

**OZARKS TECHNICAL
COMMUNITY COLLEGE**

Diesel Mechanics Training Center

Project Number: 05-01-05826

**Request for Qualifications
Architect/Engineering Services**

April 3, 2017

**Ozarks Technical Community College
1001 E. Chestnut Expressway
Springfield, MO 65802
(417) 447-4806**

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**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECT/ENGINEERING SERVICES**

1. GENERAL INFORMATION:

Ozarks Technical Community College (“OTC” or “Agency”) is soliciting qualified firms to provide Architectural and Engineering Services for the OTC’s proposed Diesel Mechanics Training Center project. In compliance with Missouri State Statutes RSMO Section 8.285 through 8.291 contracts for services shall be negotiated on the basis of demonstrated competence and qualifications.

Selection of a firm to provide services for the project will be made from the validated data submitted and evaluated on the basis of criteria listed in Section 6A of this document.

2. IMPORTANT DATES FOR THE RFQ:

- | | |
|---|--------------------------|
| a. Issue Date | 9:30 a.m. April 3, 2017 |
| b. Request and Questions for Clarification Deadline | 4:00 p.m. April 14, 2017 |
| c. Submittal Deadline | 2:00 p.m. April 27, 2017 |

Prospective respondents may request clarification to this RFQ only by submitting a written request via email to hillh@otc.edu. All questions must be received in writing no later than 4:00 p.m., **April 14, 2017**. A list of the questions asked and the answers will be posted on the OTC website <https://services.otc.edu/adminservices/architect/rfp-and-rfq/> and made available for review by all potential applicants by Thursday, April 20, 2017. This formal, advertised RFQ indicates the time by which the submittals must be received as being on or before 2:00 p.m. Thursday, **April 27, 2017**. Any submittals received after the submittal deadline will not be accepted and will be returned unopened. Postmarks will not be accepted as document delivery.

3. PURPOSE:

OTC has been awarded a grant through the U.S. Department of Commerce Economic Development Administration (EDA) for the expansion of the Diesel Training Program. OTC desires to construct an approximate 12,400 square foot addition to the existing Industry Transportation Technology Center.

Through this RFQ, the Agency is soliciting submittals for the purpose of selecting a firm with experience in architectural design, architectural interiors, mechanical engineering, electrical engineering, geotechnical engineering, structural engineering, and environmental assessments to provide professional architectural and engineering services in completing the proposed project.

Submittals: In a sealed envelope submit one (1) bound original and one (1) one electronic media copy of the proposal to:

Ozarks Technical Community College
933 E. Central Avenue
Springfield, MO 65802
Attn: Harlan Hill, College Architect

Sealed envelopes shall be labelled as follows:

Diesel Mechanics Training Program
Request for Qualifications Submittal

4. SCOPE OF SERVICES:

See Scope of Services, Attachment A, except as modified in writing by a Project Agreement to suit particular project needs where additional or less are deemed appropriate by Consultant and Owner's representative.

5. STATEMENT REQUIREMENTS:

- a. Statement of Qualifications shall be signed by an authorized representative of the A/E firm. By submitting a Statement, the respondent certifies that all information provided in response to this RFQ is true and accurate. **Failure to provide all required information by this RFQ will ultimately result in rejection of any Statement.**
- b. Statements should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFQ, including professional licenses and authority of the firm to do business in the State of Missouri. Annual renewal documents such as the Certificate of Professional Liability Insurance shall accompany the letter of validation.
- c. One original and one (1) copy and one (1) electronic media copy of the proposals for which the A/E firm's work to be considered shall be submitted to the Agency.
- d. Any information thought to be relevant to the selection criteria, but not specifically applicable to the enumerated requirements, shall be provided as an appendix to the

- proposal.
- e. The following is a list of the required submittal documents:
 - A. Statement of Qualifications.
 - B. Non-Collusion Affidavit.
 - C. Current Certificate of Professional Liability Insurance.
 - D. Narrative response addressing Evaluation Criteria listed in 6A 1 through 12.
 - f. The following document or an equivalent appropriate for the submitting discipline must be used by A/E's responding to the RFQ: AIA B305, Architect's Qualification Statement
 - Engineering firms submitting as primary proposer may adapt this format as necessary to convey engineering specific data as relevant. This shall in no way be construed to authorize copyright violations. Any duplication or modifications to AIA copyrighted documents shall be the proposer's responsibility to seek legal authorization from the American Institute of Architects.

