

# County of Boone, Missouri



Request for Qualifications  
for  
Architectural and Engineering Services  
911/Joint Communications Facility

RFQ # **41-31OCT13**

Release Date: October 1, 2013

Pre-Proposal Conference:

Date and Time: October 16, 2013, 3:00 pm, CT

Location: Boone County Sheriff Department Annex Building

Conference Room

2111 County Drive

Columbia, MO 65202

Submittal Deadline:

October 31, 2013

Not later than 1:15 pm, Central Time

Boone County Purchasing  
613 E. Ash Street, Room 110  
Columbia, Missouri, 65201

Melinda Bobbitt, CPPO, Director  
Phone: (573) 886-4391  
Fax: (573) 886-4390  
Email: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)

## REQUEST FOR QUALIFICATIONS

### Architectural and Engineering Services Boone County, MO New Consolidated/911/OEM/EOC Facility

Boone County will receive Proposals for Qualified Architect/Engineers for design services for the Boone County Consolidated 911 Center, Office of Emergency Management (OEM) and Emergency Operations Center (EOC) to serve all of the County.

Interested and qualified Architect/Engineers can obtain the Request for Qualifications (RFQ) from the County's web page at: [www.showmeboone.com](http://www.showmeboone.com). (Purchasing / Current Bids / 41-31OCT13). Or submit a one-page letter of interest or email to:

Boone County Purchasing Department  
c/o Melinda Bobbitt, CPPO, CPPB, Director  
613 E. Ash Street, Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Email: mbobbitt@boonecountymo.org

An authorized representative of Boone County will receive Architect/Engineer Qualifications until 1:15 P.M. (local time), on October 31, 2013. **Qualifications received after this date will not be accepted.** Request for Qualifications will be opened publicly, but only names of Offerors will be read aloud. All proposal responses will be considered public information, and following contract execution or rejection of all proposal responses, all responses will become a part of public record and will be released to any person who requests it. Proposal envelopes shall clearly indicate Qualifications for Architect/Engineer Services and include your firm name and address.

A **Pre-proposal Conference** will be held on October 16, 2013 at 3:00 pm, CT. All potential Offerors are **strongly encouraged** to attend this conference in order to ask questions and provide comment on the Request for Qualifications. Attendance is not mandatory to submit a response; however, Offerors are strongly encouraged to attend since information relating to this RFQ will be discussed in detail. Offerors should bring a copy of the RFQ since it will be used as the agenda for the pre-proposal conference.

The proposing Architect/Engineer will be required to meet certain qualifications set out in the RFQ, which include the following:

1. Experience in project type
2. Performance/Ability/Capacity
3. Past performance record to meet requirements/references
4. Consultants proposal to meet established criteria
5. Insurance coverage(s)

Questions concerning the Request for Qualifications for the Project should be submitted by email no later than Tuesday, October 15, 2013 by 4:00 pm, CT to:

Larry Bickford, Program Manager  
Mission Critical Partners, Inc.  
690 Gray's Woods Blvd.  
Port Matilda, PA 16870  
e-mail: [lawrencebickford@mcp911.com](mailto:lawrencebickford@mcp911.com)

All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Qualifications packet by the County by posting the addendum on the County web site at [www.showmeboone.com](http://www.showmeboone.com) (Select Purchasing / Current Bids / 41-31OCT13).

Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their general questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFQ. Technical, scope of work questions should be directed to Larry Bickford / Mission Critical Partners. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

# **REQUEST FOR QUALIFICATIONS**

**For**

## **ARCHITECTURAL/ENGINEERING SERVICES**

Agency: Boone County, Missouri

Project: Boone County 911 Joint Communications Facility

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## I. ANNOUNCEMENT

A. Boone County will receive Proposals from qualified Architectural/Engineering firms for design services.

B. The intended Project is:

The design and construction of the Boone County Joint Communications Facility to be located in Columbia, MO.

C. Interested and qualified firms can submit their Proposals by 1:15 p.m. Central Time, October 31, 2013 to :

Boone County Purchasing Office  
613 E. Ash Street, Room 110  
Columbia, MO 65201

D. Offeror's names will be read aloud in the Boone County Commission meeting shortly after 1:30 p.m. Offeror's names will also be posted on the County web page at [www.showmeboone.com](http://www.showmeboone.com) / Purchasing / Bid Tabulations.

