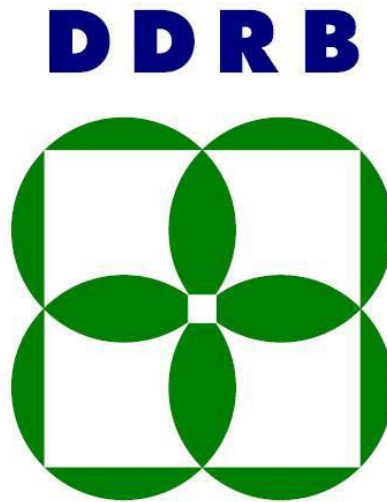


**Request for Qualifications**  
For  
Professional  
Architectural/Engineering/Consulting  
Services



Developmental Disabilities Resource Board of St. Charles County

1025 Country Club Road

St. Charles, MO 63303

(636) 939-3351

Released: April 4, 2014

## **Purpose**

The Developmental Disabilities Resource Board of St. Charles County (DDRB) is seeking to establish a relationship with an Architectural and Engineering Firm (Consultant) for the purposes of making possible renovations, additions to the existing building, and/or the demolition of a building. The DDRB desires to select a full service firm or team who will be available to assist with all aspects of planning, architectural design and engineering for the projects. The DDRB is considering a construction project that will allow for expansion, pending completion of a long-range planning process, which will require the DDRB to issue a Request for Proposal (RFP) to the public.

The purpose of this Request for Qualifications (RFQ) is to gather qualifications from architectural and engineering firms interested in working with the DDRB. The DDRB will select the most qualified firm(s) from those submitted and will determine a number of firms to interview.

## **Potential Project Scope**

The DDRB wishes to make long term site plans with renovations, additions and demolition of existing buildings to allow for expansion within the DDRB. The selected firm will assist the DDRB in project planning and developing a program documenting the basic scope and features of the renovations, additions and demolition. A core design and support team representing the DDRB will be established to work with the selected Architectural/Engineering Firm.

The following is also included in the needed services:

- Assistance in evaluation of the existing site for planned renovations, additions and demolition.
- Providing cost estimates and graphic support for the DDRB Board of Directors for renovations, additions and demolition.
- Provision of a single source consultant having full responsibility for the project. Other approved consultants may be used in the process, but will be under contract with the successful firm.

## **Scope of Work**

Development of, and participation in a Long-Range Facility Planning Process, Preliminary Plans, Final Designs, Construction Documents and Specifications.

1. Provide all architectural, civil engineering, structural engineering, mechanical engineering, electrical engineering, technology planning and other building

design services in connection with the development of the identified facility improvements.

2. Make available initial conceptual design drawings for use in seeking the DDRB Board of Directors' approval.
3. Require all standard services covered by the American Institute of Architects (AIA) Standard Form of Agreement between the DDRB and Consultant.
4. Describe in detail, proposed delivery of facility planning and programming and any other additional required services not covered by the AIA Standard Form of Agreement.

### **Proposal Requirements**

The formal proposal response shall contain the following information, the following sequence and format.

Title Page

Letter of Introduction

Table of Contents

#### **1. Prime consultant's Firm Profile and Philosophy**

All of the information submitted should be related to the Prime Consultant. Do not include information for any sub-consultant in this section. Sub-consultant information is to be included in Section 8.

#### **2. Prime Consultant's Approach to Planning Renovations, Additions and Demolitions**

Submit a project approach regarding your firm's understanding of the project, its goals and objectives. In detail, describe your firm's planning process and how you propose to include DDRB Administration, Core Design and Support Team and the DDRB Board of Directors.

#### **3. Consultant's Personnel Assigned to the Project**

Identify the names of any personnel (prime and sub-consultants) who will be members of the actual project team, and identify their level of experience with similar projects.

