



theallianceofswmo.org

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**Child and Family
Health and
Well-Being**

**Community
Involvement**

**Substance Abuse
and Violence
Prevention**

REQUEST FOR QUALIFICATIONS

FOR

ARCHITECTURAL DESIGN AND CONSTRUCTION ADMINISTRATION

Release Date:	June 5, 2019
Proposals Due:	June 28, 2019
Selection Announcement:	August 9, 2019

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INTRODUCTION

The Southwest Missouri Community Alliance (D/B/A Alliance of Southwest Missouri, herein referred to as the Alliance) is the Administrative Entity for the local Community Partnership as funded through the Family and Community Trust Board of Missouri. Our service area includes Barton, Jasper, Newton, and McDonald counties in Southwest Missouri.

The Alliance intends to procure a qualified Architect and Design Firm to provide a comprehensive architectural design, blueprints and construction administration for the renovation of our new administrative facility in Joplin, Missouri. This competitive Request for Qualifications (RFQ) provides respondents with the requirements necessary to submit an acceptable proposal inclusive of: background information, a description of desired services, proposal guidelines and format, and the selection process.

PROCUREMENT TIMELINE

- 06/05/2019 Requests for Qualification Posted Online
- 06/18/2019 Deadline for Questions/Comments
- 06/18/2019 Q&A and Supplemental Postings Online
- 06/28/2019 Proposals Due Date
- 07/17/2019 Admin & Committee Review & Proposal Scoring
- 07/22/2019 Full Board Review and Approval
- 07/23/2019 – 08/05/2019 Negotiate and Finalize Contracts
- 08/09/2019 Board Approval of Final Contract
- 08/12/2019 – 10/31/2020 Period of Performance and Deliverables
- 9/09/19 Renderings Submitted

REFERENCES

Southwest Missouri Community Alliance website: www.theallianceofswmo.org

ALLIANCE OF SOUTHWEST MISSOURI STRUCTURE

- Regional Board of Directors
 - Tim Murphy – Board President
 - Scott Vorhees – Board Vice President
 - Debra Fort – Board Secretary
 - Tim Woodall – Board Treasurer
 - Scott Vorhees
 - Sandra Cantwell
 - Howie Nunnelly
 - James Furgerson
 - Randee Kaiser

- Administrative Entity
 - Jen Black – Executive Director
 - Neal Ball – Chief Financial Officer
 - Bailey Stehm – Grant Administrator

SCOPE OF WORK

- Work directly with the Alliance Administrative Entity and Construction Committee appointed by the Board of Directors to provide comprehensive architectural design and construction documents for the renovation of our new administrative facility in the existing structure located at 1601 South Wall in Joplin, Missouri.
- Design and construction documents to include all aspects of renovation including demolition, reconstruction, new construction, roof structure, tuck-pointing, plumbing, heat and air, fire suppression, and insulation where needed, as well as any other deficiencies noted during inspection and walk-through.
- Prepare a list of preferred and/or acceptable construction materials.
- In addition to the base bid, proposal must include additive and deductive bid alternates.
- Renovation and design will be compliant with all International Code Council (ICC) and Americans with Disabilities Act (ADA) and City of Joplin construction code enforcement, and/or any other applicable code enforcement as required.
- A set of renderings will be provided to Alliance administrative staff.
- Finished plans will be construction ready and electronic construction documents available for the yet to be selected General Contractor and their related subcontractors.
- Act as Construction Administrator, administering the entire process until completion of contract and satisfaction of the Alliance Board of Directors.

ENTITIES ELIGIBLE TO BID

- Individuals, or private for-profit corporations, partnerships, and businesses, all public or private not-for-profit corporations, organizations, agencies, and those not otherwise excluded may submit a proposal.
- The Alliance strongly encourages minority and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to respond to this RFQ, to participate as partners, or to participate in other business activity in response to this RFQ.
- No individual or entity may compete for funds if any of the following apply:
 - a) The individual or entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental organization.
 - b) The individual or entity's previous contract(s) with the Alliance have been terminated for cause. The individual or entity has not complied with an official order to repay disallowed costs incurred during its conduct of services under any contract.
 - c) The individual or entity or its parent organization have filed for bankruptcy during the past five calendar years.
 - d) The individual or entity has been convicted of a public entity crime pursuant to statutes. The individual or entity developed or drafted work requirements for this RFQ.
- As a condition, the respondent assures that it will comply fully with the nondiscrimination and equal opportunity provisions under all applicable local, state, and federal regulations.