6. EVALUATION AND AWARD OF CONTRACTS:

- A. Evaluation Criteria: OTC will consider Proposals only from firms or organizations that, in OTC's sole judgment, have demonstrated the capability and willingness to provide the services contemplated by this RFQ.

Statements will be evaluated using the following criteria and pursuant to Missouri State Statutes in Section 8.289 of Chapter 8 State Buildings and Lands.

1. Expertise, experience, and qualifications of the A/E's primary designer in each relative discipline for providing the services in Section 4, Scope of Services.
2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section 4, Scope of Services.
3. Current project work load, plan to complete the work and ability to complete the work in a timely manner.
4. Expertise and past experience of the A/E in providing services on projects of various size, scope and features as those required for OTC.
5. Qualification and experience of the A/E's project manager to be assigned to a particular project.
6. A/E's recent (past 5 years) experience/history in designing projects within an established "Design-not-to-Exceed" budget.
7. A/E's experience in providing services in conformance to Local, State and Federal statutes and procedures, governing Codes, Standards, Accessibility and Building Efficiency.
8. Size of the firm relative to the size of the project(s).
9. Financial responsibility as evidenced by the A/E's carrying of Professional Liability Insurance.
10. A/E's experience in providing services for State and Collegiate entities.
11. Experience and utilization of BIM technology with emphasis in REVIT.

Generally, the selection committee will consider the A/E's overall suitability to provide the required services, including comments and/or recommendation of the A/E's previous clients.

The Selection Committee may select according to their best judgment one (1) or more than one A/E firm to establish initial negotiations, based on and from the qualified collection of respondents' RFQ submittals.

In the event that more than one A/E firm is selected for consideration, the following selection process will be established to confirm the final selection of an A/E firm to provide requested services.

B. Selection Process:

1. Shortlisting – A maximum total of 100 points are possible in scoring each proposal for the shortlist evaluation. The Selection Committee will evaluate the proposals and may conduct interviews with firms applying for selection.

The evaluation criteria to be used by the Selection Committee for the proposal shortlist and the corresponding point values for each criteria are as follows:

- a. Specialized design and technical competence of the business, regarding the type of services required – 30 points.
- b. Capacity and capability of the business to perform the work, including any specialized services, within the time limitations – 20 points
- c. Past record of performance on contracts with government agencies and private industry with respect to such factors as control of costs, quality of work, and ability to meet schedules – 20 points
- d. Evidence of understanding the scope of work, the site, and existing conditions – 30 points

C. Interview:

Approximately 100 points are possible in scoring each interview for the RFQ. The Selection Committee will provide at the pre-interview meeting a list of questions relevant to the project. These questions shall be addressed by the firms at the interview. Each question will carry equal point value. The interview will allow time for a question and answer session in response to the prepared questions.

D. Contract Process:

The Agency will engage in individual discussion and interviews with Proposers deemed fully qualified, responsible and suitable on the basis of initial responses. At the conclusion of the interviews and on the basis of evaluation factors set forth in Section 6 and the information provided and developed in the selection process, the Agency will rank, in the order of preference, the Proposers whose qualifications and proposed services are deemed most meritorious. Negotiations will be conducted as

the need for services is required. If a contract satisfactory and advantageous to the Agency can be negotiated at a fee considered fair and reasonable, the award shall be made for that Proposer. Otherwise, negotiations with the other Proposers will be conducted until such contract can be negotiated at a fair and reasonable fee.

7. FEES:

The fee for services for individual projects may be negotiated as a fixed fee, or, where appropriate, on a time and materials basis with a "Not-to-Exceed" amount considering the Scope of Services required, the estimated service hours required for each level/discipline and the hourly rates for the various skill levels required for the work.

8. TERMS AND CONDITIONS:

Withdrawal of RFQ:

Submittals may be withdrawn before and after the RFQ submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFQ submittal deadline can be made, however, they may not be re-submitted after the deadline.

RFQ Costs:

All costs incurred in the preparation and presentation of the RFQ shall be completely absorbed by the responding party to the RFQ. All documents submitted as part of the RFQ will become property of OTC. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

Affidavit:

All submittals must include an executed Non-Collusion Affidavit on the form furnished in the RFQ packet.

