



**CITY OF GRAIN VALLEY**

711 S MAIN ST  
GRAIN VALLEY, MO 64029  
816-847-6291 Phone      816-847-6202 Fax

**2021 REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES  
RFQ #2021-01**

The City of Grain Valley (referred to as the "City") hereby gives notice of their intent to contract for architectural services in connection with the feasibility, design and construction of a new police station and will accept sealed qualifications from qualified persons, contractors or firms interested in providing the following:

**SIX (6) SIGNED UNBOUND QUALIFICATIONS  
& ONE (1) ELECTRONIC VERSION  
MUST BE RECEIVED BY:  
3:00 P.M. June 29, 2021**

**PLEASE MARK YOUR SUBMITTAL "SEALED QUALIFICATION FOR ARCHITECTURAL SERVICES" AND SEND IT TO:**

**City of Grain Valley  
Attention: Ken Murphy, City Administrator  
711 Main St.  
Grain Valley, Missouri 64029  
816-847-6291**

The City reserves the right to reject any and all qualifications, to waive technical defects, and to select the qualification(s) deemed most advantageous to the City.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. **Respondent is REQUIRED to complete, sign and return this form with their submittal.**

Company Name		Authorized Person (Print)	
_____		_____	
Address		Signature	
_____		_____	
City/State/Zip		Title	
_____		_____	
Telephone #	Fax #	Date	Tax ID #
_____	_____	_____	_____
E-mail		Entity Type	
_____		_____	

## **TABLE OF CONTENTS**

Cover Title-Signature Page  
Table of Contents

### **PART I**

General Information  
Project Background  
Scope of Work  
Tentative Schedule

### **PART II**

Statement of Qualifications  
Submission Requirements  
Evaluation & Selection  
Selection Criteria  
Exhibit "A" Non-Collusion Certification  
Forms 1-3

### **PART III**

General Conditions

**PART I****GENERAL INFORMATION**

Firms will be responsible for all costs incurred in preparing or responding to this RFQ.

The City will select a firm to provide the required services based upon the Statements of Qualification received and the availability of the firm determined most qualified to provide the required services by the City's timelines for completion.

The City is exempt from Federal and State taxes and will execute the required exemption certificates.

The City is a political subdivision of the state of Missouri and any information submitted to the City is subject to release as provided for by Missouri Public Records Law. The City will take reasonable efforts to protect any information marked "confidential," to the extent allowed by Missouri Public Records Law. Confidential information must be submitted in a separate envelope, sealed and marked "Confidential Information" and will be returned to the proposer upon request, after the determination of a list of qualified firms. It is understood, however, that the City will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any submittal is subject to potential disclosure. All other materials and documents submitted in response to the RFQ become the property of the City and will not be returned.

**PROJECT BACKGROUND**

The City of Grain Valley, Missouri (City) is in Eastern Jackson County along Interstate 70. Grain Valley is one of the fastest growing cities in Missouri. The 2010 US Census Population was 12,854 and is now estimated to be approximately 14,000. Grain Valley's Comprehensive Plan anticipates continued residential and commercial development through 2035, when the City is expected to be home to more than 30,000 residents.

Grain Valley has seen a substantial amount of growth and redevelopment around the I-70 interchange and in the City's industrial parks. This growth is expected to continue as the population continues to grow and Grain Valley becomes more appealing for commercial development.

In 2014, DesignWorkshop completed a Comprehensive Plan to serve as a guide for future growth and development of the Grain Valley community. It outlines the vision of the community for future land use, parks and open space, transportation, and utilities. The full report can be reviewed online at: [https://www.cityofgrainvalley.org/files/community\\_development/grain\\_valley\\_comprehensive\\_plan\\_63690.pdf](https://www.cityofgrainvalley.org/files/community_development/grain_valley_comprehensive_plan_63690.pdf)

Shortly after Grain Valley's municipal building at 711 S. Main was opened in 2001, city leaders noticed they had a problem; the town was growing at such a fast pace they would have to expand or replace their new facility. Since 2000, Grain Valley's population has swelled over 160 percent to about 14,000 residents. There is little reason to think that the population won't continue to increase at a rapid pace.

The city must ensure there is enough space for a growing staff and city services as population continues to increase. Knowing there is a strain on existing facilities, city officials began looking for a building site where they could put a new, expanded municipal building, plus parks and recreational facilities.

