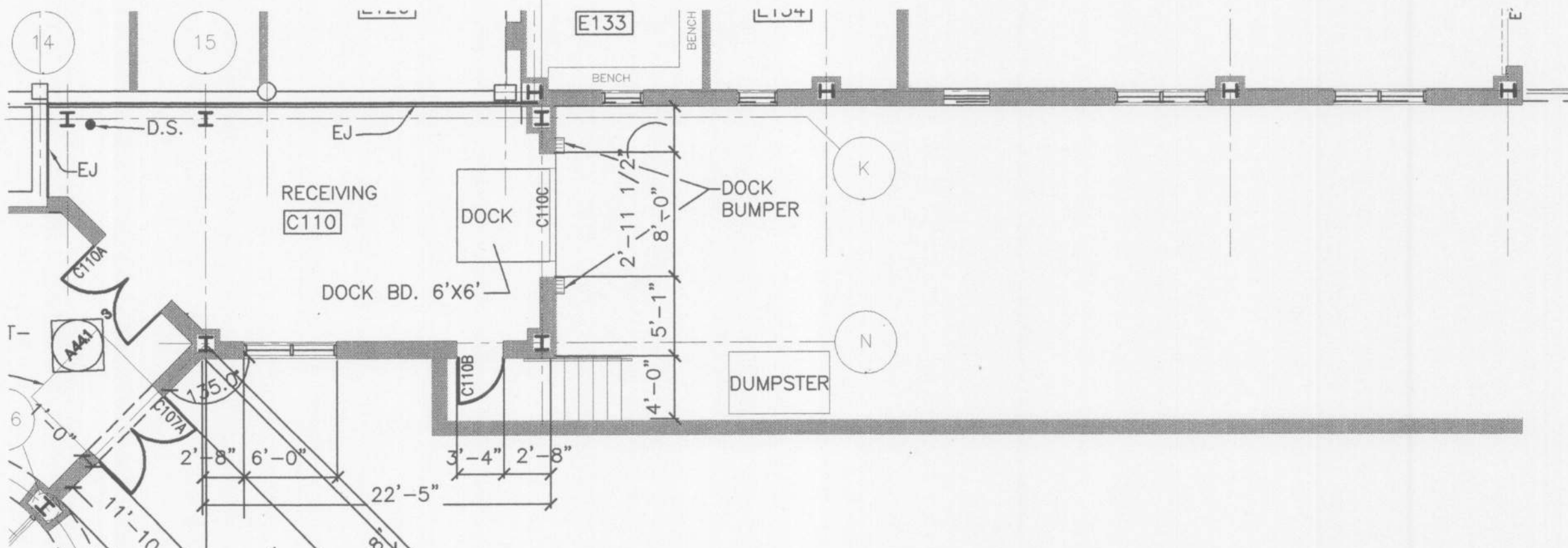
FIRST FLOOR PLAN - SOUTH WING, WEST + EAST ENTRANCES, AND CENTRAL LOBBY



SCALE: 1/8" = 1'-0"



DETAIL @ RAISED FLOOR, N.T.S.



FIRST FLOOR PLAN - RECEIVING

SCALE: 1/8" = 1'-0"

NOTE --- PARTITION TYPES: ALL NEW SHADED INTERIOR PARTITIONS ARE TYPE P1, UNLESS OTHERWISE NOTED.

PLAN KEY NOTES

- 1 PATCH TO MATCH EXISTING PARTITION AND BASE.
- 2 PATCH TO MATCH EXISTING BASE.
- 3 PATCH TO MATCH EXISTING FLOOR.
- 4 NEW COAT ROD AND SHELF.
- 5 NEW STC RATED FOLDING PARTITION.
- 6 FLOOR EXPANSION JOINT (SEE DETAILS).
- 7 REFURBISH EXISTING WINDOWS.
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- 14 3" PC CONC. CEILING --- SEE DTL & STRUCT.
- 15 PROVIDE NEW LIGHTWEIGHT CONCRETE FILL TO TAPER UP SHOWER ROOM FLOOR TO ACCESSIBLE SHOWER STALL. PROVIDE 1/2" UP AT 2:1 SLOPE AT ACCESSIBLE STALL.
- 16 PROVIDE ACCESSIBLE RECESSED SHOWER RECEPTOR WITH 1/2" UP AT 2:1 SLOPE.
- 17 CASED OPENING
- 18 HORIZONTAL BLINDS
- 19 TRANSLUCENT GLASS INNER PANE
- 20 SECONDARY GLAZED WINDOW, INSTALL AFTER EXISTING WINDOW REFURBISHED.
- 21 OPERABLE WINDOWS

CONSTRUCTION DOCUMENTS

CRD Campbell, Inc.
Engineers Architects Planners



138 South Main Street
O'Fallon, Missouri 63366



**SOUTH WING
FIRST FLOOR PLAN**

Revisions

CONSTRUCTION ISSUE
DECEMBER 5, 1997

Project No. 96036

Date SEPT. 4, 1997

Designed

Drawn

Drawing No.

A-13