MBE/WBE:

OTC desires Minority Business Enterprise/Women Business Enterprise (MBE/WBE) participation in this Project. Every feasible effort shall be made to target the percentage of goods and services procured from certified MBE's and WBE's to 10% and 5% respectively.

Access to Records:

The Grant recipient (OTC), the DoC, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions.

9. ATTACHMENTS:

Attachment A Scope of Services

Attachment B Example AIA B305

Responding proposers shall submit on original AIA documents.

All costs shall be absorbed by the responding party to the RFQ

Attachment C Non-Collusion Affidavit

OTC Contacts:

The designated individual responsible for coordination of the RFQ is Harlan Hill, College Architect. Any questions relating to this RFQ should be directed to Mr. Hill at (417) 447-4810, email address hillh@otc.edu.

ATTACHMENT A

SCOPE OF SERVICES

The responding A/E shall furnish all expertise, labor and resources, in providing complete services necessary for individual contracts issued. The following generally summarizes the types and scopes of services that the A/E may be required to perform:

1. Basic Services & Deliverables

The following Services and Deliverables will be required for each Project assigned to the Consultant, except as modified in writing by a Project Agreement to suit particular project needs where additional or less are deemed appropriate by Consultant and Owner's representative:

A. Programming Phase - 5% of Project Progress

1. Examine Owner-provided "Program Statement", other programmatic information, and the proposed Project site in terms of: Project requirements, functions and priorities; site and existing facility conditions, opportunities and constraints; space requirements and constraints; utilities services and constraints; zoning and other applicable regulations; expandability; access; parking; massing; construction feasibility and phasing; and other factors Consultant or Owner consider relevant to the Project.
2. Provide comprehensive programming services including but not limited to the following: Fully develop all necessary programmatic information; solidify Project design objectives and criteria; confirm staffing plans, numbers and positions of personnel; confirm space requirements and relationships; compare requested space to similar projects and space standards; diagram space relationships by using massing diagrams, flow diagrams, stacking diagrams, bubble diagrams and other graphical methods; identify special equipment and systems, site and off-site requirements, security zones, and other factors Consultant or Owner consider relevant to the Project.
3. Prepare a Draft Program for Owner's review, comment and acceptance.
4. Based on Owner's comments to the Draft Program, prepare a Final Program that includes a Proposed Project Schedule and a Conceptual Project Budget in CSI format. Develop Budget by applying unit costs and other standard cost data to space and facilities requirements. Include all foreseeable Project costs including design, construction, utilities connections, off-site improvements, permits, fees, furniture and moveable and installed equipment. Incorporate Owner's estimates for costs of land, rights-of-way, special studies and other costs that are identified as Owner's responsibility.

B. Schematic Design Phase - 10% of Project Progress

Based on the Final Program, prepare Schematic Design Documents as described below:

1. A review of alternative approaches to design and construction of the Project.

2. Schematic drawings and study models, if appropriate, to indicate the size, shape and relationship of all spaces and systems involved in the Project, including basic structural, mechanical, plumbing and electrical systems. These documents shall clearly show site plans, off-site improvements if needed, all elevations, floor plans of individual floors, and sections to demonstrate the building construction and spaces in both plan view and section.
3. A narrative report by each discipline describing their proposed design philosophy with a description of, and the rationale for, the proposed structural systems, mechanical systems, electrical, electronics and security systems, types of equipment, materials, finishes, site development and landscaping. The rationale shall include initial cost, life-cycle cost, and life expectancy considerations.
4. Perspective drawings, if needed to convey the designer's intent.
5. An updated Project Schedule for design and construction of the Project, including a detailed schedule of the progression and submittals of drawings and specifications in the subsequent phases. The portion of the Schedule for the Construction Phase may be shown as a single line item depicting only the overall duration, unless construction phasing is a critical part of the Project.
6. An analysis of construction phasing including accessibility, interference with and continuation of facility operations during construction, and a plan for resolving interferences and problems identified.
7. A Preliminary Statement of Probable Construction Cost.

