

Request for Qualifications for Geotechnical Investigation and Material Testing Services for Ballwin Police Department

Submittal Date

March 4, 2021, 10:00 a.m. Central Time
The City of Ballwin, Missouri

Address

1 Government Center
Ballwin, MO 63011

Issuance Date

February 18, 2021

**Request for Qualifications for Geotechnical Investigation and
Material Testing Services for Ballwin Police Department**

The City of Ballwin is soliciting qualifications from firms to provide Geotechnical Investigation and Material Testing Services **for the design and construction of a new Police Department located on Kehrs Mill Road.**

Qualifications will be accepted until **10:00 a.m. C.T., on March 4, 2021** at:

Office of the City Administrator
City of Ballwin, MO
1 Government Center
Ballwin, Missouri 63011

All questions or comments regarding this solicitation package must be submitted in writing to Eric Serman, City Administrator, by e-mail to esterman@ballwin.mo.us no later than 5:00 p.m. C.T., on **February 26, 2021.**

Qualified firms are required to submit their qualifications in accordance with these solicitation requirements. Three (3) hard copies of your response and one electronic copy (Adobe PDF) must be submitted.

The City of Ballwin reserves the right to reject any or all responses, or any part thereof, or waive irregularities or defects in same, or accept any proposal deemed to be in the best interest of the City of Ballwin.

SCOPE OF SERVICES

The City of Ballwin, Missouri (herein after the “City”) intends to engage a firm to provide geotechnical services and construction materials testing for the proposed Police Department located on Kehrs Mill Road. Exhibit C constitutes the current proposed conceptual design for the new station. The proposed new station is approximately 24,680 square feet and 3 stories (herein after the “Project”).

The selected firm will provide material knowledge during the design phases, so as to illicit the best financial decisions pertaining to site development and construction.

As a condition to the contract award, the selected firm is required to enter into an agreement with the City of Ballwin for the performance of the services defined herein.

In January 2021, the City of Ballwin contracted with Navigate Building Solutions, LLC to provide Construction Management Services-Owner’s Agent Services. This firm will coordinate with Navigate Building Solutions, LLC for performance of this contract.

Interested firms and all representatives thereof are prohibited from contacting any elected officials until after a final selection has been made by the City of Ballwin Board of Aldermen.

Geotechnical Investigation:

- 1) Supply all equipment and labor necessary to perform field exploration, drill test bores, collect soil samples and complete all laboratory tests as required. Suggested locations of test holes are indicated on the attached site plan. The testing agency should recommend the depth of test holes required.
- 2) Coordinate with the Owner and or their consultants regarding construction limitations and or design considerations based on geotechnical exploration and findings.
- 3) Assist the Owner and or their consultants during the design and construction of the project.
- 4) Provide a final geotechnical report for the proposed additions to the project site that includes construction recommendations and soil boring logs detailing the soil profiles.
- 5) Provide a final geotechnical report for review and comment including the following:
 - a. provide a geotechnical engineer to work side-by-side with the drilling crew to review, observe, and log the borings during the drilling process.
 - b. soil profile coefficient for seismic design
 - c. recommendations for earthwork and grading; excavation and shoring recommendations
 - d. Recommended design parameters for site retaining walls including Global Stability Analysis.
 - e. recommendations for foundations and footing design; structural recommendations and the effect of expansive soils
 - f. For purposes of this solicitation, assume preliminary single-story column loads to be approximately 100 kips with two-story columns loads anticipated to be approximately

400 kips. At this time, these are assumed values. This will need to be confirmed during the design process. It is possible that this structure will be three stories above grade.

- g. analysis of potential groundwater and fill
 - h. suitability of onsite soils for fill
 - i. recommendations for pavements and subgrade considerations
- 6) Any further recommended services by your firm that should be provided as part of this scope
- 7) Testing should confirm the seismic classification for the site. As part of the Geotechnical Lump Sum proposal, this firm shall provide an alternate cost to provide Shear Wave Velocity Testing should Site Class "D" be discovered.

