

Notice of Intent to Begin Selection for Architectural Services

The Callaway County Commission of Fulton, Missouri announces its intent to begin selection of an architectural firm for the design and construction of the new Justice Center and Jail.

All qualified licensed architectural firms are invited to respond to the attached Request for Qualifications (RFQ). All properly received proposals will be considered, and a short list of qualified firms may be developed for interview purposes if the County chooses.

The Commission will begin contract negotiations with the firm determined to be the most qualified.

In the event that a contract cannot be negotiated with the first firm, the Commission reserves the right to negotiate with the next qualified firm(s) until a contract can be reached.

For questions or further information contact:

Gary Jungermann, Presiding Commissioner
Callaway County Commission
Callaway County Courthouse
10 East 5th Street
Fulton, MO 65251

All responses must be received at the Commission office by 5:00 p.m. Friday, January 24, 2020. All late responses will be returned unopened.

The County Commission reserves the right to waive irregularities in the RFQ responses in order to ensure obtaining the most qualified services.

Request for Qualifications - Callaway County Justice Center and Jail

Project Description

The project will consist of a new Justice Center and Jail. The current description of the general direction for this project includes words like “affordable”, “functional” and “well-planned”. The County Commission will also select a firm to serve as Construction Manager on the project.

Selection Criteria

Callaway County intends to select the best qualified architectural firm. Interested firms should address the following criteria.

1. There shall be a clear assignment of responsibilities for various project tasks to specific individuals. All individuals and consultants with major responsibilities for the project’s design, bidding specification and follow-through should be identified in the proposal.
2. The Architect shall have a demonstrated ability to observe construction and handle field changes and other contingencies that may arise during construction.
3. The Architect shall be able to demonstrate that he/she has provided effective management, design and monitoring services on past projects.
4. The Architect shall demonstrate an ability to complete similar size projects within budget and according to schedule.
5. The quality of communication skills and the effectiveness of the project Architect and on-site construction representative from your design team.
6. Qualifications of the design professionals with Jail/Justice Center experience.
7. The number of past projects completed by the Architect which are similar to this one in scope or complexity.
8. The quality and performance of Architect’s past projects.
9. Anticipated fee structure to complete design services.

Submittal Requirements

Please provide one (1) original and three (3) copies of the proposal including the following information:

- A. Outline of Qualifications
 1. Firm Name/Address
 2. General history of the firm including, but not limited to:
 - (a) Number of years in business
 - (b) Type of ownership and names(s) of owners
 - (c) Type of organization
 - (d) Geographical area of operations
 - (e) Professional affiliations
 - (f) Amounts and kinds of professional insurance carried
 3. Personnel in your present organization
 - (a) Who are principals in your organization?
 - (b) What is the size and composition of your organization?
 - (c) Please include resumes of personnel whom you propose to assign to this project.
 4. What types of special consultant services not provided by your firm will Callaway County need to obtain?

B. Past Performance

1. Please indicate up to five similar size buildings that you have designed in the past five years including location, size, cost and change orders. Include contact persons, addresses, and phone numbers.
2. Indicate what buildings your firm currently has in progress with location, size and cost of each.
3. Considering previous commitments you have made for architectural service, can the work on the project be scheduled in your office for immediate participation upon selection as the project architect?

C. Supplemental Information

1. Detail your firm's Quality Control Process concerning design, documents control and construction administration.
2. Detail the litigation history of your firm with clients within the last five years, including binding arbitration, whether initiated by your clients or you. Are you a party to any pending litigation with a client? If yes, please list this information.
3. Include a copy of your current proof of professional liability, or errors and omissions insurance. Have you had any claims on your professional liability insurance or errors and omissions insurance in the last five years? If yes, please list this information.
4. Please provide other pertinent information that you feel makes you qualified for the proposed project.