Boone County Government Center  
Commission Chambers  
801 E. Walnut Street  
Columbia, MO 65201

E. Boone County will hold a Pre-proposal Conference:

Date: October 16, 2013  
Time: 3:00 pm, CT  
Notify: Please notify Melinda Bobbitt to indicate who will be attending by October 15, 2013 no later than 4:00 pm, CT.  
Phone Number: 573-886-4391  
E-mail Address: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)

F. An authorized representative of Boone County will receive A/E Qualifications until 1:15 PM (local time) on October 31, 2013. **Qualifications received after this date and time will not be accepted.**

G. Qualifications shall be enclosed in envelopes which clearly indicate Qualifications for Architect/Engineer Services with your firm name and address.

H. Proposing A/Es will be required to meet certain qualifications set out in the RFQ and which include the following:

1. Experience in designing similar facilities/combined services as described
2. Required Insurances
3. Ability to provide experienced staff
4. Past performance on similar projects
5. Qualified references for similar projects

## II. INSTRUCTIONS TO PROPOSERS

### A. Preparation of Proposals:

1. The proposer is expected to comply with all specifications, terms, conditions, and instructions contained in this Request for Qualifications (RFQ). Failure to do so shall be cause for rejection.
2. The proposals shall be prepared with brevity, providing a concise description of the Proposer's capabilities to satisfy the requirements of this RFQ. Emphasis should be placed on completeness and clarity. Each copy of the proposal, and all documentation submitted with the proposals, should be bound in a single volume. The Owner will not be responsible for any costs incurred by the Proposer in preparing or presenting proposals.
3. Any exception taken to the terms and conditions of this RFQ must be clearly identified. If no exceptions are listed it will be concluded that the Proposal will meet, in every detail, the conditions stipulated in this RFQ.

### B. Fee:

No fee proposal is required nor will one be accepted.

### C. Submission of Qualifications:

Proposals shall be addressed to:

Boone County Purchasing Office  
Melinda Bobbitt, CPPB, Director  
613 E. Ash Street, Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
mbobbitt@boonecountymo.org

D. Number of Copies:

The Proposer shall furnish eight (8) bound copies of the proposal.

E. Form of Agreement:

The Form of Agreement to be determined by Boone County.

F. Site Visits

A specific site has been selected and will be identified at the Pre-Proposal Conference. A site visit will immediately follow the Pre-proposal conference.

G. Response Requirements

The items listed below shall be submitted with each proposal and shall be submitted in the order shown. All pages of the proposal should be numbered. Each response to Section G – Response Requirements, should reference the corresponding requirement number in Section G. Repeating the text of the requirements as it appears in the RFQ. Proposals that are not organized in this manner risks elimination from consideration if the evaluators are unable to determine where the RFQ requirements are specifically addressed.

If the project consists of subconsultants, a joint venture or consortium, similar information must be provided for each member and are subject to the same proposal requirements.

1. Transmittal Letter

Provide a transmittal letter indicating the Project Team's understanding of the requirements of this specific project proposal. The letter must be a brief, formal letter that provides information regarding the firm's interest in and ability to perform the requirements of this RFQ. A person who is authorized to commit the proposer's organization to perform the work included in the proposal must sign the letter.

2. Firm Identification

Please provide the following information about your firm:

*Firm Name*

*Address of office where the work will be conducted*

*Phone Number*

*Fax Number*

*Designated Project contact*

*Contact e-mail address*

*Number of Years the firm has been in business*

*Location of branch offices*

3. Firm Overview

Please provide a brief description of your firm including number of years providing architectural/engineering services. Describe the firm's operating philosophy. Please include a statement describing the firm's recent experience with County PSAP/public safety projects.

4. Subconsultants

If outside consultants are utilized to perform any of the A/E services described in this RFQ, list the firms and the services they will provide for the project team. Provide a brief firm description for consultant firms and provide the same information for the consultants' firms as required in Number 2 above.

5. Team Organization and Resumes

Provide an organization chart which illustrates the role the key team members will play in this project. Provide a resume for all key team members. Key team members include the Principal-in-Charge, Project Manager, Project Architect and the key team members of each consultant discipline correlating to these same positions.

6. Firm Experience

Please provide the following information on similar completed projects of a comparable nature completed in the last five (5) years. Provide this information for no less than three and no more than five projects.