Materials Testing:

Recognizing the benefit of having consistency in the geotechnical team and the materials testing team, the following scope is also to be included as part of this RFQ response.

- 1) This firm shall use their experience on past similar and recent projects to determine and propose on their specific scope of work and services. The project is being permitted under IBC 2015.
- 2) Firm will be responsible for all special inspections. Special inspections, include, but are not limited to the following:
 - a. Concrete construction (1704.4 & Table 1704.4)
 - b. Concrete Reinforcement (1708.2)
 - c. Steel Construction (1704.3 & Table 1704.3) (welding, high strength bolts)
 - d. Masonry Construction (1704.5 & Tables 1704.5.1 & 1704.5.3)
 - e. Soils (1704.7 & 1802.2)
 - f. Mastic & Intumescent fire-resistant coatings (1704.13)
- 3) Firm will be responsible for all potential material testing services that could be needed under this contract. These include, but are not limited to the following:
 - a. Concrete mix design reviews
 - b. Concrete reinforcement placement inspection
 - c. Concrete reinforcement welding inspection
 - d. Batch plant inspection
 - e. Concrete placement inspection
 - f. Mortar and Grout Testing
 - g. Drilled caissons
 - h. Steel fabrication inspection at plant
 - i. Steel erection inspection
 - j. Welding inspection (Certified CWI)
 - k. Decking
 - l. Stair railing systems
 - m. Welding Certification Procedure
 - n. Bolting Inspection
 - o. Shear stud inspections

- p. Anchor tension testing
 - q. Fireproofing density testing
 - r. Concrete reinforcement testing
 - s. Concrete Compressive Strength of Concrete Cylinders ASTM C39
 - t. Aggregate Testing
 - u. Pull test epoxied rebar (if needed)
 - v. Asphalt extraction test
 - w. Moisture Content ASTM D2216
 - x. Particle Size Analysis ASTM D422
 - y. Particle Size Analysis (Cohesive samples) ASTM D4318
 - z. Atterberg limits ASTM D4318
 - aa. Organic Content ASTM D2974
 - bb. Standard Proctor ASTM698 – 6" mold
 - cc. Modified Proctor ASTM D1577 – 6" mold
 - dd. Nuclear Gauge testing
- 4) The firm is required to commit one project inspector who will be responsible for overseeing all testing and inspections required for the project and report to the Owner and/or its Owner Representative. The project inspector must have experience in overseeing testing and inspection programs for similar projects; must have excellent management and communication skills, and the ability to work in partnership with the Owner staff/representative.
 - 5) The firm shall be required to prepare and submit written reports on all inspections and testing. Reports will summarize all findings, conclusion and recommendations determined during testing procedures. All field reports will be prepared under the supervision of a Professional Engineer registered in the State of Missouri. Field reports will be typed and e-mailed on a weekly basis. Copies of hand-written daily reports shall be made and left at the site with the Owner Representative/Contractor every day before leaving the site.
 - 6) The inspectors are required to sign in and sign out every day during inspections indicating the duration onsite and the work inspection that day.
 - 7) All personnel intended to work on the project shall be approved by the Owner and/or its Owner Representative prior to working on the project.
 - 8) The firm is expected to read and interpret the geotechnical report for the project. Then using the recommendations of the report and the test results being achieved, the firm shall provide direction and recommendations to the construction team and Owner Representative as to how to remediate/proceed accordingly. This includes but is not limited to import of suitable soils/granular, geo-grid recommendations, etc.
 - 9) Upon selection by the Owner, this firm will be required to submit an exhaustive list of services with unit rates (staff, testing, and equipment) to be held throughout the duration of the project.
 - 10) Successful firm will be responsible for coordinating with the Owner & Owner Representative and Prime Contractors for all services rendered.
 - 11) Upon award, it is understood that any overtime will be approved at 1.5x the rates.

