



Request for Proposal

Boone County Purchasing
601 E. Walnut Street, Room 208
Columbia, Missouri 65201

Melinda Bobbitt, CPPB, Director
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

Proposal Number: **08-15APR03**
Commodity Title:

**ARCHITECTURAL SERVICES FOR INTERIOR
RENOVATIONS AND THE DESIGN AND CONSTRUCTION
OF THE THIRD FLOOR OF THE BOONE COUNTY
GOVERNMENT CENTER**

DIRECT PROPOSAL FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Pre-Proposal Conference

Day / Date: **Monday, March 10, 2003**
Time: **11:00 A.M. C.S.T.**
Location / Mail Address: Boone County Government Center
Conference Room 220
801 E. Walnut
Columbia, MO 65201

Proposal Submission Address and Deadline

Day / Date: **TUESDAY – April 15, 2003**
Time: **9:15 A.M. C.S.T. (No late proposals will be accepted)**
Location / Mail Address: Boone County Purchasing Department
Boone County Johnson Building
601 E. Walnut, Room 208
Columbia, MO 65201
Directions: The Johnson Building is located on the Northeast corner at 6th Street and Walnut Street. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

Proposal Opening

Day / Date: **TUESDAY – April 15, 2003**
Time: **9:30 A.M. C.S.T.**
Location / Address: Boone County Government Center
801 E. Walnut, Commission Chambers
Columbia, MO 65201

Proposal Contents

- 1.0: Instructions and General Conditions**
- 2.0: Introduction and General Information**
- 3.0: Scope of Services**
- 4.0: Proposal Submission Information**



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

PROPOSAL #: 08-15APR03 – Architectural Services for the Interior Renovations and Design and Construction of the Third Floor of the Boone County Government Center

A pre-proposal conference has been scheduled for Monday, March 10, 2003, at 11:00 a.m. in the Boone County Government Center, Conference Room 220, 801 E. Walnut, Columbia, Missouri.

Sealed proposals will be accepted until **9:15 a.m. on Tuesday, April 15, 2003** in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

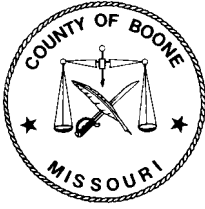
The Request for Proposal is scheduled to be opened at 9:30 a.m. on Tuesday, April 15, 2003, during the Boone County Commission meeting, Boone County Government Center, Commission Chambers, 801 E. Walnut Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org.

Vendors may obtain further information on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB
Director of Purchasing

Insertion: March 2, 2003
COLUMBIA MISSOURIAN



1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 9:15 A.M.**, C.S.T., on Tuesday, April 15, 2003 to:

Boone County Purchasing Department
Melinda Bobbitt, CPPB, Director
601 E. Walnut Street, Room 208
Columbia, Missouri 65201-4460

- b) The County may not accept any proposals received after 9:15 A.M. and will return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and six (6) copies of the proposal (total of seven). Proposals will be opened publicly but only names of Offerors will be read aloud.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return *Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

1.2 . **Selection Process:**

- a) Proposals received will be screened by a review committee for adequacy of content and experience. The committee will select no more than four firms to be interviewed. The County reserves the right to reject any or all proposals and to accept the proposal considered to be in the best interest of the County.
- b) The final selection will be based on the following criteria:

1. Evaluation of Proposals.
 2. Proven background and experience in the work required.
 3. Reputation of the firm with respect to design and construction of major public improvement projects.
 4. Availability of the firm for participation at public Commission meetings.
 5. References provided.
 6. Ability to complete the work in the time required.
 7. Specific background and experience of the key people who will be involved in providing these services.
- c) Proposals will be opened and Offeror's names read aloud in the Boone County Commission meeting on Tuesday, April 15, 2003 at 9:30 A.M., C.S.T. located at the following address:

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

**NOTE: Proposal Closing and Proposal Opening times are different.
Refer to paragraph 1.1, a. for Proposal Closing time.**



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

2.1.1 This document constitutes a request for sealed proposals for **Architectural Services for Interior Renovations and the Design and Construction of the Third Floor of the Boone County Government Center**, as set forth herein.

2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Scope of Services
- 4) Proposal Submission Information

2.2. Guideline for Written Questions:

2.2.1 All questions regarding this Request for Proposal shall be submitted in writing, prior to the pre-proposal conference, no later than 5:00 p.m., Sunday, March 9, 2003. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPB, Director of Purchasing. All such questions will be discussed at the pre-proposal conference and answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

- a. Melinda Bobbitt, CPPB
Director of Purchasing
601 E. Walnut Street, Room 208
Columbia, Missouri 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

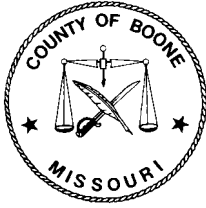
2.2.2 The responses and usage will become a part of a written addendum, which will be mailed or faxed prior to proposal opening.