PROPOSAL REQUIREMENTS

- Proposals are due no later than 5:00 p.m. on Friday, June 28th, 2019 by email to: jblack@theallianceofswmo.org.
- Questions regarding this RFQ may be directed by email to: jblack@theallianceofswmo.org no later than 5:00 p.m. Wednesday, June 18th, 2019.
- Requests to view the existing structure and preliminary floor plan should be directed by e-mail to: jblack@theallianceofswmo.org between 06/05/2019 and 06/18/2019.
- Relevant Q&A along with revisions of state or federal policies will be posted to <http://www.theallianceofswmo.org> to equitably share information with all potential bidders.
- Narrative should completely, but concisely answer each RFQ element expressed below as it pertains to each category of service proposed.
- Page count is not mandated in the proposal, but keep in mind that the proposal document should be user-friendly in comprehension for volunteer reviewers.

PROPOSAL ELEMENTS

- Historical background of the Individual or Entity responding to the RFQ.

- Biography and qualifications of the Proprietor, Managing Partners, or Corporate Officers.
- Biography and qualifications of the Individual or Individuals within the Entity providing the elements listed in the Scope of Work.
- Industry Certification and State License.
- Examples and Customer Reviews from previously completed design projects.
- Examples of previously completed design projects similar in scope.
- Business references.
- Verification of industry standard Errors and Omissions insurance.
- List of outstanding judgments and current or pending litigation (if any).
- Copies of the Entity policies regarding Equal Employment Opportunity (EEO), Harassment or Hostile Work Environment, Discrimination, and Workplace Accommodations.
- Total projected budget is one million five hundred thousand dollars (\$1,500,000). A twenty percent (20%) contingency must be included per board requirement.

ADDITIONAL ASSURANCES

- This RFQ alone is not a guarantee to award contracts.
- The Alliance reserves the right to reject any and all proposals.
- All contracts are subject to appropriations to the Alliance by the Family and Community Trust Board of the State of Missouri, the Children’s Trust Fund, and various other state and local funding entities.
- All contracts are further subject to the allocation of contributed and unrestricted funds by the Board of Directors for the Alliance.
- A proposal may be withdrawn at any time prior to the selection announcement by written e-mail to jblack@theallianceofswmo.org.
- A proposal may be amended at any time after submission but prior to the due date by written e-mail to jblack@theallianceofswmo.org. A proposal may not be amended after the due date.
- The Alliance reserves the right to amend or withdraw this RFQ at any time by notifying each potential proposer(s) of record.
- The Alliance will notify all respondents of the selection decision via written e-mail.
- After selection and notification, the Alliance will work with the successful respondent to finalize a Contract.
- No Contract is effective until signed by the Officers of the Board of Directors.

GENERAL CONDITIONS

- This RFQ is not to be construed as a Purchase Agreement or contract, or a commitment of any kind.
- The Alliance reserves the right to correct any error(s) and/or make changes to this Solicitation, as it deems necessary. It will provide notifications of such changes to all proposers recorded in the official record as having received or requested an RFQ as well as posting such changes on the Alliance’s website.
- The Alliance reserves the right to accept or reject any or all proposals received as a

result of this request, to negotiate with all qualified proposers, or to cancel in part or in its entirety this RFQ if it is in the best interest of the Alliance to do so.

- The Alliance shall not be liable to the selected proposer(s) for any costs incurred or performances rendered by proposer before the commencement of a resultant contract or after termination of such contract.
- The Alliance reserves the right to request additional information, clarification of, or explanation for any aspect of a response to this RFQ.
- All costs directly or indirectly related to the preparation of a response to the RFQ or any oral presentation required to supplement or clarify a response which may be required by the Alliance shall be the sole responsibility of and borne by the proposer.