The City moved forward with a master plan for a city owned property on the south end of town which would've included a new city hall, police station and community center. At the conclusion of the master plan and initial design process, the issue was presented to the community in the form of two bond issues in June of 2020 which ultimately were defeated.

Although residents didn't approve of the plan as presented, the Board of Aldermen still understand that there are facility improvements that need to be addressed in a timely manner. After multiple workshops and a citizen survey, the Board has directed staff to solicit proposals from design firms for the feasibility, design and construction of a new police station on the former football field directly behind the pavilion which is city owned property.



### **PROJECT SCOPE OF WORK**

Various engineering services may be required within the Scope of Work of this RFQ. Firms must include their selection for the civil, structural, and M.E.P. engineering firm(s) within their qualifications. Work will include investigating the feasibility, design and construction of a new police station as well as possible design work for the renovation of the existing city hall/police station.

Following written notice by the City to proceed with work, the professional services of the design team shall include the general architectural, interior design, space needs, site layout and engineering services required to analyze needs and develop recommendations as may be needed by the City during the term of the contract. The services required for the project may include, but are not limited to:

- Meet with the City Administrator or his designee to coordinate the project.
- Provide planning, programming, and design services for the project.
- Facilitate the design planning process through information gathering meetings.
- Perform site review and civil engineering studies as needed to establish the basis for the conceptual design.

- Develop a conceptual design for the project which will include, at a minimum, a proposed site plan, conceptual floor plan, conceptual rendering, budget estimates, approximate construction costs, and information on building massing and materials.
- Provide architectural, interior design, engineering and other services as needed for the design of the project.
- Facilitate public presentations (Board of Aldermen meetings, community meetings, etc.) as needed.
- Assist as needed with a probable ballot issue required to fund the project.

It is anticipated that this project will result in a ballot issue during a spring or summer 2022 election.

The City’s tentative selection timetable is as follows and should be viewed as a relative or sample timeline. The Board may desire to compress or alter the timetable.

**TENTATIVE SCHEDULE**

- Deadline for receipt of Firm Qualifications and Response to RFQ – June 29, 2021 at 3:00pm
- Notification of interviews with City Administration – Week of July 5, 2021
- Interviews – Week of July 19, 2021
- Negotiated architectural fees and contract to City Administration – August 9, 2021
- City Administration recommendation to the Board of Aldermen – August 23, 2021

**PART II**

**STATEMENTS OF QUALIFICATION**

Statements of qualifications should include the following:

1. Information regarding the firm's history.
2. Identification of the architect(s)/engineer(s) in charge of the project, as well as any other personnel assigned to the project, together with the education, technical training, and experience of these individuals.
3. The firm's experience in designing substantially similar projects i.e., design and construction of municipal buildings, etc. and the processes used to gain public support and consensus.
4. Availability of the firm's staff and other equipment and resources to achieve completion of the project on the timeline proposed.
5. Include a list of all current municipal design and construction projects, including projects for which the firm has submitted statements of qualification and is being considered to provide design services, and the status of each (i.e., what stage of design and/or construction, the estimated dates for completion of design and construction, and the staff assigned to each of the listed projects);
6. Past performance as reflected in evaluations of previous and current clients with respect to factors such as control of costs, quality of work, and meeting deadlines. The firm should include a list of three relevant projects involving similar work, which the firm has designed during the past five years. Three of these projects should be the firm's most recent projects. The following information should be included for each project:

- a. Project owner, name of project and location;
  - b. Brief description of the project;
  - c. Year completed or anticipated completion date,
  - d. Construction cost;
  - e. Change order history for the project;
  - f. Other relevant information about the project and the firm's services;
  - g. Reference contact person and phone number;
7. The designated Project Manager will be identified and introduced and will be part of any presentations made to the City as part of the selection process.
8. Provide specific information on project budget development and the firm's experience with working with architects/engineers of record to refine project estimates over the past 5 years.
9. Explain the firm's experience, approach and specific expertise in planning for the client's use of technology.
10. The firm's practices with respect to site visits and project oversight.
11. Describe experiences with different building delivery models (CMR, DBB, DB, Multi-Prime, etc.) and preferred methods.
12. Description of the steps the firm will take to coordinate design and work on the project with the City with respect to maintaining the construction schedule and close-out of the project.
13. List a maximum of three (3) specific and unique qualities that set your firm apart from others as it relates to this project.
14. Any notable awards or certifications.

### **SUBMISSION REQUIREMENTS**

The deadline for receipt of firm qualifications and responses to RFQ is Friday, June 29, 2021, at 3:00 PM.