*Photography of the Project*

*Name of the Project*

*Location of the Project*

*Construction Cost*

*Year the Project was completed*

*Name of Owner's Representative with address and telephone number*

7. Ability to Complete Projects within Budget and Schedule Requirements

Choose not more than five projects above that are most similar to this project and provide the following additional information:

*Owner's Construction Budget*

*Architect's Construction Estimate*

*Total Contract Award*

*Scheduled months for construction activities*

*Actual months for construction activities*

8. Litigation and Claims

Provide the following information:

- a. Provide the firm's Missouri Architectural License number.



- b. List any claims filed by an Owner against your firm or individuals in your firm for which you were providing professional services over the last five (5) years. Provide the name of the plaintiff, a brief description of the claim, the value of the claim and the outcome (if resolved) or current status.
- c. Has any architect or licensed professional employed by your firm had their license revoked or suspended in the last ten years? If so, provide the name and the situation.

9. Summary Statement

Provide a summary statement, of not more than one page, which summarizes the reasons you feel your firm is best suited for this project.

10. Project References

List not more than three client references of similar projects. Provide Owner name, contact name, address, telephone number and e-mail address.

11. Insurance Coverage

Each firm should provide a declaration of insurance with limits for general commercial liability, professional liability and other insurance coverages as appropriate. See the County's attached Insurance Requirements as Appendix A.

### **III. ARCHITECT/ENGINEER QUALIFICATIONS**

The proposing A/E shall possess the following qualifications:

- A. Knowledgeable of all current Federal, State and local applicable statutes and codes related to building projects in Missouri.
- B. Maintains Professional Liability Insurance with minimum coverage as required by Boone County.
- C. Ability to prepare and submit, to appropriate State and Local approval agencies, all necessary documents in proper form and in a timely manner.
- D. The prime architect must directly employ personnel in-house to perform the majority of the actual architectural work.

### **IV. REQUIREMENTS OF THE SELECTED ARCHITECT/ENGINEER**

The proposing A/E shall fulfill the following project responsibilities:

- A. To participate as a responsible, cooperative and contributing member of the design and construction team.
- B. To Manage and complete the Design within the defined time schedule, approved budget and the quality guidelines.
- C. To represent the best interests of the Owner in the performance of services toward the expeditious and efficient completion of the Project.
- D. To work in a coordinated fashion with MCP, the County's 911 Consultant/Program Manager for the project and County staff assigned to this project.
- E. The selected A/E shall provide the following services in accordance with the Standard Form of Agreement Between County and Designer.
  - 1. Architecture
  - 2. Structural Engineering
  - 3. Mechanical, Electrical, Plumbing, and Fire Protection design
  - 4. Civil Engineering
  - 5. Site Surveying and Geotechnical Engineering will be provided by Boone County
  - 6. Land Development approval will be provided by the selected architect and provided on an hourly basis.

## **V. SELECTION OF FIRM**

Boone County reserves the right to select or reject any and all firms/proposals. Boone County will evaluate the firm's qualifications and may conduct interviews for select firms proposing.

## **VI. PROPOSED PROJECT/BACKGROUND**

### **A. Purpose**

Boone County wishes to retain an architectural and engineering firm to provide services for the above mentioned project.

The County is situated in central Missouri and is dissected by Interstate 70 and US Highway 63. The County has a population of approximately 165,000 residents and is 685 square miles in size.

### **B. Background**

The existing 911/Joint Communications and OEM facilities consist of approximately 12,000 square feet spread across four different facilities. Current facilities lack the

space necessary for dispatch, training, conferences, storage and expanded operational capacity. The existing facilities are described herein:

- a. The 911/Joint Communications Dispatch Center is located in the City of Columbia's Police Department.
- b. The EOC is located in a converted space in the lower level of the City of Columbia's Armory Building located approximately 1-2 blocks away. The space also is collocated with daycare and recreational facilities open to the public.
- c. Storage areas are shared in the Boone County Fire Protection District's facility.
- d. A back-up and overflow dispatch facility is located in the Boone County Sheriff's facility.

The Office of Emergency Management (OEM) functions are currently separated from the 911/Joint Communications operations. This function is currently overseen by a part-time Interim Director who is also the Chief of the Boone County Fire Protection District.

C. Changes in Organizational Structure

The County's current 911/Joint Communications Center is operated under a 1977 Intergovernmental Cooperative Agreement between the various user agencies and is administered by the City of Columbia. Presently, 911/Joint Communications staff are City of Columbia employees. The current arrangement does not allow adequate funding for operations, technology, and County's growing population. In April 2013, the County was successful in passing a voter approved sales tax to fund the equipment and ongoing operational and capital costs. Under the new organizational structure, consolidation of all current 911/Joint Communications and OEM services will be governed by the County and the County Commission. Additionally, several of the emergency response jurisdictions within the County report to their own elected officials.