C. Design Development Phase - 30% of Project Progress

Based on the Owner-approved Schematic Design Documents, prepare Design Development Documents as described below:

1. Drawings, three-dimensional studies and renderings, calculations, and outline Specifications as required to fix and describe the architectural character and materials; the structural system in all its essential features; the electrical, electronic, mechanical and plumbing systems refined to show the system characteristics, quality of environment and control they will provide; landscaping and site work as applicable.
2. Design Development Phase Drawings must indicate the Scope of Work included in the bid package with sufficient detail to enable preparation and review of a reliable cost estimate. The following descriptions are a guide to the minimum requirements for a Design Development submittal. They shall be augmented as necessary to show design intent and to prepare an accurate estimate of construction cost.
3. Architectural Drawings
 - a. Floor plans that clearly show:
 - Finish schedule
 - Principal dimensions
 - Wall types clearly identified
 - Security zones and perimeters

Room and door numbers, and a numbering plan for the entire facility
Sufficient sections and details to enable a reasonable material takeoff
Contract-furnished and Owner-furnished equipment lists incorporated in layout
Room identification signage, way-finding signage and accessibility signage locations

- b. Roof plans which clearly show:
 - Slopes
 - Type of roofing
 - Roof access and pathways
 - Location of any mechanical equipment
 - Sufficient information to determine primary and secondary means of drainage

- c. Reflected ceiling plans which clearly show:
 - Ceiling material
 - Access hatches
 - Room numbers
 - Partitions coordinated with the floor plans
 - Mechanical & electrical features coordinated with mechanical & electrical system drawings

- d. Elevations that clearly show:
 - Types of surface materials
 - Dimensions from finish floor to tops of walls, eaves and rooflines
 - All openings without dimensions but coordinated with door and window schedules
 - Interior room elevations coordinated and clearly illustrating placement of all equipment, millwork, casework, fixtures, accessories, switches controls, etc.

- e. Sections that clearly show:
 - Any security considerations
 - Firewall conditions at tops of walls
 - All essential building parts and materials

- f. All door, window, glazing and hardware schedules complete with sufficient detail to show the agreed-upon form and style.

- g. All items intended to be permanently affixed to the building.

4. Structural Drawings

- a. Floor and foundation plans which clearly show:
 - Principal dimensions
 - All columns, shear walls, shafts and stairs
 - Coordination of structure with architectural floor plans
 - Section cuts and details to identify the proposed type of foundations.
 - Sufficient section and detail bubbles to show where sections and details can be found

- b. Roof plans which clearly show:
 - Principal dimensions
 - All major framing members
 - Sufficient sections and details to show design intent
 - Coordination with architectural, mechanical and electrical floor plans
 - Sufficient section and detail bubbles to show where sections and details can be found
- c. Sections and details which clearly show:
 - Design intent
 - All-important connections
 - Coordination with other structural plans
 - Logical placement to allow easy location of sections and details

5. Mechanical and Plumbing Drawings

- a. Mechanical and Plumbing plans which clearly show:
 - Room numbers
 - Locations of all major pieces of equipment
 - Layout and sizing of all ductwork and piping
 - Symbol list coordinated with symbols on plans
 - All points-of-connection including invert elevations
 - Sufficient section and detail bubbles to show where sections and details can be found
- b. Equipment and fixture schedules which clearly show:
 - All fixtures identified
 - All mechanical equipment identified and sized

6. Electrical Drawings

- a. Lighting and power plans which clearly show:
 - Room numbers
 - Single line diagrams of services and systems
 - Symbol list coordinated with symbols on the plans
 - Lighting plans coordinated with reflected ceiling plans
 - Power, telephone and computer outlets shown and coordinated with equipment layouts in other disciplines
 - Sufficient section and detail bubbles to show where sections and details can be found.
- b. Equipment and fixture schedules including lighting.
- c. Security, alarm, intercom, public address (PA), closed circuit TV (CCTV), and similar electrical and electronic systems.
- d. Proposed IT room layout of equipment and racks, routing of cable tray from designated IT server room(s) to individual room delivery points feeding data port conduits.