Please prepare six (6) copies of the qualifications to be submitted. In addition, please submit an electronic copy of the qualifications in either in DOCX or PDF file format. The electronic copy shall be placed on a flash drive and hand delivered or mailed with the hard copy. Mark the envelope in which the submittals are enclosed as "Qualifications for Architectural Services" and deliver to:

Ken Murphy, City Administrator  
City of Grain Valley  
711 S Main St  
Grain Valley, MO 64029

It is the intent of this RFQ to describe the required services in sufficient detail to secure comparable qualifications.

Appropriate questions from firms that are intended to clarify the contents of this RFQ must be submitted in writing and directed to Ken Murphy, at the address listed above or [kmurphy@cityofgrainvalley.org](mailto:kmurphy@cityofgrainvalley.org) . Otherwise, contact with anyone in the City of Grain Valley or its Mayor/Board of Aldermen regarding the RFQ will disqualify the candidate from consideration.

### LICENSE/PERMIT REQUIREMENTS

- The awarded individual or firm shall obtain a City of Grain Valley Occupational License within fifteen (15) calendar days of the date of the notification of award.
- The awarded individual or firm shall obtain any City of Grain Valley permits applicable to the work.

### INSURANCE REQUIREMENT

Insurance Certificates evidencing the coverage described below shall be included in the qualifications.

- **Worker's Compensation Insurance** with statutory limits of not less than \$1,000,000 per accident.
- **Commercial General Liability Insurance** with a combined single limit of \$1,000,000 per occurrence. Successful bidder shall add the City of Grain Valley as an "additional insured" on a standard Commercial General Liability Policy during the course of construction.
- **Business Automobile Liability Insurance** with a combined single limit of not less than \$1,000,000 per occurrence.

### EVALUATION & SELECTION

City administrative staff will review and evaluate the qualifications in accordance with the evaluation criteria identified in Part II and rank the firms in order of their qualifications. Factors to be considered relative to the qualifications of the firm will include, but not be limited to, the firm's credentials, experience, capability to perform the work, and distance to the work site.

More specifically: The City will consider the following selection criteria to determine the most qualified firm for the project:

1. The specialized experience and technical competence of the team with respect to the design, construction, and remodeling of City and similar government facilities.
2. The capacity and capability of the team to perform the work, including specialized services, to complete the project.
3. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules.
4. The ability to bring on local, national, or regional expertise to help create a team to create the best project solution.

5. The firm's proximity to and familiarity with the area in which this project is located with special consideration for firms located within the City limits.

The three firms which appear to be the best qualified will be invited to participate in an oral interview with the City Administration to discuss more fully how their approach to this project satisfies the evaluation criteria. It is currently anticipated that firms invited to interview will be contacted no later than Friday, July 9, 2021 at 5 p.m. and interviews will be scheduled to be held the week of July 19th.

The City administrative staff will then begin the process of negotiating a contract for the work with the top-ranked firm using the parameters provided following the November presentation.

If the City administrative staff is unable to negotiate a satisfactory contract with the firm selected, staff will report to the Board that negotiations with that firm shall be terminated. The City administrative staff shall then undertake negotiations with another of the qualified firms selected. If there is a failing of accord with the second firm, negotiations with that firm shall be terminated. The City administrative staff shall then undertake negotiations with the third qualified firm.

If the City administrative staff is unable to negotiate a contract with any of the selected firms, the City administrative staff shall reevaluate the necessary architectural services, again compile a list of qualified firms and proceed in accordance with the Qualifications-Based Selection procedures as previously described.

The City reserves the right to reject any and all qualifications, to waive any irregularities in the qualifications received, and to accept the submittal deemed most advantageous to the best interest of the City.

The successful firm will be expected to present to the Board of Aldermen on August 23, 2021.

The contract will be awarded to the firm that the City Administration determines and recommends to the Board of Aldermen as the most qualified to provide the required services in a prompt, competent and professional manner.

#### ACCEPTANCE AND NOTIFICATION

Following approval by the Board of Aldermen of the City of Grain Valley, the City will notify the successful bidder of award and be requested to furnish the appropriate insurance certifications no later than fifteen (15) calendar days after the notice of award. Failure to comply with this requirement may be cause for cancellation of the award.

After the City receives and approves all required insurance and documentation, the City and successful bidder will execute the contract.



