

## **Request for Qualifications (RFQ)**

East Central College is seeking qualifications for architectural and engineering services required to support the renovations of a banquet and meeting facility converting the space to support the college's technical and career programs.

To facilitate the selection of the Architectural Engineering Service for this project, interested firms are invited to submit their qualifications for consideration. Responses should contain, at a minimum, the information requested in Sections VIII and IX of this Request for Qualifications.

One original and five (5) copies of the response shall be submitted in accordance with the Instruction to Proposers and will be received until 10:00 A.M. CST on August 21, 2015 at the following address:

Mr. Philip E. Pena  
Vice President, Finance and Administration  
East Central College  
1964 Prairie Dell Road  
Union, MO 63084

The college reserves the right to waive irregularities and formalities and reject any or all responses and to negotiate an agreement with the firm whose qualifications are in the best interest of the College.

To obtain additional information and a Request for Qualifications package, please contact Mr. Philip E. Pena, at Telephone: (636) 584-6701, email: Philip.pena@eastcentral.edu. The RFQ in its entirety may be accessed online at [www.eastcentral.edu/bids](http://www.eastcentral.edu/bids). **Direct contact with the Board of Trustees of East Central College is prohibited.**

### **College Background**

East Central College is a comprehensive community college located on U.S. Highway 50, in Union, Missouri sitting on approximately 240 acres of ground. Facilities include approximately 270,000 square feet of space for classrooms, laboratories, computer facilities, library, gymnasium, fitness center, cafeteria, bookstore and offices. The College serves approximately 5,100 students each year.

The first building constructed on the main campus was the Administration Building (now Buescher Hall) completed in 1971. This was followed by the Multipurpose Building (now Shook Student Center) in 1973, Vocational-Technical Building in 1978, Classroom-Laboratory Building in 1985, the Auditorium and Classroom Building in 1998, and the Regional Training Center which was constructed in 2000 and houses the Culinary and high school equivalency programs. The most recent major construction projects were the addition of the Health and Science Building in 2008 and the renovation of Buescher Hall in 2011. In 2014 the former Vocational-Technical, Classroom-Laboratory, and Auditorium-Classroom wings were renamed Robert E. Hansen Hall.

I. **East Central College**

East Central College (the College) is seeking proposals for architectural/engineering services required to support the renovation of the former Gala Event Center purchased by the college this past spring, into a center for a number of the college's technical and career programs. This renovation will address immediate and future facility needs to support technical and career programs.

**Option:** The proposing firm will take into consideration the possible development of the exterior court yard to be finished into useable interior square footage.

Physical location of the property is 42 Prairie Dell Plaza Lane Union, MO 63084

**Building History:** Built in 2007 the Gala Event Center was formerly used as a banquet and meeting facility. The building is a metal building with a brick façade and is approximately 19,800 square feet in size. East Central College recently purchased the building and its intended use will house a number of technical and career programs. The following programs listed below are scheduled to open for the fall semester of 2016.

- Precision Machining
- Industrial Engineering
- HVACR
- Welding

II. **Proposed Planning Team**

It is the intent of East Central College to work in conjunction with the selected architectural and engineering firm(s). East Central College will assign a specific group of College personnel to work with the selected firm(s). East Central College will also provide the construction management from within College personnel. The successful candidate(s) shall fully disclose to the College all subcontractors, consultants, vendors, and other firms that will be involved in the plan.

III. **Instructions to Proposers**

One (1) original and five (5) copies of the RFQ response must be submitted in an envelope marked **SEALED RESPONSE – GALA CENTER RENOVATIONS** to be considered. Each response shall be signed with full name of each proprietorship, partnership, or corporation submitting the qualifications. The response of a proprietorship shall be signed by the owner of a sole proprietorship, by one of the general partners of a partnership, or by a duly authorized officer of a corporation stating his/her title. The

complete mailing address must be provided. Each response shall contain the Statement of Qualifications and other information required herein.

#### **Anticipated Schedule**

August 5	Advertise and release RFQ
August 5 - 14	On-site visits as scheduled
August 21	Receive Architects proposals
August 24	Notify Architects of Short List
August 25-27	Conduct phone Interviews, as needed
August 27	Make selection for Board recommendation
August 31	College Board selects firm(s)
September 1-16	Complete contract negotiations
October 5	Board approves contract
October 6	Notify firms of selection
October 6	Begin development of renovation plans

This schedule may be subject to change based on the College's needs. Any changes need approval of the College.

