

Request for Qualifications

Architectural Design & Construction Administration Services for City of Hillsboro

City of Hillsboro is soliciting qualifications for Architectural Design & Construction Administration services to be executed during the city hall remodel located in Hillsboro, Missouri.

Qualified Architectural firms should respond with an electronic copy of their qualifications to include the following information. Limit submissions to 15 single sided 8 ½ x 11 pages. Covers and tabs are not part of the page count.

1. General information about the company.
2. Design & Construction administration approach and proposed services.
3. Key personnel of the firm and their educational background, experience, and qualifications. Provide information for consultants as well.
4. Five (5) examples of experience with respect to similar projects where full design and construction administration services were provided (Prime firm only). For each project example, list the key personnel (prime and consultants) who participated on the project.
5. Past record of performance of the firm regarding ability to work within budget constraints and ability to meet schedules.
6. References from a minimum of five municipal, healthcare, public health, public safety and/or education based organizations (municipal are preferred) for whom design & construction administration has been performed and document packages were bid to trade contractors within the last three years.

All submissions must be received in electronic or paper format by 5:00 p.m. CST, FEBRUARY 9, 2024. to the attention of:

Jesse Wallis
City Administrator

City of Hillsboro
101 Main Street
Hillsboro, MO 63050

Please direct RFQ questions (via email) to:

Jesse Wallis
administrator@hillsboromo.org

PROJECT SCOPE

A city hall remodel for the City of Hillsboro.

The office is estimated to be a 1-story 6,000 sf building.

Office Building Program:

- Offices (7)
 - Furniture where needed
- Board Room
- Kitchenette
- Restrooms
 - Public (2)
 - Private (2)
- Flooring
- Lighting
- Paint
- Blinds
- Baseboards
- Refinish doors

The following specific services are to be provided by the Architectural Firm:

Design/Construction Documentation Services:

- Identify and document project goals with City Administration
- Develop conceptual estimates for project components
- Develop design and construction documentation including schematic design, design development, construction documentation
- Develop perspective bidders list and obtain well-defined bids
- Review, qualify bids and recommend contract award

Construction Services:

The following activities are to be provided in conjunction with and at the direction of City Administration:

- Coordinate design review and submittal/RFI process
- Provide construction administration services through project close out
- Attend project coordination meetings

Post Construction Services:

- Prepare punch lists
- Coordinate and implement project close out procedures
- Receive and deliver warranties and guarantee certificates
- Receive and deliver as-built record drawings
- Coordinate warranty action items with contractors and suppliers

RFO SUBMISSION EVALUATION

Initial screening of all proposals shall be evaluated by a committee of the City of Hillsboro. Following qualification evaluation, the committee will make a recommendation and the Board will select a Qualified Provider and issue a Letter of Intent to proceed. City of Hillsboro reserves the right to reject any and all proposals in whole or in part and/or not select a proposer. This RFQ does not commit City of Hillsboro to interview candidates, award a contract, to pay any costs incurred by any proposer in preparing a proposal, to procure or contract any services or to adhere to any predetermined schedule or timelines of events.

PROPRIETARY INFORMATION

If a submission includes any proprietary data or information, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will be used by City of Hillsboro solely for the purposes of evaluating submissions and conducting contract negotiations, provided all proposers understand and acknowledge that submissions made in response to this RFQ may become matters of public record pursuant to Missouri law applicable to public entities and respondents shall be deemed fully aware of that possibility upon submission of a proposal.

MODIFICATION OR WITHDRAWAL OF PROPOSAL

Any submission may be withdrawn or modified by written request of the respondent, provided such request is received by City of Hillsboro at the above address prior to the date and time set for receipt of submissions.

RIGHT TO REJECT

By providing a submission, it is understood by the respondent that the right is reserved by City of Hillsboro to accept any submission, to reject any and all submissions as non-responsive and to waive any irregularities or informalities when to do so is in the best interest of City of Hillsboro.

COST OF PROPOSAL PREPARATION

The cost of preparing a response to this RFQ will not be reimbursed by City of Hillsboro.