# EXHIBIT "A" NON-COLLUSION CERTIFICATION

STATE OF MISSOURI

CITY/COUNTY OF \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that he is

\_\_\_\_\_ Title of Person Signing

of \_\_\_\_\_

\_\_\_\_\_ Name of Bidder

that all statements made and facts set out in the qualification for the above project are true and correct; and the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project.

BY \_\_\_\_\_

BY \_\_\_\_\_

BY \_\_\_\_\_

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_ Notary Public

My Commission Expires \_\_\_\_\_

# FORM NO. 1: FIRM PROFILE

1. Company Name and Address:
  - 1a. Firm / Provider is:  National  Regional  Local
  - 1b. Year Firm / Provider Established:
  - 1c. Years of Experience providing services:
  - 1d. Licensed to do business in the State of Missouri:  Yes  No
  - 1e. Name, title, telephone number and email address of Principal to contact:
  - 1f. Address of office to perform work, if different from Item No. 1:
2. Please list the number of persons by discipline that your Firm/Joint Venture will commit to the City's project:
3. If submittal is by Joint Venture or utilizes subcontractors, list participating firms / providers and outline specific areas of responsibility (including administrative, technical, and financial) for each firm:
  - 3a. Has this Joint Venture previously worked together?  Yes  No

# FORM NO. 2: EXPERIENCE / REFERENCES

Work by Firm/ Provider (including any subcontractors or Joint-Venture companies) that best illustrate current qualifications relevant to the City's project that has been/is being accomplished by personnel that shall be assigned to the City's project. List no more than ten (10) total projects:

Project Name & Location:

Completion Date (Actual or Estimated):

Project Owners Name & Address:

Project Owner's Contact Person, Title & Telephone Number:

Estimated Cost (in Thousands) for Entire Project: \$

Scope of Entire Project: (Please give quantitative indications wherever possible).

Nature of Firm's / Provider's responsibility in project: (Please give quantitative indications wherever possible).

Firms / Providers Personnel (Name/Project Assignment) who worked on the stated project that shall be assigned to the City's project and applicable certifications that personnel hold:

# FORM NO. 3: QUALIFICATION CHECKLIST

- \_\_\_\_\_ Signed Qualification
- \_\_\_\_\_ Evidence of required licenses and certificates
- \_\_\_\_\_ Evidence of Insurance
- \_\_\_\_\_ Form No. 1
- \_\_\_\_\_ Form No. 2
- \_\_\_\_\_ Form No. 3
- \_\_\_\_\_ Signed Non-Collusion Certification
- \_\_\_\_\_ Addendum (if applicable)

**PART III  
GENERAL CONDITIONS  
GOVERNING RESPONSES AND SUBSEQUENT CONTRACTS  
City of Grain Valley, MO**

1. **SCOPE:** The following terms and conditions, unless otherwise modified by the City of Grain Valley within this document, shall govern the submission of qualifications and subsequent contracts. The City of Grain Valley reserves the right to reject any qualification that takes exception to these conditions.
2. **DEFINITIONS AS USED HEREIN:**
  - a. The term "request for qualification" means a solicitation of a formal, sealed qualification.
  - b. The term "respondent" means the person, firm, bidder or corporation who submits a formal sealed qualification.
  - c. The term "City" means City of Grain Valley, MO.
  - d. The term "Board of Aldermen" means the governing body of the City of Grain Valley, MO.
  - e. The term "contractor" means the respondent awarded a contract under this qualification.
3. **COMPLETING QUALIFICATION:** All information must be legible. Any and all corrections and/or erasures must be initialed. Each qualification must be signed in ink by an authorized representative of the respondent and required information must be provided. The contents of the qualification submitted by the successful respondent of this RFP will become a part of any contract award as a result of this solicitation.
4. **REQUEST FOR INFORMATION:** Any requests for clarification of additional information deemed necessary by any respondent to present a proper qualification shall be submitted in writing to the City of Grain Valley, 711 Main Street Grain Valley, MO 64029, referencing this RFP number, a minimum of five (5) calendar days prior to the qualification submission date. Any request received after the above stated deadline will not be considered. All requests received prior to the above stated deadline will be responded to in writing by the City in the form of an addendum addressed to all prospective respondents.
5. **CONFIDENTIALITY OF QUALIFICATION INFORMATION:** Each qualification must be submitted in or under cover of a sealed envelope to provide confidentiality of the information enclosed. The envelope should be sealed and clearly marked with RFP number and the name of the project.

