

**REQUEST FOR QUALIFICATIONS**  
**FACILITY CONDITION ASSESSMENT SERVICES**



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| Issue Date:       | 12/16/2024                                    |
| RFQ Closing Date: | 01/20/2025                                    |
| RFQ Contact:      | Dennis Yarbrough, MPA – Public Works Director |

## **I. Project Description & General Information**

The City of Normandy, Missouri is seeking proposals from professional architectural, engineering or other qualified firms to conduct comprehensive property condition assessments of three (3) selected City-owned buildings.

### **Buildings to be included in this assessment include:**

1. Normandy City Hall (7700 Natural Bridge Rd. Normandy, Mo 63121)
  - a. Houses City Offices, Police Department, Courts, Council Chambers
  - b. Approximately 6,800 square feet
2. 1018 Bermuda Rd. Normandy, MO 63121
  - a. Vacant, proposed storage facility/miscellaneous use
  - b. Approximately 2,010 square feet
3. Public Works Compound (5800 Bermuda Rd. Normandy, MO 63121)
  - a. Office, garage
  - b. Approximately 2,000 square feet

### **This project shall occur in phases, defined below:**

- Phase 1: Comprehensive Facility Condition Assessment. This includes fieldwork and data collection on each of the facilities.
- Phase 2: Develop project recommendations for improvements, repairs, renovations and capital improvements based on the data collected in Phase I.
  - Each project recommendation must provide an estimated repair cost.
  - Projects shall be prioritized based on urgency for repair/need.
- Phase 3: Design, develop, and present final written reports and supplemental spreadsheets.

### **Submission Deadline:**

1. The deadline for the submission of a Statement of Qualifications (SOQ) shall be January 20<sup>th</sup>, 2025 at 4:00pm via email. Firms shall email [dyarbrough@cityofnormandy.gov](mailto:dyarbrough@cityofnormandy.gov) a .pdf copy of their submission with the subject line "Normandy Facility Assessment – SOQ." Submissions received after the deadline will not be considered.

## **II. Scope of Services**

The scope of services for the project is broken out into phases, in detail below:

### **Phase 1**

- A. Conduct engineering and architectural analysis of the property, including:
  1. Building exterior systems (roofs, envelope, façade, window systems, exterior doors, signage, entrances, exits & sidewalks)
  2. Building interior systems and finishes (walls, doors, floors, ceilings)
  3. Building structural systems (including foundations, walls, columns, supports, beams, pilings, superstructure / structural frames)
  4. HVAC systems
  5. Electrical systems

6. Plumbing systems
  7. Utility service connections (electric, gas, water)
  8. Doors/Access Points
- B. Create inventories of building system, components and finishes. Inventories shall include locations and relevant identifying information.
1. Provide estimates of where the equipment/components/systems are in their lifecycle.
  2. Interview staff, as needed, regarding their maintenance experiences with each building's systems and components.
  3. Document existing conditions with photos. Photos shall be taken of all building systems, components, and deficiencies.
    - a. These photos shall be included in the final report.
  4. Review existing building documentation to include surveys, drawings, previous evaluations, maintenance/repair projects, renovation projects, preventive maintenance evaluations and recent condition reports. The City will provide all available background documents after the contract award.

## Phase 2

- A. Develop a comprehensive list of recommended projects for improvements, repairs, renovations, and capital improvements based on the data collected from phase 1 for each building.
- B. Project recommendation shall include an estimated cost (cost should include architectural, engineering costs, permits or inspection fees)
- C. Projects shall address all deficiencies identified in phase 1.
- D. Projects shall be categorized by priority levels 1 – 5.

**Priority 1:** Immediate Action Needed - Critical Conditions. This priority shall include, but not be limited to, items that:

1. Correct a cited life safety hazard
2. Stop accelerated deterioration
3. Return a system to proper operation

**Priority 2:** Potentially Critical Conditions. This priority shall include items that may inhibit the operation and functionality of the facility. Conditions in this priority include, but are not limited to:

1. Rapid deterioration
2. Potential life safety hazard

**Priority 3:** Deteriorating Conditions. This priority will include items that require scheduled attention to mitigate continued deterioration and/or to prevent potentially critical conditions. Examples include:

1. Deferred maintenance that may cause additional damage, increased repair costs, and/or higher operating costs.
2. Energy conservation requirements not included in priorities 1 or 2 shall be included in this priority.

**Priority 4:** Functional Improvements. This priority shall include items recommended to improve to the existing conditions or aesthetics. These improvements may not be required to meet the most basic functionality of the facility but may improve function and/or reduce long-term maintenance costs. This priority includes building components that have exceeded their useful life, but still operating with no or little deterioration.

