



Ozark Fire Protection District

REQUEST FOR QUALIFICATIONS (RFQ)

FOR ARCHITECTURAL AND DESIGN SERVICES

FIRE STATION No. 3 AND FUTURE FACILITIES

**SEALED QUALIFICATION SUBMISSION DEADLINE
NO LATER THAN 3:00 P.M., CENTRAL TIME, SEPTEMBER 30th, 2021**

Ozark Fire Protection District

REQUEST FOR QUALIFICATION

Fire Station Design Services

I. REQUEST FOR QUALIFICATIONS

A. Requests

- a. Statements of Qualifications are now being accepted by the Ozark Fire Protection District (hereafter referred to as “District”) from qualified architecture firms for providing architectural and engineering design services for the immediate construction and remodel of an existing fire station, as well as a future fire station with administrative offices at a site TBD. Respondents to this Request for Qualifications (RFQ) shall submit to the District, a statement of qualifications, and a list of recent similar public projects, as well as components set forth in this RFQ.

B. Obtaining a Request for Qualifications

- a. This document is available to all qualified Consultants that request a copy up to the closing date/hour of submission.
- b. Copies can be obtained from the Ozark Fire Protection District, 604 N. 3rd St., Ozark, MO 65721; OR by calling (417) 581-4436; OR by e-mailing the district representative at rcrawford@ozarkfire.com

II. DISTRICT INFORMATION

A. History

The current fire station to be remodeled was built in approximately 1990 to serve the Ozark Rural Volunteer Fire Department. It housed apparatus and equipment for the volunteers. In 2004, voters approved a merger of The Ozark Rural Fire District with the City of Ozark Fire Department, forming The Ozark Fire Protection District, a special tax district governed by a five-person elected board. The District responds to over 3,200 calls for service annually serving approximately 50,000 citizens, across 110 square miles of the Ozark Fire Protection District.

In the April 2021 general election, the citizens of the District voted in favor of a general obligation bond to secure the funding for capital projects.

B. Existing Facilities

Fire Station 3, which requires immediate attention, covers a primarily rural area of our district on the south side of Ozark. The existing building, located at 4545 State Hwy. W was designed to house apparatus for volunteers, and later updated to house fulltime staff. The building can accommodate no more than 2 personnel. Given the types of responses by the district and the responses out of this station,

the growth of the district, and expected needs of the citizens; this station needs to be renovated to meet existing and future needs.

The existing facility has a history of mold and mildew problems with the latest arising in the later part 2020. After air quality studies and review of the building's history, the decision was made to remove the full-time staff from the station until a permanent mold and mildew remediation could occur.

C. Proposed Facility

The District seeks to renovate the station to accommodate individual sleeping quarters, and appropriate bathrooms, kitchen and dining area, and dayroom. The apparatus bay shall be sized accordingly to house a minimum of 2 apparatus and needed firefighting equipment. We would like to expand the driveway and parking areas to accommodate additional firefighters and to prevent our crews from backing up on State Hwy. W to back into the station.

D. Future Facilities

The District is quickly outgrowing our current Fire Station 1, located at 604 N. 3rd St. in central Ozark, which houses a fulltime firefighting crew of 4 personnel, multiple pieces of apparatus, equipment, training room/community room, and the administrative staff, currently 4 personnel. The existing location does not have room for expansion to accommodate the growing needs of the district. We are actively seeking another property to accommodate our growth. In addition to firefighting and administrative staff, the District has a vision for a state-of-the-art training facility with a driving pad, burn building, training tower, outdoor classroom, propane fired training props, and an apparatus maintenance facility.

III. SCOPE OF WORK

- A. Specific services include the development and recommendations for potential improvements, demolition options, structural integrity analysis, mold remediation, mold prevention and guarantee.
- B. The Consultant will assist with site placement criteria and recommendations related to ingress and egress along State Hwy. W for the current project, and then at the location TBD for the future project.
- C. Station No. 3 is envisioned to be a healthy and environmentally friendly fire station with male and female sleeping quarters and bathrooms, living space and apparatus bay for 2 apparatus and equipment with an updated exhaust removal system. The fire station shall have updated lighting, electrical, and HVAC throughout.
- D. The design is envisioned to include living and workspaces designed with function, efficiency, and durability as evident priorities.
- E. The future project shall be a site with multiple buildings to accommodate the growth and expansion that our community deserves. It shall have room for additional administrative staff, house a dual company with 8 firefighters, training facility, and accommodate the vision of a future maintenance facility.

