



CITY OF NORMANDY – REQUEST FOR QULAIFICATIONS

Architectural Services for the Renovation of 7733 Natural Bridge Road

APRIL 18, 2022

CITY OF NORMANDY, MISSOURI
7700 Natural Bridge Road, St. Louis, MO 63121

Project Overview

The City of Normandy is looking to remodel the former Austin Layne Mortuary, located at 7733 Natural Bridge Road, Normandy, MO 63121, for the purposes of serving as the primary municipal complex and City Hall of the City of Normandy. This Request for Qualifications (RFQ) issued for architectural services to be provided to the City of Normandy for the complete design of the remodel of 7733 Natural Bridge. This RFQ is intended to allow consultants to show their ability to meet the needs of the City in this project. The chosen consultant will need to show experience in commercial remodeling, renovation, planning, and architectural services. Previous work with historic buildings is also desirable. The consultant will be expected to be able to provide the City with a creative plan that captures the city's vision for the facility while being affordable and practical.

Submission Deadline

Submittal of one hard copy and one electronic .pdf copy of the SOQ is required. The electronic copy shall be emailed to samuel.johnson@cityofnormandy.gov. The envelope of the hard copy should be labeled "City of Normandy – Architectural Services" and mailed or delivered to the current Normandy City Hall at 7700 Natural Bridge Road, Normandy, MO 63121. The deadline for the submittal of SOQs is 4:00pm on May 13th, 2022.

Scope of Services

The anticipated scope of services expected from the selected consultant include development of a complete construction plan to remodel the building including opinion of cost, final construction documents, and the creation of bidding documents.

Project Background

The historic mortuary, located at 7733 Natural Bridge Road, Normandy, MO 63121, was built in 1964. The building is 19,455 square feet and has great potential to serve the city's needs. The city purchased the property in 2020 to replace the current City Hall but the building has sat vacant ever since. The city is looking to remodel the building so that it can be a facility that can effectively serve the needs of the city, while maintaining the building's historic architecture, character, and beauty. The City of Normandy is looking for the building to house its administrative offices, its council chambers, the courtroom and offices for Normandy Municipal Courts, the headquarters for the Normandy Police Department, and possibly a communal space for events in the community and rentals. Feel free to contact the City Clerk at samuel.johnson@cityofnormandy.gov or 314-385-3300 ext. 3014 for more information about the City of Normandy's current vision for the building.

Statement of Qualifications (SOQ) Requirements

The SOQ shall consist of four main elements:

1. Cover Letter
 - a. In the cover letter offerors should provide a brief introduction of their company and why they are interested in the project. The cover letter should also provide all relevant contact information for the firm and establish a point of contact or project manager.
2. Qualifications and Experience
 - a. A summary of the company's overall qualifications and capacity of the firm

- b. Description of the project team, including roles and responsibilities, specific qualifications of key team members, and a resume for the project manager
 - c. Experience with working on similar projects and remodeling projects. Include a detailed list or table of projects with names of clients, a project description, and the team's involvement.
3. Plan of Approach
- a. A brief statement about the company's understanding of the project
 - b. A description of the different major phases and/or tasks for the project
 - c. Unique and creative skills, abilities, technologies, or assets that the firm possesses that will benefit the project outcome

The City of Normandy Shall not be responsible for any cost a consultant incurs preparing an SOQ or offer.

EVALUATION CRITERIA

The submitted SOQs will be reviewed and evaluated by a selection committee according to the firm/project team's relevant knowledge and experience in the elements described in the summary of services requested and the ability to undertake and complete the project in a timely manner. Specific evaluation criteria will include the following:

- A. Qualifications to perform the project, **25%**
- B. Ability and expertise of the firm's professional personnel, **25%**
- C. Familiarity with the project, **25%**
- D. Past record of performance, **25%**

Selection Process

After all SOQ's are evaluated and scored, a short-list of three firms will be established. The Selection Committee will conduct interviews of the three short-listed firms and negotiate terms, scope of work, and fees. The Selection Committee will then make a recommendation to the Normandy City Council of a consultant for approval at a City Council meeting.

The City of Normandy reserves the right to reject any and all proposals or to waive any irregularities or informalities submitted in any proposals or in the proposal and selection process. The City of Normandy also reserves the right to request additional information for clarification. The City Council reserves the right to select any consultant the City deems qualified regardless of the Evaluation Committee's recommendation.