**Priority 5:** Current Code/Standards Conditions. This priority includes items that do not conform to existing codes but are “grandfathered” in their condition. No action is required at this time, but should substantial work be undertaken, requirements listed in this priority should be addressed. This priority would include:

1. ADA barrier free accessibility concerns.
2. Identify and report significant opportunities for increased energy efficiency
3. Identify any code violations

### Phase 3

1. Using information gathered from phases 1 and 2, develop a written report for each building. The report shall provide an accurate view of current facility conditions, deficiencies, recommended projects, priority level of projects, timeline of when the projects should be scheduled over a specified period of years, and the cost involved for each action. At a minimum, the report shall contain:
  - A. Table of contents
    - a. Introduction
    - b. Facility description and use
    - c. Project scope
    - d. Methodology
    - e. Description of current conditions
    - f. Assessment of current conditions
    - g. Recommendations to address deficiencies
      - i. These should be categorized by priority levels.
    - h. Description of each identified project
    - i. narrative of the intent of the project and estimated cost
    - j. Photos of building systems, components, and all deficiencies
    - k. Reference keys to identify where systems and components are located.
2. Develop a companion spreadsheet to the report which lists recommended projects for improvements, repairs, renovations, and capital improvements that provides readers with an accurate view of projects required to address deficiencies and recommendations identified in this assessment. At a minimum, the project spreadsheet shall contain:
  - a. Building name
  - b. Project name and description of Estimated costs (cost should not include architectural, engineering costs, permits or inspection fees)
  - c. Priority level
  - d. Priority level designation and force ranking of projects recommended.

- e. Category of the type of work (i.e., site, garage, HVAC, electric, interior, life safety, etc.)
  - f. Notes if project requires further architectural or engineering services to complete
3. All building reports shall be designed and formatted in the same manner.

### **III. Statement of Qualification (SOQ) Requirements and Selection**

1. Questions relating to this RFQ shall be directed in writing only via e-mail to Public Works Director, Dennis Yarbrough via email at: [dyarbrough@cityofnormandy.gov](mailto:dyarbrough@cityofnormandy.gov), by January 15th, 2025.
2. The City may issue addenda, as required, to firms which requested an RFQ for the Project. Please check [cityofnormandy.gov](http://cityofnormandy.gov) regularly for updates.
1. The deadline for the submission of a Statement of Qualifications (SOQ) shall be January 20<sup>th</sup>, 2025 at 4:00pm via email. Firms shall email [dyarbrough@cityofnormandy.gov](mailto:dyarbrough@cityofnormandy.gov) a .pdf copy of their submission with the subject line "Normandy Facility Assessment – SOQ." Submissions received after the deadline will not be considered.

### **Selection Process and Schedule**

Selection of the professional shall be based upon:

- Familiarity with the project and approach (25%)
- The firm's qualifications and experience successfully completing similar projects (25%)
- The qualifications and experience of the individuals identified as the firm's proposed team for this Project (25%)
- The firm's experience with similar projects (25%)

Written responses to this RFQ will be evaluated and all (or a selection of) firms may be requested to discuss clarifications to their qualifications in an interview.

A review committee consisting of City staff will review submissions and negotiate a final agreement with those submissions determined to be finalist.

### **Required Submissions and Evaluation Criteria.**

Please submit the following information in response to this RFQ:

#### **1. Point of Contact**

Provide the point of contact for your firm with the point of contact's phone number, address, and email.

#### **2. Business Information**

Describe your firm and how it is organized, its overall size in number of employees, offices, the number of registered architects, engineers, and other technical staff.

### **3. Plan of Approach**

Provide a brief statement about the company's understanding of the project and a description of the different major phases and/or tasks for the project. Feel free to include unique skills, abilities, technologies, or assets that the firm possesses that will benefit the project outcome.

### **4. Experience of Firm's Personnel and Consultants.**

Description of the project team, including roles and responsibilities, specific qualification of key team members, and a resume for the project manager.

### **5. Workload**

Provide the firm's current workload and the availability of qualified personnel, equipment, and facilities to perform the required facility condition assessments competently and expeditiously.

### **6. Past Performance**

Provide examples of other similar facility condition assessment projects of similar size and scope. Include client reference contact information for at least two projects.

## **IV. General RFQ Conditions:**

The City reserves the right to reject all proposals, to waive any informality, to request interviews of Consultant(s) prior to award and to select and negotiate the Contract services in the best interest of the City. The Consultant shall guarantee to perform the services offered for a period of no less than 120 days from the deadline for submission of proposals.

- The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Consultant.
- The Consultant shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.
- The Consultant shall be unbiased and vendor neutral.
- The Consultant shall be prepared to commence work immediately upon execution of a contract with the City.
- Unless otherwise stated, invoices are to be submitted to the Public Works Department division upon delivery of service to the City.
  - The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.
- Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City, and receipt of invoice, whichever is later.
- This contract will be for the services described in the negotiated scope; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.
- Unless otherwise specified all costs listed are firm for the term of the contract.

- Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.
- Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.
- All contracts entered into by the City of Normandy, Missouri shall be governed by the Laws of the State of Missouri.