IV. WORK DETAILS

- A. The Consultant shall be prepared to assist the district with the following activities:
- a. Programming and planning of space for end-users to determine the optimum, functional building layout. Special consideration shall be given to the orientation of the building and apparatus bay for vehicle entrance and exiting, and traffic patterns.
 - b. Coordinate with utility companies for site services, liaise with authorities having jurisdiction to ensure compliance with applicable codes county ordinances etc. Submit design drawings for review and approvals to all jurisdictions.
 - c. Meet with District's design review team at least once a month to consolidate requirements, obtain and implement user input as to building operational and security issues, overhead door controls interlock with exhaust fans and audible signals, etc.
 - d. Provide an estimate of probable cost at 33% of design completion, with updates of estimates at 66% and pre-bid stages.
 - e. Upon obtaining approval of design documents from all authorities having jurisdiction, provide 50 sets of bid-ready documents for the District to distribute. Assist in the response to inquiries during bidding stage and be responsible for the preparation of Addenda when required. Assist in the analysis of bids and recommend to the District for award. Provide a variance report if low bid varies more than 10% from the pre-bid estimate and identify the reasons for such variation.
 - f. Upon award of contract, assist the District in submittal reviews, attend construction meetings and conduct weekly construction inspections. Special Construction Inspections required by Code for Concrete, Structural Steel Welding, Masonry Steel Reinforcement, etc., shall be included in the scope of work of this Consultant Contract. The Consultant shall include all costs associated in the area of Special Inspection to meet the requirements of Code or local jurisdiction.
 - g. Consultant shall assist in Contract Administration including, but not limited to, construction oversight, schedule monitoring, cost evaluation, preparation of change orders, and negotiation of extra cost and verification of progress payments. Include the services of Special Inspection required including concrete, masonry, welding, etc. Materials testing for concrete strength, compaction strength and asphalt shall be performed by others and is not in this Contract, but shall be coordinated with/by the Consultant.
 - h. Upon construction completion, obtain, review and correct record Drawings, Operations and Maintenance Manuals, warranty certificates and spare parts from the Contractor. Upon acceptance of these submittals, provide 3 copies of these documents to district for future maintenance.
 - i. Provide one set of digitized AutoCAD drawing file at bid stage, and upon construction completion provide an updated version of the AutoCAD file, which includes all Contractor markings for change orders, deviations from design and exact routing of underground utilities including all irrigation lines for landscaping. All underground utilities shall be dimensioned to a reference

point. No less than two (2) sets of blue line prints shall also be provided to the district.

V. DESIGN PRODUCTION SCHEDULE

- A. Complete Bid-Ready Documents shall be submitted 90 calendar days after Notice-To-Proceed, excluding the review time required by the district.

VI. OPTIONAL WORK

- A. The district reserves the right to award, within five (5) years from the date of Notice of Project Completion of the Station #3 project construction, the following additional design tasks, solely at the option of the district. The decision to proceed with this option shall be based on the availability of funding, site acquisition and the need for additional facilities. Fees for any of these options shall be negotiated prior to exercising the option. The full scope of the work shall be developed for each option prior to requesting and establishing a fee.
1. Option 1
 - a. Site layout and design for a future District headquarters building at a future site TBD. The new facility will have a community room, house firefighting and administrative staff, and a state-of-the-art training facility.
 2. Option 2
 - a. Site layout and design for a future maintenance facility, site TBD. The new facility will accommodate the needs of the District at the time of construction. The District is currently exploring its vehicle maintenance needs.