7. Civil Drawings

- a. Site and grading plans that clearly show site cross sections
Site contours and drainage
Locations of all benchmarks
Precise locations of all major elements
Roadways, driveways and parking areas
- b. Site utility plans which clearly show:
All connections to off-site utilities
All points-of-connection including invert elevations
All drainage systems and other utilities located and sized

8. Landscaping Drawings

- a. Site plans which clearly show:
Plants selection and Planting layout
Irrigation system with point-of-connections to site utilities

9. Other Items

- a. Outline Specifications describing the size, character and quality of the entire Project, including locations of materials; complete listing of Owner furnished items identifying contractor installed vs. owner installed; types of structural, mechanical, electrical and security systems, and product, equipment, and fixture cut sheets bound and organized per CSI format.
- b. Engineering Calculations clearly presented for all disciplines, including realistic loads, and sufficiently complete for Construction Documents to proceed.
- c. Room Data Sheets itemizing all requirements for each space such as: staff positions, furnishings, equipment, security provisions, power, telephone and data requirements, etc.
- d. A Detailed Statement of Probable Construction Cost. Provide breakdown in CSI Format.
- e. Energy Calculations and Report upon request.

D. Construction Documents Phase - 35% of Project Progress

1. Based on the Owner-approved Design Development Documents, prepare Construction Documents as described below:
 - a. Final Drawings prepared in Autodesk REVIT 2013 or newer, and Specifications prepared in Microsoft Word 2007 or later edition, ready for bidding and construction purposes, describing the scope and details of the architectural, mechanical, plumbing, electrical, structural, civil, security, landscaping and general construction work to be performed by the Contractor. All review comments from prior Phases shall be incorporated. All Documents shall be verified by Consultant as

required by Part E. below, and shall be stamped and signed by the Consultants of Record.

- b. Simplified Floor Plans of all floors, in Owner-approved format.
 - c. Upon request submit Structural, Mechanical and Electrical Calculations stamped and signed by the Engineers of Record. Submit on one (1) electronic disc.
 - d. A Product Selection and Operating Manual with product data sheets and specification sheets describing the operation of all systems and equipment designed into the Project.
 - e. Engineered Estimates of annual utilities consumption by month for the Project upon request.
 - f. Final Room Data Sheets itemizing requirements for each space, per Part C.9.c. of the Design Development Phase.
 - g. A listing of all required Contractor's Submittals, grouped by Specification section.
 - h. A listing of all testing and inspection requirements, grouped by Specification section. Specifically note payment responsibility to be either by Contractor or Owner for each testing and inspection requirement.
 - i. A Submittals Tracking Log listing all required submittals including columns for recording anticipated submittal date, actual submittal date, and submittal status.
 - j. A Final Detailed Statement of Probable Construction Cost, including a listing of costs to be the responsibility of the Owner associated with site utilities, deposits, testing, quality assurance, regulatory agencies, etc.
 - k. Energy Calculations and Report upon request.
2. Obtain all necessary approvals and permits, from all applicable governing authorities. With Owner's prior approval, Consultant may pay any required fees on behalf of Owner and submit receipts to Owner for reimbursement.

E. Design Quality Control & Coordination Checks

1. Consultant is totally responsible for the technical quality of all documents prepared by Consultant and the Consultant's direct sub-consultants. Consultant shall rely on the accuracy and technical quality of documents provided by Owner or the Owner's consultants. Consultant and Owner acknowledge that remodeling or rehabilitation work may require visual inspection to verify adequacy of "as-built" conditions and that Consultant cannot be responsible for those conditions not visible without exposing

concealed conditions or destructive investigation. If OTC representatives authorize opening concealed conditions or destructive testing, Consultant will be responsible for those areas inspected.

2. Before submitting the completed Construction Documents to Owner, Consultant shall check all documents for technical accuracy and coordination within and between disciplines. Coordination checks shall be made in accordance with a disciplined procedure and shall be scheduled accordingly. The marked up coordination check prints shall be submitted to Owner and shall be returned after Owner's review. The use of Autodesk REVIT 2013 or later edition software is required. A clash detection report shall be submitted for review listing all major systems analyzed.
3. All Drawings, Specifications and calculations submitted by Consultant to Owner shall contain a statement that the documents have been reviewed for accuracy, completeness and coordination with other disciplines. The respective licensed person for that discipline shall sign the statement. Consultant's fee for Coordination Checks as set forth herein shall include the cost of performing such reviews, and shall be set forth in total in each Project Agreement.
4. If review of the documents by Owner reveals that Consultant's review is incomplete, Owner will notify Consultant and allow Consultant to complete the review. If Consultant's review is not satisfactorily completed within ten (10) days after such notification, the Contract amount shall be reduced by the entire amount stipulated for such review in each Project Agreement. Notwithstanding such Contract reduction, Consultant shall remain fully responsible for all technical accuracy and coordination.
5. Consultant and its sub-consultants shall be responsible for compliance with all applicable state, federal and local codes, regulations and standards, including but not limited to: IBC, IFC, IPC, IMC, IFGC, IECC, IEBC, NEC, ADA, ANSI A117.1, NFPA, ASHRAE, and State of Missouri Building Energy Efficiency Design Standard (BEEDS).