#### **IV. Architect/Engineering - Scope of Services**

Selected firm will be responsible for all office, classroom, and technical labs (program details will be provided by owner) and their respective design. Selected firm will also be responsible for all mechanical, electrical, plumbing and building systems design. It is East Central's intent to work in conjunction with the selected firm in order to achieve the engineering and design of the space most suited to East Central College's needs for the building.

**ACTION PLAN:** The successful firm shall complete a detailed action plan which clearly establishes definitive projects to be completed to the project building. This plan shall

prioritize projects by level of importance, include cost estimates, and include detailed project descriptions, architectural and conceptual drawings, renderings, etc., as appropriate.

The successful firm will assist the college in preparing bid packages for the bidding process for the various components.

### **Contract Format**

The contract will be based on the appropriate standard AIA document between firm(s) and the College.

## **V. Selection Process**

- A. Your written response to this RFQ will be used to evaluate your firm's or team's qualifications, those of your proposed project team members and the suitability of your indicated approach/plan for the project. If deemed necessary, a short list of firms or teams may be selected for follow-up interviews.
- B. At each stage of the process, the College will consider any number of individual factors weighing on each firm or team's qualifications. These considerations will include but are not limited to:
  - a) The experience and capabilities of the firm(s) involved. This will focus on past experience completing university/college renovation services on projects of similar scope. However, the College will also evaluate the level of experience and flexibility of the firm(s) proposing, who may not have completed university/college renovation projects. The firm's direct experience with classroom, laboratory, career training, and light manufacturing projects will be considered.
  - b) The experience and capabilities of key personnel on the project team generally and specifically related to projects of similar scope.
  - c) The approach, means and methods, and organization of the data gathered to compile the renovation plan will be given consideration.
  - d) The willingness to work with the proposed planning team. This includes but is not limited to the architectural firm(s), engineering firm(s), College personnel, subs and or vendors.
  - e) The firm's regional knowledge.
  - f) The firm's process for engaging College personnel and other stakeholders in the planning process.

- C. If follow-up interviews are conducted, firm(s) will be given ample notice prior to interview schedules; this should allow time for preparation.
- D. East Central College reserves the right to reject any and all proposals and/or waive any informality in them.

## **VI. Insurance**

- A. Each respondent shall submit a statement of qualifications, experience in the types of services to be provided, firm's organization, and if requested by the College, a detailed financial statement. The College shall have the right to take such steps as it deems necessary to determine the ability of the respondent to perform the services required by the College, and the respondent shall furnish the College all such information and data for this purpose. The College shall retain the right to reject any proposal where an investigation of the available evidence or information does not satisfy the college that the firm is qualified to properly carry out the required services.
- B. The successful firm will be required to provide the following types and minimum limit of insurance for the services selected. Each firm shall submit evidence that they carry the following insurance coverage written through a company duly authorized to conduct business in the State of Missouri and of the types and in the amounts described below.
  - a. **Commercial General Liability Insurance:** Commercial General Liability (CGL) in the amount of \$1,000,000 each occurrence/\$2,000,000 aggregate. If such CGL insurance contains a general aggregate limit, the policy shall be endorsed so that the aggregate limit applies separately to each project authorized.
    - 1. CGL insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations and personal injury and liability assumed under an insured contract (including the tort liability of another assumed in a business contract.)
    - 2. The College must be included as an "additionally insured" under the CGL; a certificate of insurance naming East Central College as the additionally insured shall be issued by the successful firm(s).
  - b. **Business Auto Liability Insurance:** Business auto liability and, if necessary, commercial umbrella with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).
  - c. **Worker's Compensation Insurance:** Worker's compensation and employer's liability insurance.