VII. DELINEATION OF RESPONSIBILITIES

- A. Responsibilities of the Consultant
1. The Consultant shall be responsible for undertaking the services identified under Section III and at the District's option, Section VI above, or as negotiated (if required) with the District, upon execution of the contract by both parties.
 2. All invoices for services shall be submitted to the District in duplicate and include brief description of services rendered. In addition, invoices must show the District's Purchase Order Number. Both invoices are to be submitted to District Headquarters at 604 N. 3rd St. Ozark, MO 65721.
 3. During the project, the Consultant may invoice the district for services rendered, no more than once per month.
- B. Responsibilities of the district
1. The District shall make available to the Consultant all documents, studies, plans and specifications in the district's possession, which will be useful in completing the project work. However, it will remain the Consultant's responsibility to gather and verify necessary data.
 2. The District will pay invoices submitted in conformance with the contract after submittal, but no more than once per month.
- C. Review Committee
1. The District will set up a committee to review the Qualifications.

VIII. QUALIFICATIONS FORMAT

- A. The Submittal of Qualifications shall include the following:
1. Letter of Transmittal
 - a. The letter of transmittal shall be addressed to the Ozark Fire Protection District, 604 N. 3rd St. Ozark, MO 65721 and must, at a minimum, contain the following:
 - i. Identification of the Consultant including name, address and telephone number and FAX number.
 - ii. Location of the office from which service will be provided, including hours of operation.
 - iii. An officer of the firm authorized to contract for the work shall sign the transmittal letter.
 2. Responsiveness of written response in clearly stating an understanding of the scope of work as outlined in the scope of services portion of this request for qualifications.
 3. Consultant's Experience
 - a. The Qualifications must include a demonstration of the Consultant's knowledge and experience relative to the items identified under the Scope of Work and Options. This will include a list of similar projects and a description of the Consultant's general organization and names of key personnel, indicating the depth and quality of experience.
 - b. References (three minimum) shall be provided identifying each client, a contact person and the client's mailing address and telephone number for similar projects done by the personnel to be involved in these projects. One of the clients shall be a government agency. The last three projects completed by the consultant shall also be listed as references.
 4. Project Team
 - a. The Qualifications shall include the identification and organization of the team proposed to be assigned to this project, with individual resumes and the specific areas of responsibility of key personnel, concentrating on both breadth of experience and experience on similar projects. The same information for any sub-consultants proposed to be involved in any work shall also be included.
 5. Approach
 - a. Responding parties shall provide their proposed methods of proceeding with the project work, including the method of keeping the district informed on the progress of the project.
 6. Level of Effort
 - a. A proposed project schedule shall be provided by Scope of Work tasks, as outlined in Section III and IV. The schedule should be presented in chart format highlighting the target dates.
 7. Conflict of Interest Information
 - a. Information on possible conflicts of interest should be provided in the Submittal of Qualifications. Such information will be taken into account in making a decision on the selection of the Consultant to perform the services.

- b. Should a conflict arise during preparations for or while undertaking these services, the Consultant shall immediately advise the district of such conflict.
8. Fee Proposal
- a. A fee proposal for services shall not be submitted as part of the Submittal of Qualifications. After the Board of Directors has granted approval to negotiate with the recommended Consultant(s) in a particular order, a not-to-exceed fee proposal will be requested for all services to be rendered.
 - b. Additionally, the hourly rate fee schedule for the various classifications of employees and other related fees utilized to prepare the fee proposal shall be included. The Total Proposed Fee then becomes the basis from which the negotiations will commence if required.