F. Bidding Phase - 5% of Project Progress

Consultant shall assist Owner in bidding the Project based on the Owner-Approved Contract Documents. Consultant shall distribute plans, attend and conduct pre-bid conferences, receive bidders' questions, develop corrections or clarifications as required, and prepare Addenda for issuance by Owner. Consultant shall conduct bid opening conferences, and shall advise Owner regarding acceptance or rejection of the Bid or Bids. Owner may administer all or part of the bidding process as may suit owner's needs and as required for compliance with State Statutes.

G. Construction Phase - 10% of Project Progress

1. The Construction Phase will commence with the award of the Construction Contract.
2. Consultant shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, for the acts or omissions of the Contractor, Subcontractors, or any other persons performing any of the Work, or for the failure of any of them to carry out the Work in accordance with the Contract Documents.
3. Consultant shall at all times have access to the Work. All written communications with the Contractor shall be through Owner's Project Manager.
4. Consultant shall promptly render interpretations necessary for the proper execution and progress of the Work on Owner's written request, and shall render written decisions within a reasonable time no greater than four (4) working days for requests for information ("RFI's"), and no more than eight (8) working days on all claims, disputes, and other matters in question between Owner and Contractor. Consultant shall notify Owner immediately if more time is required for reasonable cause. Any extension shall be mutually agreed between Consultant and Owner.
5. Interpretations and decisions of Consultant shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in written and/or graphic form.
6. Consultant's determinations on claims, disputes or other matters, including those in question between Owner and Contractor, shall be subject to the provisions of the Contract Documents.
7. Consultant shall review or take other appropriate action on receipt of Contractor Submittals such as Shop Drawings, Product Data and Samples, but only for conformance with information given and the design concept expressed in the Contract Documents; Consultant shall immediately notify Owner of any Submittal review comment which could result in a Change Order. Consultant shall take all such action within a reasonable time no greater than fifteen (15) calendar days from receipt of Contractor's Submittals, unless more time is required for reasonable cause. Consultant shall return unacceptable or incomplete Submittals within five (5) working days. Consultant shall notify Owner immediately of any potential delays in meeting these response times.
8. Consultant's review of Contractor's Submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the Contractor, all of which remain the responsibility of the Contractor to the extent required by the Contract Documents. Consultant's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

9. When the Contract Documents require Contractor to provide professional certification of performance characteristics of materials, systems or equipment, Consultant shall be entitled to rely on such certification to establish that the materials, systems or equipment will meet the performance criteria required by the Contract Documents.
10. Consultant shall prepare supporting data, cost evaluation and estimates, Drawings, Specifications and other documentation, and provide other Services as needed to assist Owner in evaluating Contractor's proposals for Change Orders and Field Modifications.
11. Consultant shall prepare Change Orders and Field Modifications for Owner's approval and execution in accordance with the Contract Documents.
12. Consultant shall review all operating and maintenance manuals and instructions received from the Contractor and notify Owner of any observed deficiencies. Such information shall include all specifications, warranties, operations, vendor correspondence and related data pertaining to the equipment and systems installed in the Project. Consultant shall assure that the Contract Documents specifically require the Contractor to assemble, organize and index this material and furnish it to Owner in suitable loose-leaf binders.
13. Consultant in conjunction with the Contractor shall provide Owner an orientation session to facilitate moving into the Project. The session shall focus on operational issues relating to the design intent of the various systems. The session will orient Owner's staff on the design intent in order to facilitate staff acceptance and move-in.
14. Consultant shall conduct observations and attend Project site walk-throughs to assist Owner in determining the final completion of the Construction Work.

