



**Request for Qualifications
For
Design/Build Services
Ballwin Golf Maintenance Building Renovation**

INTRODUCTION

The City of Ballwin, Missouri is seeking Statements of Qualifications (SOQ's) from Design Build Teams (DBT) for the Ballwin Golf Maintenance design-build project

RFQ PROCESS

The City of Ballwin will use a three-step procurement process to select a DBT to deliver renovations to the golf maintenance building, in accordance with State Law. Phase I shall be the solicitation of qualifications, in the form of statement of qualifications (SOQ's) that the City will evaluate to determine submitters most qualified to successfully deliver the project. The City will shortlist no more than five nor less than two of the most qualified submitters of SOQ's. If an entity intends to submit a proposal as part of a team, the entire team is required to submit a single SOQ as a single submitter. No stipends will be paid for submitting an SOQ. Architectural and engineering services on the project shall be evaluated in accordance with the requirements of RSMo. Sections 8.285 and 8.291. Points assigned in Phase I shall not carry forward to Phase II of the process.

In the second phase, the City will issue a Request for Proposal (RFP) for the project to the short listed submitters. Additional information will be provided to these teams regarding the specific requirements of the proposal. Only the short-listed submitters will be eligible to submit proposals for the project.

In the third phase, the City will award a design-build contract for the project to the proposed offering the best value, to be determined as described in the RFP. A stipend of one-half of one percent of the total project budget will be offered to the proposal(s) not selected for the final project, in accordance with State Law.

Proposals for phase II and phase III shall be submitted concurrently at the time and place specified in the request for proposal, but in separate envelopes or other means of submission. The phase III cost proposals shall be opened only after the phase II design proposals have been evaluated and assigned points, ranked in order, and posted

PROJECT DESCRIPTION

The purpose of this project is to renovate the golf maintenance building located at 333 Holloway Road, Ballwin, MO 63011.

Preliminary Project Scope

- Renovation of 30' x 115' golf maintenance building
- Increase mechanics shop ceiling clearance
- Enhance interior lighting
- Replace wood shell replace as needed and paint
- Expand and remodel office with 3 desks, break room and locker room facilities to include heating, cooling, internet plumbing and electrical as needed.
- Construct a carport for golf maintenance equipment to include tractors, aerators, carts and more
- The budget for this project is \$250,000

PROJECT TIMELINE

The city anticipates a three stage process; including (1) solicitation of qualifications of the DBT, (2) solicitation of a technical proposal including conceptual design for the project, and the (3) proposal of the construction cost based on the conceptual design. It is the goal of the City to complete Phase III by November 1, 2019 and to have the renovations completed by February 29, 2020

TEAM QUALIFICATIONS

The project requires a design-build team which includes all the professional and technical specifications, drawings and construction that are common only to maintenance facilities. Understanding these aspects, their functions and interaction through experience is vital to completing a successful system for operation. It is a mandatory requirement that the DBT will have achieved such experience as a prerequisite for proposing on this project.

1. DBT's must show evidence of having adequate experience in designing

- commercial maintenance facilities for municipalities.
- a. Members of DBT must have completed a minimum of five (5) commercial or public projects involving construction and or renovation of commercial maintenance facilities.
 - b. The DBT must submit a list of five (5) commercial or public maintenance facility whose work was completed in the last five years.
 - c. Firms must submit all above referenced projects with the name, address and telephone numbers of the owner's representative.
2. All DBTs shall provide proof of insurability of the types and minimum amounts as
 3. Follows:
 - a. Worker's compensation in full compliance with statutory federal and state law.
 - b. Employer's liability of \$500,000 minimum
 - c. Comprehensive general liability and bodily injury of \$2,000,000 per occurrence.
 - d. Property damage of \$1,000,000 per occurrence.
 - e. Comprehensive automobile liability, bodily injury \$2,000,000 CSL.
 - f. Professional liability insurance for the architectural/engineering firm with \$1,000,000/\$2,000,000 coverage.
 4. All design build teams shall provide proof of performance and payment bond ability in the amount proposed in the construction cost statement
 5. All design build teams must qualify with provisions of prevailing wage law, sec. 290.210 through 290.340 as amended RSMO 1969

Owner reserves the right to reject any proposal if the evidence submitted by, or investigation by, such DBT fails to satisfy the Owner that such DBT is properly qualified to carry out the obligation of the contract and to complete the work as described.

SUBMISSION REQUIREMENTS

Qualified firms are invited to submit information and demonstrate their experience in performing projects of this scale and complexity. Documentation should include the following:

- Letter of Introduction of the DBT.
- History, experience and qualifications of the DBT
- History, experience and qualifications of the contractor/builder
- List of firms past projects as outlined in the RFQ

- Outline of the design-build process and proposed timeline for the project.
- Provide the identification and qualifications of all key personnel and the nature of their participation in the project team.
- Provide details of any previous experience with the City of Ballwin.
- Provide documents from surety and insurer to support bonding capacity and insurance

PROPOSAL FORMAT

Proposals must meet all requirements of the RFQ or they may be rejected as non-responsive. The City of Ballwin reserves the right to reject any and all proposals. Open format is acceptable but please be succinct and follow the submission requirements.

To be considered, sealed proposals must be received by the Director of Parks and Recreation, City of Ballwin, #1 Ballwin Commons Circle, Ballwin MO 63021 by 2:00 CST on September 27, 2019.

Proposals must be in a sealed envelope marked "Ballwin Golf Maintenance Building Renovation"; faxed copies, electronic mail transmittals, and late submissions will not be accepted.

SELECTION PROCESS

The selection process of the DBT for this project will be conducted pursuant to RSMo. Section 67.5060 through a three-step process by the City of Ballwin.

1. Responsive SOQ's will be evaluated based on submitter experience (50%) and key staff and organization experience (50%) according to the criteria outlined above.
2. Proposals submitted by short listed firms selected to participate in Phase II of the process, will be evaluated by a selection committee, including the City Engineer as design criteria consultant. During the evaluation process, the proposal evaluators reserve the right, where it may serve the City's best interest, to request additional information or clarifications from the design-build teams, or to allow corrections of errors or omissions. At the discretion of the committee, firms submitting proposals may be required to make oral presentations as part of the evaluation process.

3. The city will negotiate a contract with the design-build team selected as the most highly qualified to arrive at a mutually acceptable (fair and reasonable) contract price. If the city is unable to reach such an agreement, negotiations will cease and negotiations will begin with the design-build team chosen as the next most qualified provider and so on until an agreement is reached.

The city may conduct other such investigations as it deems necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of proposers, proposed design consultants, subcontractors, suppliers and other individuals and entities to perform the work.

The City reserved the right to reject any or all submittals, including without limitation the right to reject any or all nonconforming, non-responsive, unbalanced or conditional proposals, including those who do not follow the instructions. The City also reserves the right to waive all informalities not involving price, time or change in the project and, at its sole option, to negotiate contract terms and conditions with the apparent successful proposer.

Any and all costs incurred for the preparation of a proposal in response to this Request for Qualification shall be the sole responsibility of the firm submitting the proposal.

POINT OF CONTACT

Chris Conway, CPRP
Director of Parks and Recreation
City of Ballwin
#1 Ballwin Commons Circle
Ballwin, MO 63021
636-207-2338
cconway@ballwin.mo.us



Images

- Street View
- Photo Sphere

Click highlighted areas to see images

Habittees