- 12) Upon award, it is understood that services will be paid for work performed and time spent on the project. The Owner will not accept hourly minimums on services or reimbursable for mileage to and from the firm's testing facility.

Deliverables for the RFQ:

- 1) The cover letter should briefly state the understanding of the work to be performed, and a statement as to why the company believes it is best qualified to perform the services. The cover letter should also include the name(s) of the person(s) authorized to represent the proposer, title, address, and telephone number.
- 2) Qualification submittals limited to no more than ten single-sided pages total in length; cover letter and table of contents are not included in the page count; resumes and copies of licenses are not included in the page count.
 - a. Discuss the qualifications of your firm and its ability to provide professional services for the proposed scope of work project types and scope delineated above. Particularly, discuss the following elements:
 - i. General Firm Information/Relevant Project Experience/Competence of Firm:
 1. List the general information of your firm, including legal name, mailing address, location, phone number, fax number and email address of firm/person submitting the qualifications.
 2. Include a summary of the Firm's history, experience and qualifications with projects (dates, description, locations, key personnel and references) similar to the project (Scope of Services).
 3. Emphasis should be given to projects performed from the local area office using staff nominated as available for this project.
 - ii. Team History & Technical Qualifications, Key Personnel, and Sub-Consultants
 1. Provide a staff and sub-consultant organizational chart that clearly indicates each team member and their area of responsibility/expertise.
 2. Provide a table listing the projects your Firm has completed with each sub-consultant.
 3. Key Personnel Qualifications:
 - a. Include the names and resumes of the project manager and staff to be committed to the project. For each of the key personnel, identify their expected areas of responsibility and previous experience on similar projects.
 - b. Include for all the key project team members their educational background/training, years of experience, accreditations, related experience, and detailed descriptions of roles played on past projects.
 4. Response shall also list all certifications held by the firm's testing lab & technicians.
 - iii. Record of Performance:

1. Provide a record of past performance with respect to control of costs, quality of work and ability to meet deadlines and schedules.
 2. Provide three client references for recent similar projects.
 3. Please provide a list of any professional liability insurance claims made against your firm in the last 10 years.
- iv. Capacity and Capability, Approach, and Schedule:
1. Provide a narrative of how your firm will accomplish work in a timely manner and within project scheduling constraints.
 2. Demonstrate unique capabilities, innovative approaches, technical skills and systems, or special methodologies proposed to accomplish the work efficiently and to a high standard.
 3. Specifically list any work for which you do not have in-house capability and name the firm you propose to subcontract for that work. Provide a systematic and methodical description as to how the scope of services will be accomplished in language suitable for inclusion in a legal contract.
 4. Describe the workload and ability of the proposed staff to competently and expeditiously provide the design services required.
- v. Proximity and Familiarity:
1. List specific experience in dealing with local government agencies including: List projects conducted in the city of the project (or surrounding area), if any, which may add to your knowledge, capability, and efficiency on this project.
- vi. Additional Qualifications:
1. Indicate ability of the Firm to retain automobile and general liability insurance with umbrella coverage of \$2,000,000 per project and naming the Owner and Owner Representative as an additional insured. Indicate your ability to retain professional liability insurance in the amount of \$2,000,000 per claim. Indicate your ability to retain Worker's Compensation insurance and your coverage limits.
 2. Upon selection of Firm, the Firm may be required to complete documents regarding enrollment in the Federal Work Authorization Program and E-Verify.
- 3) Please advise if there are any further services by your firm that should be provided as part of this scope that are not listed above that should be included in this scope and the reason behind your recommendation. Please include cost of such services if they are to be procured with this scope of work.
- 4) Firm shall disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the Owner, including a list of any clients currently under contract in the Owner's jurisdiction. Bid shall further disclose all current and unresolved litigations, arbitrations, or mediations of the company.