H. Observations and Inspections – 5% of Project Progress

1. Consultant shall attend periodic progress meetings and shall visit the Project site at intervals appropriate to the stage of construction or as otherwise agreed on in writing by Owner. Consultant shall become generally familiar with the progress and quality of the Work and shall determine, in general, if the Work is proceeding in accordance with the Contract Documents. However, Consultant shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work.
2. On the basis of such on-site observations as a Consultant, Consultant shall keep Owner informed of the date and time of each visit, the specific Work observed, and of the progress and quality of the Work, and shall endeavor to guard Owner against defects and deficiencies in the Work of the Contractor.
3. Consultant shall immediately inform Owner when Consultant observes work, which does not conform to the Contract Documents. When Consultant's observations so indicate, Consultant shall recommend special inspection or testing of the Work in accordance with the provisions of the Contract

Documents, whether or not such Work be then fabricated, installed or completed.

4. Consultant shall conduct observations and attend Project site walk-throughs to assist Owner in determining the final completion of the Construction Work.

I. Construction Quality Control Systems

1. Specifying Quality Levels and Quality Control Procedures: The Drawings and Specifications must clearly identify and describe all necessary quality levels and quality control procedures such as inspections, tests, submittals or other measures that the Contractor is required to perform.
2. Necessity For: After Contract award, the Contractor cannot be required to perform any work not required by the Contract Documents, without added compensation. Therefore, to obtain complete Bids for all required Work, the Contract Documents must clearly specify the necessary quality levels, and the necessary quality control procedures to verify that required quality levels have been met.
3. Quality Control Procedures: Each Specification section must include the requirements for the tests, controls, performances and certifications needed to verify the specified quality level of that Section.
4. Contractor Submittals: Each Work-related Specification section must dedicate a subsection to identify and list required Contractor Submittals such as shop drawings, certificates of compliance, equipment data sheets, samples, tests and test results, mix designs, required worker qualifications, off-site inspections, or all other necessary Contractor Submittals.
5. Testing and Inspection Requirements: Testing and inspection requirements shall be included in each Specification section and shall identify the specific inspection, sampling, and testing to be performed by the Contractor, including: Items to be tested; who performs and pays for the tests; the number of tests per unit; the test method; the required tolerances; and the actions to be taken in the event of failure. The Specifications shall require the Contractor to hire a Certified Testing Lab to perform all required tests and to submit certified test results to Owner.

J. Warranty Phase

During all warranty or guarantee periods relating to designs prepared pursuant to the Project Agreement, Consultant shall, when requested, render advice to assist Owner in obtaining necessary compliance by the Contractor with the terms of said warranties and guarantees. Should Owner request Warranty Phase Services after Final Completion of the Work, and services are required through no fault of Consultant, Consultant shall be compensated pursuant to Part M.

K. Submittal of Deliverables

1. Consultant shall furnish to Owner for purposes of checking and acceptance, one reproducible copy of:
 - a. Schematic Design Documents at 100% completion
 - b. Design Development Documents at 100% completion.
 - c. Contract Documents at 75% and 100% completion.
 - d. The complete Bid Documents ready for bidding.
2. Each submittal shall include a declaration statement, signed by a principal of Consultant's firm, that the work of Consultant's Subconsultants has been coordinated, the submittal is complete, and that all review comments have been incorporated and coordinated.
3. Consultant shall participate in peer review and value engineering of the programs, designs, construction documents, and engineering components as required by Owner. Peer review to consist of no more than one (1) person or one (1) eight-hour working session per Project Agreement.
4. Consultant shall prepare a draft Bid Form, the Basis of Award, all Supplementary General Conditions, and all Plans and Specifications, and shall assemble all Bid Documents ready for bidding, incorporating the Owner-provided documents specified.
5. Record Drawings: The Contract Documents shall require the Contractor to update the "as-built" condition of working drawings on a regular and on-going basis as a requirement for progress payments. Upon Project completion, Consultant shall receive Contractor's marked up drawings and prepare a reproducible set of Record Drawings for the Project. Consultant's fee for preparation of Record Drawings shall be shown in each Project Agreement.
6. Consultant shall furnish to Owner, suitable for reproduction, original tracings or equivalent quality reproducible Plans, Specifications and other Bid Documents, and computer disks containing the Plans and Specifications in the following formats: Autodesk REVIT 2013 or later edition, AutoCAD 2016, Windows 2007 or newer, and MS Word for Windows XP or newer.