IX. PROCESSING OF QUALIFICATIONS

- A. Questions
- 1. Questions regarding this Request for Qualifications, the Scope of Work, or need for additional data or information can be obtained from Rob Crawford, Deputy Chief, or his representative, Ozark Fire Protection District, 604 N. 3rd St. Ozark, MO 65721. Contact (417) 581-4436.
- B. Pre-submittal Meeting
- 1. September 22, at Ozark Fire Station #3 4545 State Hwy. W. Ozark MO from 1:30PM-3:30PM. Interested bidders should RSVP, by calling the district at (417) 581-4436 no later than September 20, 2021, at 3:00pm.
 - 2. During this meeting, staff members from the district will be available to answer any question you have while touring the property in the proposed project.
- C. Submission of Qualifications
- 1. To receive consideration, **an original (signed in blue ink) and 9 (nine) copies (10 total)** of the qualifications submittal must be received at the office of the Ozark Fire Protection District, 604 N. 3rd St, Ozark, MO 65721, **no later than 3:00 P.M., CST, Thursday, September 30, 2021**. The outside of the envelope shall be marked **"Fire Station Design Services"**. All Submittals will be held in confidence until a contract has been executed or the District has rejected all submittals. Late submittals will not be considered. They will be returned, unopened, to the sender.
- D. Evaluation of Qualifications
- 1. The district reserves the right, to evaluate each submittal of Qualifications, and to reject any or all submittals, or to accept the submittal(s) that in its sole judgment may be in the best interest of the district.
- E. Time Frame
- 1. The Consultant shall maintain the contracted time frames.
- F. Pre-contractual Expenses
- 1. The district shall not, in any event, be liable for any pre-contractual expenses incurred in the preparation of a Consultant's Submittal, prior to execution of the contract by both parties.
 - a. Pre-contractual expenses are defined as expenses incurred by the Consultant in:
 - 1. Preparing and submitting qualifications(s) to the district:

2. Negotiations with the District on any matter related to the contract terms, professional fees, and schedule.
3. Any other expenses incurred by the Consultant prior to reaching agreement in advance of the date of execution of the negotiated contract.

G. Notification of Successful Consultant(s)

1. Successful potential Consultant(s) shall be notified as soon as possible by the district following approval by the Board of Directors. It is estimated that no more than 90 calendar days will elapse between the final date on which Qualifications will be accepted and the date on which the Board of Directors authorize Staff to begin negotiations with the selected Consultant. In the event that the district is unable to negotiate a contract with the first selected Consultant, the District shall terminate those negotiations in writing, and negotiations shall then commence with the next Consultant on the list and continue downward.

H. Notification of Unsuccessful Consultants

1. The district shall notify unsuccessful potential Consultants as soon as possible, after execution of a contract with the successful Consultant(s).

X. SELECTION OF CONSULTANT

The successful proposer shall indemnify, defend, and hold harmless the Ozark Fire Protection District and its members, elected officials, officers and employees from any, and all claims of damage to property or injury to persons which may arise from the performance of services or the delivery of the product under terms of this agreement. Prior to commencing work, the successful proposer shall furnish certificate of insurance showing the following minimum limits of insurance coverage's:

- Workers' Compensation, \$250,000 statutory limits required by State Law
- Employer's Liability, \$250,000
- Automobile Liability, \$500,000 (Combined Single Limit)
- Bodily Injury and Property Damage (Combined Single Limit)
- Comprehensive General Liability, \$1,000,000 CSL Bodily Injury and Property Damage (Combined Single Limit)
- Professional Liability, \$1,000,000 CSL (Combined Single Limit)

The certificate of insurance shall state that the Ozark Fire Protection District is named as an additional insured on all policies covered by the certificate except Professional Liability as to work performed by the successful proposer for or on behalf of the district, services provided to or rendered on behalf of, and goods delivered to, the Ozark Fire Protection District.

Liability policies may be arranged under individual policies for the full limits required or by a combination of underlying policies with the balance provided by an Umbrella Liability policy. The above-described liability insurance shall be written on an occurrence basis.

Comprehensive General Liability coverage shall include Premise/Operations and Independent Contractors. Additionally, all certificates furnished must contain a statement that the Ozark Fire Protection will receive a thirty (30) day advance notice of any policy cancellation other than cancellation for non-payment of premium. Ten (10) day advance notice is required for policy cancellation due to non-payment of premium.