- 5) Enclosed in a separately sealed envelope, firm shall provide a lump sum cost proposal for the Geotechnical Investigation portion of this RFQ only indicating the number of borings and this firm's recommended depths for the boring diagram provided. Additionally, provide in the same sealed envelope one complete copy of your firm's full rate schedule to be used for the duration of the project. This shall include all rates for labor, equipment, and tests.

Additional Information:

- 1) The Owner reserves the right to reject any or all responses. The Owner reserves the right to waive any variances from original RFQ in cases where the variances are considered to be, in the sole discretion of the Owner, in the best interest of the Owner.
- 2) Responses may be modified or withdrawn prior to the time and date specified for submission by formal written notice from an authorized representative of the applicant.
- 3) All responses submitted shall become the property of the Owner after the submission deadline and may be released as public documents after that time.
- 4) Upon selection, firm must submit a Certificate of Insurance in compliance with the Owner's insurance requirements. The certificate shall state that the Owner and Owner's Representative/Construction Manager is named as an additional insured.
- 5) Upon review of the Statement of Qualifications using the criteria outlined above, the City may select Firms to interview. Firms may be selected for interviews or questioned for clarification by the Selection Committee; however, the City may choose to proceed without interviewing any Firms. Firms selected for onsite interviews must include the Project Manager as part of the interview team. This Project Manager will be identified in the SOQ response, and it is the expectation of the City that this manager will lead actual implementation if a contract is awarded.
- 6) Upon selection of Firm, this Firm will help the Owner develop a budget for all services listed in the RFQ based upon the information known about the project at the time of selection. Firm will advise the Owner if this estimated budget should be adjusted as the design continues and provide such budget updates.

Evaluation Criteria:

A Selection Committee will review and evaluate the qualifications of each Firm. The evaluation will be based on information provided related to the selection criteria listed as follows:

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|---|---------------|
| 1) Relevant Project Experience, Competence of Firm | (rating x 10) |
| 2) Team History & Technical, Key Personnel, and Sub-Consultants | (rating x 40) |
| 3) Past Record of Performance & References | (rating x 20) |
| 4) Capacity, Capability, Approach, & Schedule | (rating x 20) |
| 5) Proximity and Familiarity | (rating x 10) |

Each of the criteria above will be rated 10 (excellent) to 0 (poor or non-responsive) and weighted by the number in parenthesis for each above. Final rating will be the total of each rating value for criteria 1 through 5.

Project Schedule:

1) Advertise for Geotechnical Investigation and Materials Testing	02/18/2021
2) Receive RFQ Responses	03/04/2021 at 10:00am
3) Evaluate RFQ Responses	03/04/2021
4) Anticipated Board Recommendation	03/08/2021
5) Performance of Geotechnical Investigation Complete By	03/31/2021
6) Delivery of Final Geotechnical Report	04/09/2021
7) Preliminary Bid for Main Construction Package	12/15/2021
8) Performance of Construction	Jan 2022 – May 2023
9) Project Closeout	June 2023

Attachments:

Site with Preliminary Test Boring Locations
Floor Plan

Contract Award:

The City of Ballwin will evaluate and rank response to the Request for Qualifications based on the established selection criteria. Once initial evaluation is completed, City will open the highest-ranking firm's sealed proposal/rates envelope. Recommendation for contract award will be contingent on successful negotiation of contract terms based on the information provided. If a contract cannot be successfully negotiated with the selected firm at a price determined to be fair and reasonable, the City reserves that right to negotiate with another proposer. Final contract amount will reflect a Geotechnical Investigation Lump Sum fee and a Materials Testing Time & Material Not to Exceed fee.