2.3. Pre-Proposal Conference

2.3.1. To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference followed by a walk-around of the Boone County Government

Center has been scheduled for Monday, March 10, 2003, at 11:00 a.m. in the Boone County Government Center, Conference Room 220, 601 E. Walnut, Columbia, Missouri 65201.

- 2.3.2. All potential Offerors are encouraged to attend this conference in order to ask questions and provide comment on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.
- 2.3.3. Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.
- 2.3.4. Additional site visits may be required by the Architect, and these visits may be scheduled by contacting Melinda Bobbitt, CPPB, Director of Purchasing, 601 E. Walnut, Room 208, Columbia, Missouri. Phone: (573) 886-4391; Fax: (573) 886-4390; or e-mail: Mbobbitt@boonecountymo.org.



SCOPE OF SERVICES

3.1 Project Description:

- 3.1.1 The County of Boone – Missouri, hereafter referred to as the *County*, hereby solicits qualified and interested firms to submit proposals and statements of qualifications for Architectural Services, hereafter referred to as Architect, relative to services related to select office space renovations to the occupied floors for the government center and providing full architectural services for conversion of the existing, approximate 12,250 square foot, unfinished third floor of the Boone County Government Center into office space.
- 3.1.2 Services shall be provided in two phases. The first phase will consist of a planning, cost estimating and schematic design for future renovations and construction. Tasks include review and verification and/or necessary modifications of assumptions and program space needs articulated in the prior 2000 Space Study prepared by Peckham and Wright Architects. The county would like to prepare a long term renovation and construction plan phased in as space needs dictate according to growth with the least amount of disruption to government services. Interior renovations should be planned and coordinated with relocation of offices over time to maximize efficient use of offices and accommodate growth in personnel and functions as it occurs over time. Deliverables include a written long term plan for phased renovations and construction, market based cost estimates for renovation and construction work, project budget formulation, and schematic drawings. The second phase involves full architectural services for interior renovations to occupied space and construction of new office space on part or the entire third floor of the government center to be accomplished in fiscal years 2003-2004.

3.2. Background: The growth of the County and the resulting demands for services has caused a shortage of office space. Studies conducted in recent years have identified and quantified that need. Most recently, the County contracted for an updated space needs study by Peckham and Wright Architects, Inc. that was completed on May 12, 2000. This study developed preliminary work space standards defining allowable ranges of assignable work space in square feet predicated upon employee functions, numbers and types of employees, equipment use, consumer contacts (internally and externally) and special space requirements. The study also determined a schedule of anticipated growth on a departmental basis and established a two, five and ten year projection of estimated growth which includes a percentage factor to increase work areas and related space needs that allow for future expansion and flexibility. The study also determined and evaluated various alternatives for providing additional work space by reallocation of existing space, and/or construction or renovation of existing space to accommodate existing and new

growth in work space. This study will be made available at the pre-proposal conference and additional copies may be obtained from the Boone County Purchasing office.

The third floor of the Government Center has been designated as the location for expanding and relocation of various departmental offices. The purpose of phase one services is to: a) provide a detailed long term plan for the expansion and/or relocation of existing offices in the government center to accommodate realistic anticipated growth in personnel and functions with the least disruption to public services as well as relocation of departments and offices currently housed in the Boone County Johnson Building; b) provide the county with schematic plans and reliable cost estimates for future renovations and construction within the building to accommodate growth needs as they occur. Consideration must be given to the interrelation of the activities of the departments, particularly in developing office locations and pedestrian movement through the building. Handicap convenience, not just accessibility, shall be a factor in any alternatives.

3.3. Scope of Services: Described below is a general outline of the type of work to be performed by the successful architectural firm(s) and the minimally acceptable standards of performance. This outline is intended as a guide for Offerors to describe the nature of the services required and qualifications for the contract. Phase one services shall be subject to immediate contract; phase two services will be determined upon completion of phase one services. Architects are encouraged to apply phase one architectural services and compensation toward phase two work if both phases are awarded to the same firm.

3.3.1. General: The architect shall be responsible for all needed professional design services, whether performed in-house or subcontracted, including as applicable, basic architecture, landscape architecture; interior design; structural, mechanical, civil, electrical services; and any surveying or related services incidental thereto. Architect shall represent that all tasks will be performed in accordance with generally acceptable professional standards. All work products shall comply with the codes, regulations, laws, ordinances and requirements of all governmental authorities having jurisdiction.

3.3.2. Planning and Preliminary Design Phase (Phase One): After authorization to proceed, the Architect shall:

3.3.2.1. Perform investigation, collect data and conduct meetings with the elected officials and department directors to verify assumptions and data from prior space study and update assumptions and data for space and equipment requirements over through 2010 to the extent practicable. The architect's proposal shall specify in detail a proposed procedure and time line for accomplishment of this objective. The Architect should use the May 2000 Peckham and Wright space study for guidelines for space requirements for the various elements to be housed in the Government Center as well as existing plans Government Center on file with the County.

