



March 19, 2020

Subject: Request for Qualifications for Professional Design and Engineering Services

Dear Potential Respondent:

Your firm is invited to submit statements of qualifications for the professional design and engineering services required to complete a new Police Station Facility for the City of Ballwin, Missouri.

Proposers shall submit five (5) hard copies and one (1) electronic copy of your qualifications. Submissions will be accepted until 12:00 noon April 17, 2020.

All questions and clarifications should be addressed in writing to Bob Kuntz, City Administrator at bkuntz@ballwin.mo.us by 12:00 noon, April 17, 2020.

Submittals shall be no more than forty (8.5" x 11") pages in total length (not including cover, table of contents, or section dividers). Double sided content counts as 2 pages. All pages must be sequentially numbered within each section. Include a detailed index for easy reference.

Statements of Qualifications will be accepted at:

Professional Design Services Qualifications
C/O Bob Kuntz, City Administrator
City of Ballwin, MO
1 Government Ctr
Ballwin, MO 63011

Please review the attached for details regarding the City's expectations for qualifications. Thank you in advance for your interest in working with the City of Ballwin, Missouri.

Sincerely,

Bob Kuntz,
City Administrator

City of Ballwin, Missouri
Request for Qualifications – Professional Design Services
New Police Station Facility

1. Introduction

The City of Ballwin (“City”) is currently seeking a design consultant (“Firm”) to provide the professional design and engineering services required to plan and design a new Police Station Facility.

2. Background

The City of Ballwin is a second-ring western suburb of St. Louis, located in St. Louis County, Missouri. The population was 30,404 as of the 2010 census. It was named by *Money* magazine in 2005, 2011, and 2013 as one of the 100 best places to live in America.

The City is served by an existing Police Station located at 300 Park Drive Ballwin, MO 63011. The building was built in the 1960s and has undergone two major renovations.

As a result of a feasibility study and site evaluations completed in February of 2020, the Board of Alderman has approved moving forward with designing a new facility to be constructed on City owned property at the intersection of Ballpark drive and Kehrs Mill Road.

Project Location



City of Ballwin, Missouri – Design Services RFQ

Project Description and Schedule

Based on programming information completed to date, the proposed police station size is approximately 25,000 square feet. The following program elements will be included:

- Covered/ secured parking
- Armory Shop
- Armory Storage
- Large Evidence Storage
- Secure Lobby/Entry
- Bureau of Administration
- Records
- Bureau of Operational Support
- Criminal Investigations
- Communications
- Bureau of Field Operations
- Community Affairs
- Patrol Operations Bureau
- Prisoner Intake and Temporary Holding
- Evidence Storage and Processing
- Fitness and Locker Facilities
- Training/ Emergency Operations Center
- IT/ Server Storage and Workroom

3. Qualification Submittal Requirements

Submittals should be specific and with adequate detail to accurately define your Firm and its ability to provide professional services for the proposed scope of work. Particularly, discuss the following elements:

3.1 General Information and Sub Consultant Team Structure

Provide a company profile including a brief history of the lead Firm. Include an organizational chart depicting all sub consultants to be used on the project, each sub consultant's area of responsibility and their relationship to your Firm. The Architect will be responsible for including architectural design services, interior design services, civil engineering design services, landscape architecture design services, structural engineering design services, mechanical, electrical, plumbing, low voltage tele data and security design services under their contract with the City. Provide a table listing the projects your Firm has completed with each sub consultant. Provide the following information on the lead Firm:

- Date, state and type of business organization
- Federal and State tax ID numbers
- Names of Owners, Principals and/or Officers
- Civil or criminal claims, judgments or suits within the last ten (10) years

- Evidence of the Firm’s financial wherewithal to complete the project
- The name, title, email address, mailing address and telephone number of the officer authorized to represent the Firm

3.2 Relevant Project Experience

Include a summary of the Lead Firm’s experience and qualifications designing public and/or private office buildings. **Though Police or Municipal Administrative Building experience will be viewed positively, it is not a requirement for selection.** Please include information for each project listed including (dates, description, size, cost, locations, key personnel and references).+ Emphasis should be given to projects performed from the local area office using staff nominated as available for this project.

3.3 Key Personnel Qualifications

Provide a staffing proposal with includes the names and resumes of the project manager and staff (including sub consultants) to be committed to the project. ONLY include resumes for staff that will have a specific and key role on this project. For each of the key personnel identify years in industry, education, years with your Firm (or sub consultant firm), their expected areas of responsibility, a list of previous experiences on similar projects, licenses/registrations and the office location where they reside.

Describe the workload and ability of the proposed staff to competently and expeditiously provide the design services required.

Describe your Firm’s contingency plan to respond with appropriate back-up staff in the case of death, disability, illness or separation.

3.4 Project Understanding/Approach/Schedule

Describe your understanding of the project and approach to delivering the Design Services requested. Furthermore, it is anticipated that the total design duration (starting with the space analysis and ending with the completion of construction “bid” documents) will be approximately seven (7) months. Please provide a detailed schedule and supporting narrative of how your Firm will accomplish this objective. Please identify regulatory submissions/review times and anything required of the City to facilitate your timely completion.