General Terms

1. Nothing contained here will create any contractual relationship between the City and the firm submitting a proposal. Statements contained in the response of the successful proposer may become part of the agreement for services.
2. Information received from each firm will become the property of the City.
3. The City reserves the right to accept or reject any or all submittals, or any part thereof, or waive any irregularities or defects in same, and to award the contract to any firm deemed to be in the best interest of the City.
4. The City is not responsible for any costs incurred by any firm for any work performed relative to the preparation of the response or subsequent negotiations of a contract for the services described herein.
5. All successful Proposers on City contracts for services in excess of \$5000 must provide the City with documentation and a sworn affidavit, substantially in the form of the Federal Work Authorization Program ("FWAP") Affidavit attached hereto as Exhibit B, with respect to employees working in connection with the contracted services, affirming enrollment in a FWAP. The affidavit shall also provide that the Proposer does not knowingly employ any person in connection with the contracted services who is an unauthorized alien. Such affidavits must be provided no later than the execution of an Agreement with the City. Subcontractors must provide similar affidavits to its general contractors when the general contractor hires the subcontractor. A contractor or subcontractor is not required to perform an electronic verification check on employees hired before January 1, 2009.
6. The selected firm is required to enter into an Agreement with the City for the Project, which shall include but not be limited to the following terms and conditions:
 - Indemnification. Firm agrees to indemnify and defend and hold harmless the City, together with its board of aldermen, officers, representatives, agents, and employees from and against any and all losses, suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, reasonable attorney fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any action, omission, fault or negligence whether active or passive of firm, or of anyone acting under its direction or control or on its behalf in connection with or incidents to the performance of services pursuant to this Agreement.
 - Insurance. Firm shall procure and maintain during the period of this Agreement insurance, as follows:
 - (a) Workers' Compensation as required by law and employer's liability coverage in an amount not less than \$2,000,000.

(b) Commercial general liability which provides combined single limit coverage, including property damage and bodily injury, including:

Death	\$2,000,000 each person
	\$2,000,000 each occurrence
Property Damage	\$2,000,000 each occurrence
	\$2,000,000 general aggregate

(c) Automobile liability, which provides combined single limit coverage, including:

Death	\$2,000,000 each person
	\$2,000,000 each occurrence

Property Damage	\$2,000,000 each accident
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(d) Professional liability	\$2,000,000 each occurrence
	\$2,000,000 general aggregate

The commercial general liability policy shall be endorsed to cover the liability of firm hereunder. City shall be named as an additional insured on the commercial general liability and automobile liability policies and such insurance shall be primary and non-contributory with respect to any insurance maintained by the City. Each such policy shall be written by a company or companies licensed to do business in the state of Missouri and acceptable to the City. Certificates of insurance shall be furnished to City prior to the commencement of the Work. Each such policy shall provide that it shall not be canceled or altered, without 15 days prior written notice to City. The certificate of insurance must state "the City of Ballwin is an additional insured on a primary and non-contributory basis."

- Immunity Retention. By execution and performance of this Agreement, the City does not intend to, nor shall it be deemed to have waived or relinquished any immunity or defense on behalf of the City, and the City's board members, officers, directors, servants, employees, agents, successors or assigns.
- FWAP Documentation. Firm has provided to the City, or will provide to the City, no later than the execution of this Agreement, all documentation and required affidavits that firm has enrolled in, and participates in, a Federal Work Authorization Program, as required by Section 285.530 Missouri Revised Statutes with respect to the employees working in connection with the contracted services. Firm shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

EXHIBIT B

AFFIDAVIT OF COMPLIANCE WITH SECTION 285.500 RSMo et seq.

(REQUIRED FOR CONTRACTS FOR PROVISION OF SERVICES IN EXCESS OF \$5,000)

STATE OF _____)

_____)ss
COUNTY OF _____)

Before me, the undersigned Notary Public, _____ (Name) personally

appeared who is _____ (Title) of _____ (company name)

and after being sworn did depose and say:

(1) that said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and

(2) that said company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

The terms used in this affidavit shall have the meaning set forth in Section 285.500 RSMo, et seq.

Documentation of participation in a federal work authorization program is attached to this affidavit.

Signature (Person with Authority)

Printed Name

Title

Date

Subscribed and sworn to before me this _____ day of _____ (Month, Year).

My commission expires:

Exhibit A: Preliminary
Boring Locations