1. The employers liability shall not be less than \$1,000,000 each accident for bodily injury by accident and each employee for injury by disease.
  2. The alternate employer endorsement shall be attached showing the College in the schedule as the alternate employer.
  3. Worker's compensation limits shall not be less than the statutory limit
- d. If the policies require an endorsement to provide for continued coverage where there is a waiver of subrogation, the proposer shall cause such policies to be endorsed.
  - e. By requiring the insurance as set out herein, the College does not represent that the coverage and limits will necessarily be adequate to protect the proposer, and such coverage and limits shall not be deemed as a limitation on proposer's liability to the College.
  - f. Prior to the commencement of the project, proposer shall furnish the College certificate(s) of evidence of insurance. All certificates shall be executed by a duly authorized representative of each insured, showing compliance with the insurance requirements set forth above.
    1. All certificates shall provide for (30) day's written notice to the College prior to cancellation or material change of any insurance referred to in this project.
    2. Failure to demand such certificate with these insurance requirements or failure of the College to identify a deficiency from evidence that is provided shall not be construed as a waiver of proposer's obligation to maintain such insurance.
  - g. **The agreement with the successful firm shall provide:**
    1. Firm shall promptly provide a copy of the policies for the insurance required to be maintained upon written request of the College.
    2. The College shall have the right, but not the obligation, to prohibit proposer from performing services until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the College.
    3. Failure to maintain insurance required in this section may result in termination of the agreement at the College's option. The College may, but is not obligated to, obtain any insurance required hereunder and not maintained by the successful proposer and charge the cost thereof to the proposer.
    4. Firm shall provide certified copies of all insurance policies required above within ten (10) days of the College's written request for copies.

5. Firm shall include the above insurance requirements in all of its subcontracts. Firm is responsible for collecting from its sub-consultants certificates in order to verify that required limits are met. All sub-consultants providing professional services are required to provide professional liability insurance.
6. The College reserves the right to request the firm to obtain additional insurance limits, including project specific professional liability policy. The firm shall endeavor to obtain such insurance as soon as possible after such request and advise the College if the firm will be required to pay any additional premium for the above insurance. If so, the College may agree to pay a portion or the entire premium increase. If the firm cannot obtain such additional insurance, the College may, at its discretion, terminate this Agreement in full or in part upon notice to the firm.

**VII. Statement of Qualifications:**

- A. Responses to this RFQ should be in the same order as requested. Responses should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Limit your responses to the information requested by each section. Any additional information you wish to submit should be included in a separate section marked "Supplemental Information."
- B. List the name of the firm, address, contact person, and phone number.
- C. Provide general information regarding your company and its qualifications to provide College/University renovation projects.
- D. Identify the proposed planning team, including subcontractors, consultants, and other firms proposed for the project.
- E. Provide a complete implementation plan describing your approach to the completion of this project. Include at a minimum:
  - a. Your ability to meet the proposed schedule
  - b. Your proposed schedule of activities to complete the work
  - c. What College personnel you feel need to be included in the process planning team and how you propose to interface with them
  - d. Plan for stakeholder engagement
- F. Provide a complete description of the deliverables your team will provide the College. Include specific experiences in classroom, laboratory, career training, and light manufacturing development and/or design. Provide as an attachment to your response a copy of a renovation plan completed within the past five (5) years for a similar client.

- G. Provide a minimum of three (3) references from for which similar work has been completed.



**VIII. Applicable Laws**

- A. Firm agrees to comply in its performance of the selected services with all federal, state and local laws and regulations applicable to its services.

**IX. Evaluation and Consideration of Proposals**

- A. The College will select the firm based on qualifications presented to the College. The College may develop a short-list of firms submitting responses based on the submitted qualifications and conduct interviews to select the successful firm. Upon such selection, the College will enter into contract negotiations with such firm. If the College cannot reach an agreement upon the terms of a contract through negotiations with the selected firm, then the College will select another firm with whom to negotiate a contract until it is successful in negotiating an acceptable agreement. The firm selected will be notified at the earliest possible date. The College, however, reserves the right to reject any and all responses and to waive any formality or irregularity in the responses received whenever such rejection or waiver is in the interests of the College.

**B. Negotiation and Execution of Contract**

- a. In submitting a response to this RFQ, the firm agrees that if it is the selected firm, the firm will agree to negotiate the terms of an agreement with the College. If an agreement cannot be successfully negotiated, the College will reject the firm and another firm will be selected.
- b. Commencement of Services shall be as soon as possible after completion of negotiation of an agreement with the successful firm or in accordance with a schedule included in the agreement.