



"A Planned Progressive Community"

Request For Proposals

Design-Build Firm for Civic Center Renovations, Berkeley Missouri

PROPOSAL NUMBER: RFP 24-955 | ISSUE DATE: November 15, 2024

The City of Berkeley is soliciting proposals from a design/build firm for renovation of the Civic Center in Berkeley (6120 Madison Ave) to improve the exterior of the building and grounds, update the interior and kitchen, and improve ADA accessibility. Proposals can come from one entity, or a partnership of entities.

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. Please include total costs for the project including all necessary subcontractors.

All submissions must be received by 12 p.m. CST, Wednesday, January 8, 2025 to the attention of:

Nathan Mai-Lombardo, City Manager
Reference Proposal No. RFP24-955
The City of Berkeley
8425 Airport Rd.
Berkeley, MO 63134

Please direct RFP questions (via email) by December 27, 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.

A site visit for all interested parties will be hosted on Friday, December 6, 2024 at 10 am on site at 6120 Madison Ave, Berkeley, MO 63134

No late proposals will be accepted.

RFP 24-955
PROJECT SCOPE

Improvements are to be funded by City's economic development funds. **Project not to exceed \$650,000.**

The following specific services are requested by the City in the RFP, but are not all inclusive:

1. Re-facing of the building - modernization of the exterior. New entryway. Aesthetic suggestions are welcome.
2. The roof should be in good condition and likely will not need to be part of this project.
3. Modest landscaping and any needed concrete repair.
4. New interior flooring, wall covering, drop ceiling, lighting/electrical, and hiding ductwork.
5. New semi-commercial kitchen. All electric is preferred.
6. Two new and expanded ADA restrooms.
7. Relocation of the upstairs staircase to be interior access only. Reconfiguring of the staircase, doorways, and coat room as needed.
8. Removal of as many upstairs interior walls as possible to create an open space.
9. Any appropriate/needed HVAC work. All electric is preferred should any equipment need replacing.
10. Demolition of a small portion of the building, and a dumpster pad and fencing in its place, to be accessed from the front.
11. Grading and drainage work behind the building.
12. Colors, materials, and design ideas are recommended for the submission.
13. Warranty information for materials used.

Sample images are attached as to intended scope. These are for reference only, and are not indicative of any specific design or color intent.

RFP 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:

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

The City reserves the right to reject any and all proposals in whole or in part and/or not select a proposer. This RFP 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.

MWBE PARTICIPATION

Certified Minority/Women Business Enterprises (MWBEs) are encouraged to participate in this RFP process. MWBE's possessing letters of certification through the State of Missouri's Office of Equal Opportunity will be considered certified (<https://oeo.mo.gov/how-to-become-certified/>).

Proposals received from certified MWBE's which are economically competitive with proposals received from non-MWBE proposals will be given additional consideration. Non-MWBE Providers are encouraged to seek mutually beneficial relationships with certified MWBE's. In addition, creative relationships resulting in an employment gain to economically disadvantaged residents will also be given further attention.

Minority Workforce Inclusion (MWI) Requirements

1. The City of Berkeley requires that all respondents demonstrate and document a good faith effort to meet or exceed 10 percent (10%) minority workforce inclusion (MWI) goal for all City projects with total project costs of \$500,000 or greater. As a matter of policy, all proposal packages submitted to the City must include an MWI narrative detailing how the respondent plans to meet the MWI goal of 10 percent (10%).
2. If awarded a project, the respondent will be asked to submit an MWI plan evidencing that 10 percent (10%) of the labor hours are fulfilled by minority workers. If this level is not feasible, then the respondent must document their efforts to reach this level.
3. MWI participation can be fulfilled by:
 - a. Employment level of minorities and/or women in the firm,
 - b. staffing of minorities and/or women on subcontractors.

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 RFP will not be reimbursed by the City.

PROJECT SCHEDULE

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

- Site Meeting: December 6, 2024
- RFP deadline: Wednesday, January 8, 2025
- City Council award: First and second read, no earlier than Monday, January 13, 2025, third read no earlier than Monday, February 3, 2025
- Project initiation: Immediately thereafter



elevationstudy
scale: 1/16" = 1'-0"



Civic Center Finishes

New Lighting



Counter top at Bar



Accent Paint Options



General Wall Paint



New Acoustical Ceiling Tile



New Acoustical Wallcovering

Charles
ARCHITECTS

LVT Flooring