

OZARKS TECHNICAL COMMUNITY COLLEGE

Request for Qualifications Architect/Engineering Services

Last Updated: November 2020

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

TABLE OF CONTENTS

1. Request for Qualifications
2. Attachment A: Example Statement of Qualifications – AIA B305
3. Attachment B: Non-Collusion Affidavit

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL, ENGINEERING, & LAND SURVEYING SERVICES

1. GENERAL INFORMATION:

Ozarks Technical Community College (“OTC”) periodically solicits qualified firms to provide Architectural, Engineering, and Land Surveying Services for the colleges various proposed and future projects. 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. Submitting firms are encouraged to send an updated Statement of Qualifications to OTC on an annual basis. If the qualifications of the firm materially change from the information provided in the submittal the firm is to provide a new statement of qualifications to OTC at the time of the respective change.

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

3. PURPOSE:

OTC often needs professional architectural/engineering assistance in the design, planning and execution of miscellaneous remodel, infill and new construction projects.

Through this RFQ, OTC is soliciting submittals to have on file for the purpose of selecting a firm(s) with experience in architectural design, architectural interiors, mechanical engineering, electrical engineering, geotechnical engineering, structural engineering, land surveying, and environmental assessments to provide professional services as the need may arise from time to time. For specific construction projects, a separate RFQ may be issued solely for the purpose of the specific project if deemed necessary by the College.

OTC Contacts:

The designated individual responsible for coordination of the RFQ is:

Attn: Blayne Radford, College Director of Project Management
Ozarks Technical Community College
933 E. Central Avenue
Springfield, MO 65802

Any questions relating to this RFQ should be directed to Mr. Radford at (417) 447- 4810 or by email at radfordb@otc.edu.

5. STATEMENT REQUIREMENTS:

- a. Statement of Qualifications shall be signed by an authorized representative of the professional services 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 may ultimately result in rejection of any Statement.**
- b. Statements should be prepared simply and economically, providing a straightforward, concise description of the firm'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. Previous year respondents may update their current submittals on file by a letter of validation and/or by replacing only that information which has changed. Annual renewal documents such as the certificate of professional liability insurance shall accompany the letter of validation.
- c. One (1) electronic media copy of the proposals for which the firm's work to be considered shall be submitted to the Agency.
- d. **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 responses addressing the Evaluation Criteria listed in 6A 1 through 8.**
- e. The following document or an equivalent appropriate for the submitting discipline must be used by firms responding to the RFQ: AIA B305, Architect's Qualification Statement.

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 criteria below and pursuant to Missouri State Statutes in Section 8.289 of Chapter 8 State Buildings and Lands. Each firm is to provide a narrative response addressing the following questions in the order below:

1. Expertise, experience, and qualifications of the firm's key personnel in each

relative discipline.

2. Experience in providing services for State, Educational, and Higher Education entities.
3. General experience of the firm.
4. Geographic location of the firm's office in relation to OTC location(s).
5. A/E's recent (past 5 years) experience/history in designing projects within an established "Design-not-to-Exceed" budget. Include total percentage of change orders due to design errors and omissions for these projects.
6. List what design services are typically provided by the firm.
7. Please list three to five references we may contact. Please give the person's title along with their relationship to either a particular project or how they are acquainted with the firm. Email addresses and telephone numbers should be listed.
8. Additional information. Any additional information the firm would like to present to OTC may be listed here.

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

For any given project, the selection committee may select according to their best judgment one (1) or more than one firm to establish initial negotiations, based on and from the previous qualified collection of respondents' RFQ submittals on file.

In the event that more than one A/E firm is selected for consideration, a process of selection and subsequent interviews will be followed to confirm the final selection of the firm to provide the requested services.

B. Contract Process:

OTC will engage in individual discussion with firms deemed fully qualified, responsible and suitable on the basis of initial responses. Negotiations will be conducted as the need for services is required. If a contract satisfactory and advantageous to OTC can be negotiated at a fee considered fair and reasonable, the award shall be made for that firm. Otherwise, negotiations with the other firms 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, percentage of construction cost fee, or 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:

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 by the Agency.

9. ATTACHMENTS:

Attachment A: Example AIA B305

Responding proposers shall submit on original AIA documents or an equivalent appropriate for the submitting discipline.

Attachment B: Non-Collusion Affidavit

Attachment B

 **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.*

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:

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.

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

Attachment B

ARCHITECT:

PROJECT:

Size:

Cost:

Owner:

Owner Contact:

Completion Date:

Contractor/Construction Manager:

Brief Description:

EXAMPLE ONLY

Attachment B

ARCHITECT:

PROJECT:

Size:

Cost:

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Completion Date:

Contractor/Construction Manager:

Brief Description:

EXAMPLE ONLY

Attachment B

ARCHITECT:

PROJECT:

Size:

Cost:

Owner:

Owner Contact:

Completion Date:

Contractor/Construction Manager:

Brief Description:

EXAMPLE ONLY

ATTACHMENT B

Non-Collusion Affidavit

_____ evidenced by signature below, deposes and says:
 (Type or print name)
 that he or she is the _____ of
 (Type or print title)

_____, who submits herewith
 (Type or print name of company/firm)
 to the Administration and/or Board of Ozarks Technical Community College the attached Statement of Qualifications/proposal (submittal); that he or she is the person whose name is signed to the attached Statement of Qualifications/proposal; that said submittal is genuine; that the same is not sham or collusive; that all statements of fact therein are true; and that such submittal was not made in the interest or behalf of any person, partnership, company, association, organization, or corporation not herein named or disclosed.

Affiant further deposes and says: that the respondent/proposer has not directly or indirectly by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interests of the public body which is to award the contract, or of any other respondent/proposer, or anyone else interested in a proposed contract; and that the respondent/proposer has not in any manner sought by collusion to secure for himself/herself/itself/themselves, an advantage over any other respondent/proposer.

Affiant further deposes and says that prior to the submittal and review of Statement of Qualifications/proposals, said respondent/proposer:

- (a) did not, directly or indirectly, induce or solicit anyone else to submit a false or sham submittal/proposal;
- (b) did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said respondent/proposer or anyone else would submit a false or sham submittal, or that anyone should refrain from responding or withdraw their submittal/proposal;
- (c) did not, in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the schedule for compensation of said respondent/proposer or of anyone else, or to raise or fix any overhead, profit or cost element of their price or of that of anyone else;
- (d) did not, directly or indirectly, submit their Statement of Qualifications/proposal schedule of compensation or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, or to any member or agent, thereof, or to any individual or group of individuals, except to the awarding authority or to any person or person who have a partnership or other financial interest with said respondent/proposer in their business.

Signed by:

 Authorized Respondent Date

 Print Name Title