The County proposes the construction of a new facility on land already owned by the County that would consolidate all operations and storage, into a modern, EF5 rated facility that will serve the needs of the County in the current environment with allowance for future growth. The new facility will also serve as the new EOC location for the County. The County's 911/Joint Communication, OEM and the new EOC must be designed and maintained to survive disasters both natural and man-made and the network/data load such disasters may impose on systems.

These systems must be available twenty-four hours a day, seven days a week, to allow processing of emergency calls for service from the public. This capital project will involve relocating all existing 911 trunk lines and equipment, and procurement of new radio equipment, hardware, and software technology. The project's goal is to effectively ensure connectivity to the twenty-one (21) radio tower locations throughout the County, provide quality dispatching services to the thirteen (13) user

agencies, and continue 911/Joint Communication's current ability to communicate via radio with various public works agencies in appropriate situations.

D. Evaluation Already Performed

In 2012, the County Commission appointed a Blue Ribbon Panel to provide recommendations on the future operations and the facility needed to accommodate 911/Joint Communications, OEM, and EOC. The Blue Ribbon Panel utilized a space needs study commissioned by the City of Columbia for the 911/Joint Communications operations, and consulted with an architect who developed a draft building schematic and site plan. The Final Report of the Blue Ribbon Panel can be reviewed at: [http://showmeboone.com/commission/common/pdf/911-Blue\\_Ribbon\\_Report.pdf](http://showmeboone.com/commission/common/pdf/911-Blue_Ribbon_Report.pdf).

E. A/E Responsibilities

The County wishes to retain an architectural/engineering firm to provide services for this combined/collocated facility and operations.

The project will be located on a parcel of land adjacent to the County Sheriff's office, jail and warehouse.

The selected architect will be required to provide programming, schematic design, design development, construction documents, permitting documents, assist in bidding and provide typical construction administration services for project completion.

At this time, there is not a specific budget identified for the facility but funding is in place. The selected A/E, in concert with Mission Critical Partners (MCP), will work together to establish the size and budget for this facility with ultimate approval by the Boone County Commission.

The selected A/E will be required to provide those services previously identified in this procurement.

Project oversight for this project will be provided by Mission Critical Partners, Inc. as the County's 911/Consultant/Program Manager.

## VII. PROPOSED PROJECT SCHEDULE

A schedule has been developed for the project. Adherence to the schedule is a goal of this RFQ. The proposed project schedule is as follows:

- |  |   |
|--|---|
| A. RFQ Issued:                               | Tuesday, October 1, 2013                  |
| B. Registration for Pre-proposal Conference: | By Tuesday, October 15, 2013, 4:00 pm, CT |

C. Pre-proposal Conference:	Wednesday, October 16, 2013 at 3:00 pm, CT.								
D. Proposal Due:	Thursday, October 31, 2013 at 1:15 pm, CT								
E. Interviews of Shortlisted Firms (Tentative):	TBD								
F. A/E Consultant Selection:	Tuesday, November 19, 2013 (Tentative)								
G. Design Schedule:	December 2013 – July 2014 (8 months)								
H. Bid/Award Construction Contracts:	August – September 2014 (2 months)								
I. Construction Schedule:	October 2014 – September 2015 (12 months)								
J. Occupancy:	October 2015								
K. Cutover to New Facility:	November 2015								
L. Total Duration:	<table> <tr> <td>Design</td> <td>8 months</td> </tr> <tr> <td>Bid/Award:</td> <td>2 months</td> </tr> <tr> <td>Construction:</td> <td>12 months</td> </tr> <tr> <td><b>Total:</b></td> <td><b>22 months</b></td> </tr> </table>	Design	8 months	Bid/Award:	2 months	Construction:	12 months	<b>Total:</b>	<b>22 months</b>
Design	8 months								
Bid/Award:	2 months								
Construction:	12 months								
<b>Total:</b>	<b>22 months</b>								

## APPENDIX A – BOONE COUNTY INSURANCE REQUIREMENTS

**Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

**Compensation Insurance -** The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

**Comprehensive General Liability Insurance -** The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.

**COMMERCIAL Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined

single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

**Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

**INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.