



Request for Qualifications

Architectural Services for a New Public Works Warehouse, Berkeley Missouri

PROPOSAL NUMBER: RFQ 24-948 | ISSUE DATE: June 21, 2024

The City of Berkeley is soliciting an architectural firm to design a new storage warehouse for our Public Works facility and to maintain involvement throughout the construction of the building.

Qualified firms should respond with five (5) hard copies and one (1) 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. Please include:

1. General information about the company.
2. Key personnel of the firm and their experience and qualifications. Provide information for any subcontractors as well. Please be brief.
3. Five (5) examples of experience with related projects including ability to work within budget constraints and ability to meet schedules.
4. References.
5. General cost estimates/examples from past projects.
6. Warranty information for materials used.

All submissions must be received by 12 p.m. CST, Friday, July 5, 2024 to the attention of:

Nathan Mai-Lombardo, City Manager
Reference Proposal No. RFQ 24-948
The City of Berkeley
8425 Airport Rd.
Berkeley, MO 63134

Please direct RFQ questions (via email) by June 28, 2024 to:

Nathan Mai-Lombardo, City Manager
nathan@berkeleymo.us

Any response made by the City will be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative. Responses to the questions will be posted on the City's website: www.berkeleymo.us will be posted within one week of the questions deadline.

No late proposals will be accepted.

PROJECT SCOPE

Improvements are to be funded by City's reserved funds.

This project will involve development of a complete set of construction documents for a new warehouse at our Public Works facility.

RFQ SUBMISSION EVALUATION

City staff will evaluate all proposals. It is possible that interviews will be performed with a select number of contractors prior to formulations of a bid award recommendation to the City Council. Evaluation of the proposals shall be based upon, but not limited to, the factors listed below, not necessarily in the order of their importance:

- Experience, qualifications, and general abilities of the applicant
- Quality of the overall project approach
- Cost proposal
- Specified warranties and other after-service provisions
- Bonding capacity, insurance coverage, and other legal matters
- Quality of references, prior business experience with the contractor, or reputation of contractor with other local municipalities/clients
- Previous experience with the City of Berkeley
- Responsiveness to items as set forth in this RFQ.

The City 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 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 the City solely for the purposes of evaluating submissions and conducting contract negotiations, provided all proposers understand and acknowledge that submissions made in response to this RFP 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 the City 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 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 the City.

COST OF PROPOSAL PREPARATION

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

PROJECT SCHEDULE

The proposed project schedule would be as follows (subject to changes):

- RFQ deadline: Friday, July 5, 2024
- City Council award: No earlier than Monday, July 15, 2024
- Project initiation: Immediate after third Council reading