3.5 Record of Performance / References

Provide a record of past performance with respect to your ability to design to a budget. Provide references for the last five (5) clients (please list in order based upon contract date) that have utilized your Firm’s services. Please provide a list of any professional liability insurance claims made against your firm in the last 10 years.

3.6 Proximity and Familiarity

List your firm's specific experience interacting with the local agencies that will be involved with this project. List projects conducted in the City of Ballwin, Missouri city limits and St. Louis County, if any, which may add to your knowledge, capability, and efficiency on this project. Clearly identify the office location for each individual proposed for this project from both the lead Firm and sub consultants.

3.7 MBE/WBE Inclusion

It is important to the City to encourage MBE/WBE inclusion. However, the City has not set a specific MBE/WBE business utilization goal for professional services on this project.

3.8 Sustainability

The City is an advocate for Sustainable design and construction. However, it is not the City's intent to achieve LEED Certification. Instead the City is suggesting that the selected firm have an active LEED Accredited Professional on the project team.

4. Selection Process and Criteria

4.1 Selection Schedule

It is the intent of the City of Ballwin to adhere to the following schedule for the selection of the Firm. However, should the schedule change, respondents will be notified.

A. Request for Qualifications Due Date	April 17, 2020 noon
B. Shortlist Notifications (if required)	April 22, 2020
C. Interviews (if required)	April 27 – May 1, 2020
D. Staff Review	May 4-6, 2020
E. Board Agenda Action	May 11, 2020

4.2 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:

1) General Information/Team Structure	(rating___ X 05%)
2) Team's Previous History Working Together	(rating___ X 10%)
3) Relevant Experience – Firm	(rating___ X 20%)
4) Relevant Experience – Key Staff	(rating___ X 20%)
5) Project Understanding/Approach/Schedule	(rating___ X 25%)

- 6) Record of Performance / References (rating___ X 12%)
- 7) Proximity and Familiarity (rating___ X 05%)
- 8) Sustainable Design Experience (rating___ X 03%)

Each of the criteria above will be rated 5 (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 1 through 9.

4.3 Selection

Upon final ranking of the Firms, contract negotiations shall commence. Contract negotiations will require the selected Firm to proceed with the development of a detailed Scope of Work and costs in accordance with and for all the components of the project as outlined in Section 3. If any Firm fails to provide the necessary Scope of Work and cost information for negotiations in a timely manner, does not negotiate in good faith, or cannot perform the Contract for the Project, the City may cancel negotiations with that Firm and commence negotiations with the next ranked Firm. If the City deems there is no Firm that is viable, it will cancel the procurement. All aspects of the scope of work and pricing may be subject to negotiation.

5. Miscellaneous Information

- 5.1 Nothing contained herein will create any contractual relationship between the City of Ballwin and the firm submitting a proposal. Statements contained in the response of the successful firm may become part of the agreement for services.
- 5.2 Information received from each firm will become the property of the City of Ballwin. Information submitted by the firm cannot be considered confidential.
- 5.3 The City of Ballwin reserves the right to approve all assigned personnel and may require the firm to replace members of the project team as deemed necessary.
- 5.4 The owner, Principal, or Corporate Officer of the responding firm shall sign the response to the Request for Qualifications attesting that all the information provided is true.
- 5.5 The City of Ballwin reserves the right to accept or reject any or all Qualifications and to waive any irregularities.

City of Ballwin Request for Qualifications – Police Station

- 5.6 The City of Ballwin is not responsible for any costs incurred by any firm for any work performed relative to the preparation of the Response to this Request for Qualifications or subsequent negotiations of a contract for professional services.
- 5.7 As part of your cover letter, provide name, address, telephone and fax number, and e-mail address of the firm responding to this Request for Qualifications. Please designate a single representative or prime contact through whom the City of Ballwin may communicate at the firm.
- 5.8 The selected Firm shall agree to indemnify and defend and hold harmless the City of Ballwin, together with its employees, agents, and authorized representatives, 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 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 incident to the performance of the Contract. Firm's indemnity and hold harmless obligations shall apply to the fullest extent permitted by law.
- 5.9 If selected the Firm shall agree provide insurance with the coverage stated below:
- (a) Commercial general liability insurance: Including Death and coverage for Premises, Operations Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors. Such coverage shall apply to Bodily Injury and Property Damage on an "Occurrence Form Basis" with limits of Three Million Dollars (\$3,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.
 - (b) Workers compensation insurance: Statutory coverage per R.S.Mo. 287.010 et seq
 - (c) Automobile Liability Insurance: Covering Death, Bodily Injury and Property Damage for owned, non-owned and hired vehicles with limits of Three Million Dollars (\$3,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.
 - (d) Professional liability insurance coverage in the amount of One Million Dollars (\$1,000,000) for each claim.

All insurance policies shall be primary policies with bona fide insurer maintaining at a minimum an "A" rating. CGL policy shall name Owner and related parties as additional insureds. The policies shall provide that the insurance companies shall notify Owner at

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least thirty (30) days in advance of the effective date of any modification or termination of the policy. The Firm shall provide Owner, prior to execution of an Agreement and upon its request from time to time, proof of insurance evidencing the coverage above issued by insurance companies authorized to conduct business under the laws of the State of Missouri.