L. Printing & Reproduction

Consultant shall pay for all printing and reproduction needed in the performance of its Services, except copies of the deliverable documents specified in Part J.1. and all Bid Documents for distribution to bidders that shall be printed at Owner's expense.

M. Meetings

In addition to Project site visits and periodic Construction progress meetings, Consultant shall attend meetings with Owner's officials, staff, commissions and user groups as required for the performance of Consultant's Services pursuant to the project agreement. This requirement shall include meetings with Owner and user groups to develop, explain and refine program and design criteria, and for Consultant to present design solutions for acceptance. Meetings with Owner-sponsored advisory

groups and local officials to present the Project to the public are part of the Basic Services. Owner's Project Manager shall coordinate all meetings between Consultant, Owner's user groups, and the public.

N. Additional Services

Additional Services and Associated Deliverables may be authorized in a Project Agreement and, insofar as they cause the A/E extra expense, shall be compensated solely at the hourly rates in the A/E's and Consultant's Hourly Rate Schedule. The Consultant or its sub-consultants shall not proceed with Additional Services work prior to receiving written authorization from the Owner. Doing so will be at their own risk. The Owner, at its sole discretion, may reject any or all subsequent requests for compensation for unauthorized Additional Services work.

 **AIA® Document B305™ – 1993**

Architect's Qualification Statement

DATE:

SUBMITTED TO: Ozarks Technical Community College

ADDRESS:

1001 E. Chestnut Expressway
Springfield, MO 65802

NAME OF PROJECT: *(If applicable)*

To be determined "EXAMPLE" document

§ 1 BASIC INFORMATION

§ 1.1 Architect: *(Firm name and legal status)*

To be determined

§ 1.2 Business address:

To be determined

To be determined

§ 1.3 Telephone number:

§ 1.4 Person to contact:

§ 1.5 Type of organization: *(Check one)*

Individual or Sole Proprietorship

Professional Corporation/Association

Corporation

Partnership

Joint Venture*

Other*

**If Joint Venture or Other, provide details.*

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Attachment B

§ 2 GENERAL STATEMENT OF QUALIFICATIONS

§ 3 GENERAL INFORMATION

(This information may be provided via the Architect's brochure, which may be attached and listed in Article 8.)

§ 3.1 Names of principals:

§ 3.2 Professional history:

§ 3.3 Registration status:

§ 3.4 Professional affiliations:

§ 3.5 Key personnel:

§ 3.6 Total number of staff:

§ 3.7 Number of registered Architects:

§ 3.8 Honors and awards:

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Attachment B

§ 3.9 Professional and civic involvement:

§ 4 RELATED PROFESSIONAL SERVICES
(List proposed consultants, if applicable.)

§ 4.1 Structural:

§ 4.2 Mechanical:

§ 4.3 Electrical:

§ 4.4 Interior design:

§ 4.5 Others:

§ 5 PROJECTS
(Projects for which personnel of this firm had responsible charge while associated with other firms are indicated by an asterisk.)

§ 5.1 The following projects are representative of the Architect's recent work. A brief description of each project is attached.

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Attachment B

§ 5.2 Other representative projects with dates of completion:

§ 6 REFERENCES

§ 7 STATEMENT OF POTENTIAL CONFLICTS OF INTEREST

§ 8 ADDITIONAL INFORMATION
(If attachments are provided, list them here.)

ARCHITECT:

By:

I hereby certify that, as of the above date, the information provided in this Architect's Qualification Statement is true and sufficiently complete so as not to be misleading.

(Signature)

(Printed name and title)

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Attachment B

ARCHITECT:

PROJECT:

Size:

Cost:

Owner:

Owner Contact:

Completion Date:

Contractor/Construction Manager:

Brief Description:

EXAMPLE ONLY

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Attachment B

ARCHITECT:

PROJECT:

Size:

Cost:

Owner:

Owner Contact:

Completion Date:

Contractor/Construction Manager:

Brief Description:

EXAMPLE ONLY

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Attachment B

ARCHITECT:

PROJECT:

Size:

Cost:

Owner:

Owner Contact:

Completion Date:

Contractor/Construction Manager:

Brief Description:

EXAMPLE ONLY

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Attachment B

ARCHITECT:

PROJECT:

Size:

Cost:

Owner:

Owner Contact:

Completion Date:

Contractor/Construction Manager:

Brief Description:

EXAMPLE ONLY

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