- A. Qualifications
 - 1. The Consultant may be a single firm or a joint venture and must show evidence of its technical capability in this work. The Consultant shall also be knowledgeable in accordance with all applicable federal, state, and local government laws and regulations. Work shall be done in conformance with current professional practices in the State of Missouri.
- B. Criteria for Selection
 - 1. Selection among the Submittals shall be based upon the following criteria.
 - a. Concept and Responsiveness to District's Request 20%
 - i. Responsiveness of the written response in clearly stating an understanding of the work to be performed as outlined in the scope of service.
 - 2. Consultant's Relevant Experience 20%
 - a. The Firms overall experience with similar projects (fire stations) and experience with Leeds Certification, environmental and energy focused design.
 - 3. Project Team 20%
 - a. Qualifications of staff to be assigned, education, position in firm and years of experience will be considered.
 - 4. Approach 20%
 - a. Accessibility to client, client/consultant relationship and general approach to project.
 - 5. Level of Effort 20%
- C. The district may prepare a short list of firms from the submitted Qualifications for oral presentations to a Selection Committee. This decision will be based on the number and quality of Submittals. If Submittals are deemed of a high enough quality, oral presentations may be waived, and a finalist selected based on Qualifications submitted.
- D. In the event oral presentations are required, the fire district will not be responsible for any expenses incurred by the potential Consultants for these presentations. New evaluation criteria may be established for oral interviews. The district will provide the desired format and criteria prior to the oral presentations. **PRESENTATIONS SHALL BE CLEAR AND CONCISE.**
- E. Recommendations for a Consultant will be made to the Board of Directors for final approval. However, if it is determined to be in the best interest of the District, all Submittals may be rejected, and the district may reissue Requests for Qualifications.
- F. Negotiation of Contract
 - 1. After selection of the successful Consultant and approval by the Board of Directors to negotiate and enter into a contract, the district shall negotiate the contract under which the work is to be performed. All items submitted in the proposal shall be subject to negotiation. Additionally, the District reserves the right to enter into single or multiple contract(s) with a selected Consultant or Consultants for any or all of the components of this project.

If negotiations for fees and services are successful with the selected Consultant, as determined by the district, a contract for service will be prepared. In the event that negotiations for fees or services are not successful, the district will terminate these negotiations in writing and will then begin negotiations with the next Consultant, in descending order of approval.

The Consultant will not assign or transfer any or all of its rights, duties or obligations without the prior written consent of the district.

XI. POINT OF CONTACT

Rob Crawford
Ozark Fire Protection District
Deputy Chief
604 N. 3rd St
Ozark, MO 65721
Phone: (417) 581-4436
Fax: (417) 581-4496

XII. POLICY ON NONDISCRIMINATION ON THE BASIS OF DISABILITY

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the Ozark Fire District does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs, activities, or services.

XIII. CONFLICT OF INTEREST

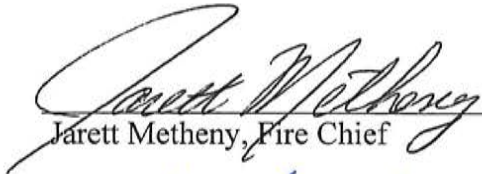
Under no circumstances shall any of the following be permitted to participate in any share of this agreement or to any benefits there from:

- a. A member or delegate to the Congress of the United States, or the Missouri General Assembly, or a member, elected official, officer or employee of the Ozark Fire Protection District, or a member, elected official, officer or employee of a public body with financial interest or control in this, during his/her tenure and for one year thereafter.
- b. Elected or appointed local, county and state governmental officials in the State of Missouri who are employees, officers, shareholders, or owners of a firm may participate in the award of, or performance of, this agreement, if:
 - i. The subcontract or purchase agreement is made pursuant to an award made after disclosure by the governmental official of the nature of the interest.
 - ii. The award is made pursuant to approval of the Ozark Fire Protection District.

VI. SUPPLEMENTAL INFORMATION

Contractor shall exonerate, indemnify, and hold harmless the OFD, its agents and employees from and against all claims, damages, actions, losses, and expenses, including attorney fees, arising out of any negligent act or omission arising out of the performance of the services provided under such agreement.

Contractor hereby agrees to furnish items and/or services described in this document and attachments, even if only by reference, pursuant to all requirements and specifications contained herein, and further agrees that the language of this document shall govern in the event of a conflict with his or her proposal.



Jarett Metheny, Fire Chief

9-8-2021
Date



Rob Crawford, Deputy Chief

9-8-2021
Date