GENERAL CONDITIONS (Continued)

- Proposals must conform to all relevant Federal, State, and local regulations and policies.
- The Alliance specifically reserves the right to vary the provisions set forth herein at any time prior to execution of a contract where such variance is deemed to be in the best interest of the Alliance, and to act otherwise as is deemed necessary at their sole discretion.
- All proposals and their accompanying attachments become the property of the Alliance upon submission. Materials submitted will not be returned.
- All proposals are subject to the Public Information Act.
- This is a negotiated procurement utilizing the Competitive - Request for Qualifications method. As such, the award does not have to be made to the proposer submitting the lowest priced proposal, but rather the proposer, as determined by the RFQ evaluation process having the most responsive proposal satisfying the Alliance's requirements.
- The parties to the proposed contract will be the Alliance and the entity selected (contractor) as a result of this solicitation, to be executed by an official of the selected contractor duly authorized to legally bind the entity to contractual terms and conditions.
- The Alliance shall not be a party to any subcontract or third party contract that the contractor requires to perform under the proposed contract.
- The contractor shall be solely responsible for satisfying the deliverables and performance of the awarded contract.
- The contractor will be required to maintain books, records, and documents that properly and sufficiently represent expenditures of funds provided by the Alliance under the proposed contract and shall maintain any and all records relative to the contract. The contractor shall provide access to any and all such records, developed by or in the possession of the contractor relative to the proposed contract with the Alliance.
- The Alliance reserves the right to make unilateral amendments if the contract amount of available funds changes and/or if it is in the best interest of the Alliance. In such cases, no additional solicitations of proposals are necessary.
- The Alliance reserves the right to deobligate, reduce, or cancel contract funding if the Alliance does not receive adequate funding from the Family and Community

Trust, the Children's' Trust Fund, the Missouri Department of Social Services, the Missouri Division of Youth Services, or other funding sources.

- The proposed contract will be governed by and construed in accordance with the laws of the State of Missouri within the jurisdiction of Jasper County.
- The successful contractor shall indemnify and hold harmless the Alliance, its officers, employees, agents, attorneys, representatives, successors and assigns from any and all claims, demands, costs, expenses (including attorney's fees and expert witness fees), liabilities and losses of whatsoever kind or character arising out of or in connection with any act or omission of Contractor or its officers, employees, or agents, during the term of this contract.
- Contractor shall assume on behalf of the Alliance and the indemnified parties described above, and conduct with due diligence and in good faith, the defense of any and all such claims whether or not the Alliance is joined therein, even if such claims are groundless, false, or fraudulent.
- The successful contractor shall agree in the event of any dispute, claim, question, or disagreement arising from or relating to this contract or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.
- If they do not reach such solution within a period of sixty (60) days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by Missouri specific arbitration.

PROPOSAL EVALUATIONS CRITERIA (100 POINTS TOTAL)

- Background of respondent entity in architectural design and renovation concepts including any awards or special recognition of relevant accomplishments, and licensing. (0 – 25)
- Qualifications and capacity of the respondent including principals and key staff, Industry Certification, and State licensing. (0 – 25)
- Customer Reviews, Governing Board or Peer Reviews, business references, licensed and insured. (0 – 25)
- Responsiveness to all items detailed in the Scope of Work, Proposal Elements, and General Conditions in the Competitive RFQ. (0 – 25)

APPEALS

- Respondents/bidders who wish to appeal a decision must use the following process:
- Upon receipt of status notice, respondents/bidders must inform the Alliance, in writing, within five (5) days of the notification, of their appeal.
- Appellants must include the following information in their appeal correspondence:
 - Identify the solicitation being protested.
 - State the grounds for the protest, including a description of any alleged acts or

- omissions by the entity that forms the basis for the protest.
- Provide any written information that the appellant believes is relevant to the contract award.
 - Provide desired remedies, if any.
 - The Chairman of the Alliance Board of Directors may appoint an Appeals Committee or call the full Board of Directors to convene an Appeals Conference on a stated date.
 - The appellant will be informed of said date and that only issues presented in the written appeal will be addressed in the Appeals Conference.
 - The Chairman of the Alliance Board of Directors or appointed designee shall serve as Moderator for the Appeals Conference.
 - The appellant may be questioned by any member of the Appeals Committee or Board of Directors during the Appeals Conference.
 - At the conclusion of the Appeals Conference, the Moderator shall call for a vote on whether reconsideration shall be given the appealed decision.
 - A simple majority vote will be sufficient to reconsider or uphold the original decision.