All qualifications and supporting documents will remain confidential until a final contract has been executed. Information that discloses proprietary or financial information submitted in response to qualification statements will not become public information. This is in accordance with the Missouri Sunshine Law.
6. **SUBMISSION OF QUALIFICATION:** Qualifications are to be sealed and submitted to the City of Grain Valley, 711 Main Street Grain Valley, MO 64029, prior to the date and time indicated on the cover sheet. At such time, all qualifications received will be formally opened. The opening will consist of only the name and address recording of respondents.
7. **ADDENDA:** All changes, additions and/or clarifications in connection with this qualification will be issued by the Purchasing office in the form of a WRITTEN ADDENDUM. **SUBMIT EQUAL NUMBER OF SIGNED ADDENDUM WITH THE NUMBER OF QUALIFICATIONS REQUIRED.** Verbal responses and/or representations shall not be binding on the City.
8. **LATE QUALIFICATIONS AND MODIFICATION OR WITHDRAWALS:** Qualifications received after the date and time indicated on the cover sheet shall not be considered.

Qualifications may be withdrawn or modified in writing prior to the qualification submission deadline. Qualifications that are resubmitted or modified must be sealed and submitted to the Purchasing Office prior to the qualification submission deadline. Each respondent may submit only one (1) response to this qualification.
9. **BONDS:**

When a Bond is required it shall be executed with the proper sureties, through a company licensed to operate in the State of Missouri, and hold a current Certificate of Authority as an acceptable surety under 31 CFR Part 223 (and be listed on the current U.S. Department of the Treasury Circular 570 and have at least A Best's rating and a FPR9 or better financial performance rating per the current A.M. Best Company ratings.)
10. **NEGOTIATION:** The City reserves the right to negotiate any and all elements of this qualification.
11. **TERMINATION:** Subject to the provisions below, any contract derived from this Request For Qualification may be terminated by either party upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then said contract may be extended upon written approval of the City until said work or services are completed and accepted.
  - (a) **TERMINATION FOR CONVENIENCE**

In the event that the contract is terminated or cancelled upon request and for the convenience of the City, without the required thirty (30) days advance written notice, then the City shall negotiate reasonable termination costs, if applicable.
  - (b) **TERMINATION FOR CAUSE**

Termination by the City for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

(c) TERMINATION DUE TO UNAVAILABILITY OF FUNDS IN SUCCEEDING FISCAL YEARS.

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

12. TAX EXEMPT: The City and its Agencies are exempt from State and local sales taxes. Sites of all transactions derived from this qualification shall be deemed to have been accomplished within the State of Missouri.
13. SAFETY: All practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.
14. RIGHTS RESERVED: The City reserves the right to reject any or all qualifications, to waive any minor informality or irregularity in any qualification, and to make award to the response deemed to be most advantageous to the City.
15. RESPONDENT PROHIBITED: Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this qualification or any resultant agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the previous written approval of the City.
16. DISCLAIMER OF LIABILITY: The City, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.
17. HOLD HARMLESS: The contractor shall agree to protect defend, indemnify, and hold the Board of Aldermen, City of Grain Valley, MO, its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the contractor, its agents, employees or representatives, in the performance of the contractor's duties under any agreement resulting from award of this qualification.
18. LAW GOVERNING: All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Missouri.
19. ANTI-DISCRIMINATION CLAUSE: No respondent on this request shall in any way, directly or indirectly discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.
20. DOMESTIC PRODUCTS  
The City of Grain Valley has adopted a formal written policy to encourage the purchase of products manufactured or produced in the United States. (City of Grain Valley Resolution No. 87-18, MO. State Statute No. 34.353, Section 3, (5)).
21. CONFLICTS: No salaried officer or employee of the City, and no member of the Board of Aldermen shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Federal conflict of interest regulations and applicable provisions of Sections 105.450 – 105.496 shall not be violated. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this contract. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed.
22. DEBARMENT: By submission of its response, the Contractor certifies that neither it nor its principals is presently debarred or suspended by any Federal Department or agency, including listing in the U.S. General Services Administrations List of Parties Excluded from Federal Procurement or Non-Procurement programs; or if the amount of this response is equal to in excess of \$100,000, that neither it nor its principals nor its subcontractors receiving sub-awards equal to or in excess of \$100,000 is presently disbarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by an Federal Department , agency or prevision of law. If the Contractor is unable to certify any of the statements in this certification, the responder must attach an explanation to its response.

**Para 17 Revised by Legal 1-4-96**  
**Para 21 Revised by Legal 10-31-03**  
**Para 20 Added by Legal 8/02**