#### **4. Prime Consultant's Experience with Similar Projects**

Prime Consultant should provide information about its experience on similar projects and its overall qualifications to carry out the projects. Please provide project descriptions, locations and color photos on relevant projects that have occurred in the last seven (7) years. All of the projects submitted should be projects completed by the Prime Consultant. Do not include past projects for any sub-consultant that may be included in your team.

#### **5. Technology Planning Experience**

Prime Consultant should provide information about its technology planning experience and capabilities on similar projects.

#### **6. Cost Control**

The Prime Consultant will provide a list of five (5) recent projects that are similar in scope. All of the projects should be projects completed by the Prime Consultant in the last seven (7) years. Do not include past projects for any sub-consultant. Indicate the following:

- A) Client and the client's budget
- B) Consultant's construction cost estimate
- C) Actual final construction cost

#### **7. Consultant References**

The Prime Consultant will provide a reference list of five (5) recent projects of similar scope. Include organization name, contact name and telephone numbers. All of the references submitted should be projects completed by the Prime Consultant. Do not include references for any sub-consultant that may be included in your team.

#### **8. Information on Other Sub-Consultants Your Firm Will Employ for this Project**

Please include relevant information including: firm(s) history and profile, philosophy, specialization, experience and references.

#### **9. Why the DDRB Should Utilize Your Firm/Additional Information**

Please feel free to include information describing what makes your firm or team unique.

*Detailed plans, proposals, fees and schedule(s) are not requested by the DDRB as part of this solicitation and are not to be included in your response.*

### **Submitting Your Response**

Your response should follow the outline above and be concise. Failure to follow any of the RFQ's instructions could nullify your response from consideration. It will be the responsibility of the Prime Consultant to submit three (3) copies of your qualifications. Parties are requested to sign the qualifications in ink, and, when in the name of a company, by company leadership, whose title is shown. Submissions should be sealed and packaged with clear identification to read as follows:

"Request for Qualifications, Developmental Disabilities Resource Board  
of St. Charles County"

"Professional Architectural and Engineering Design Services"

Peg Capo, Executive Director

Deadline for submitting your response will be no later than 4:30pm on April 23, 2014. Qualifications received after that date and time will not be considered. No electronic proposals or electronic modification of proposals will be considered.

Questions or clarification may be directed to John Thaelke, DDRB Finance Director, at (636) 939-3351 ext. 3104 or [jthaelke@ddrb.org](mailto:jthaelke@ddrb.org). The DDRB will host a meeting on (date) at (time) at the DDRB, 1025 Country Club Road, St. Charles, MO 63303 to provide information, allow for tours and answer questions. The DDRB is in possession of several plans, drawings, and other documents pertaining to existing buildings and will make those available to view at the meeting. There are no drawings, plans, or other documents available in an electronic format.

### **Selection**

For a period of approximately 14 days following the submittal deadline, an Initial Screening Team will evaluate the proposals prior to submittal of recommendation(s) to the DDRB Board of Directors. The period of evaluation of proposals may be extended. Firms will be evaluated according to their response to the Request For Qualifications. The Initial Screening Team will create a "short list" of Consultant(s) and will invite the selected Consultant(s) to a presentation with the DDRB Finance Committee. Presentations are tentatively scheduled for the week of May 4, 2014 selection of a Consultant is anticipated to be at the May 15, 2014 DDRB Board Meeting.

### **Reservations**

The Initial Screening Team and the DDRB Board of Directors reserve the right to reject any and all qualifications, waive informality and any technicalities or clerical error in any submitted qualifications as the interest of these entities may require, and they will select the proposal which, in their judgment, best meets the requirements of the project. All costs incurred in the preparation of the response to this Request For Qualifications will be the sole responsibility of, and borne entirely by, the submitter. All responses to this Request For Qualifications become the property of the DDRB and will become public record.

### **Contract Negotiations**

The DDRB will attempt to negotiate and contract for services described in this RFQ solicitation with the most qualified firm(s). If an agreement cannot be reached, there will be an attempt to negotiate a contract with the next most qualified firm(s). This process will continue until an agreement is reached.