3.3.2.2. Prepare as deliverables preliminary and final report containing a concrete plan, implemented in phases, if necessary, to accommodate realistic growth over next 10 years, within the Government Center. The plan should include detailed relocation and renovation alternatives coupled with realistic market-

based construction cost estimates, unit cost estimates for necessary furnishings and equipment, cost escalation assumptions, and include all identifiable owner project costs with proposed budgets outside of construction costs. The first phase plan should consist of a both a short term and long term plan with associated drawings showing what departments or offices will be placed on the third floor and what offices will be relocated from existing space into new space over a period of ten years, with expansion and renovation work performed in phases based upon actual growth rather than one large project unless there are clear economic and operational reasons for performing all work in one project. The preliminary report also should include a milestone schedule for relocation of offices which involves the least amount of disruption to delivery of services. Preliminary report must represent as much consensus as obtainable from parties affected by the plan; the County Commission shall approve of the final plan based upon recommendations and alternatives presented in the preliminary plan.

3.3.2.3. Prepare as deliverables preliminary or schematic design documents consisting of preliminary construction plans and specifications in sufficient detail to provide support for the renovation and construction plans outlined in the report specified above. The Architect shall develop alternative floor plan lay-outs for any appointed oversight committee and staff to review. The Architect shall also prepare alternatives for interior finishes for floors, walls, ceilings, fixtures, furniture, etc. The preliminary plans and specifications shall be submitted in 10 copies along with the final report; plans may contain alternative lay-out recommendations and dimensioned floor plans. The Architect shall provide samples of interior finishes or other demonstrative exhibits for review by the designated committee if requested.

3.3.3. Current Design & Construction Phase (Phase Two): Architectural Services for Phase Two shall be let by separate negotiated contract. Preference shall be given to the architect that satisfactorily performs Phase One services. The following is a summary of the general work and terms and conditions for architectural services:

3.3.3.1. On the basis of the preliminary design, and the approval thereof, the selected architect shall prepare the final project plans and specifications and contract documents for the project to be constructed in fiscal years 2003-2004, which shall include bid forms, instructions to bidders, contract forms, bonding and insurance requirements and where applicable, federal compliance requirements, and assist in the preparation of other related documents. Services also shall include bidding phase and construction administration services. The architect shall also provide the County with a updated opinion of probable project cost based on the final plans and specifications and other related documents.

3.3.3.2. The architect's contract for Phase Two Services shall be for a stipulated sum or time and expense basis with a not to exceed amount and shall be

subject to all terms and conditions generally placed within architectural and engineering contracts let by the county.

3.4. ARCHITECT Requirements

3.4.1. Insurance: The Architect shall purchase and maintain in force, at his/her own expense, such insurance as will protect him/her and the County from claims which may arise out of or result from the Architect's execution of the work, whether such execution be by himself/herself, his/her employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the architect and County, from any and all claims for injury and damage resulting by any actions on the part of the Architect or his/her forces as enumerated above. The Architect shall furnish a copy of any original Certificate of Insurance, naming Boone County as an additional insured. Should any of the policies be canceled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder. The Architect shall furnish insurance in satisfactory limits, and on forms and of companies which are acceptable to the County and shall require and show evidence of insurance coverages on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done under this contract.

3.4.2. Contract Procedures For Phase One and Two: The County does not use AIA form architectural service agreements. Offerors should submit proposals which outline in detail services to be provided, proposed schedule for completion of services, and fee and expense proposals in addition to statements of qualifications provided to the county. A contract will be negotiated with the firm selected as most qualified for provision of services on this project; in the event that the parties are not successful in negotiating a contract, the County will attempt to negotiate a contract with the next qualified Offeror in accordance with its selection policies.



4. PROPOSAL SUBMISSION INFORMATION

4.1. RESPONSE TO PROPOSAL

4.1.1. Submission of Proposals:

4.1.1.1. When submitting a proposal, the Offeror should include the **original and six (6) additional copies**.

a. The Offeror shall submit the proposal to:

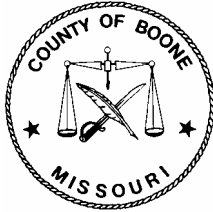
Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPB, Director of Purchasing
601 E. Walnut Street, Room 208
Columbia, MO 65201

b. The proposals must be delivered no later than **9:15 a.m. on April 15, 2003**. Proposals will not be accepted after this date and time.

4.1.2. Proposals submitted shall include the following:

1. A brief description of the firm.
2. The qualifications and background of the firm.
3. A summary of any arrangements that will be made with any other firm for assistance on this work.
4. A list of key personnel to be involved in the work.
5. A list of similar work performed for other counties or agencies, including a description of work and the name of the county or agency, and the action taken as a result of the work. A list of references should be included.
6. Discussion explaining why you think the County of Boone would benefit from selecting your firm to do the work.
7. A description of the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work.
8. A description of the firm's fee schedule, method of payment, and a budget estimate or range with a not-to-exceed amount for each phase of work.

An important element of the Architect submittal will be a reasonable and realistic time frame in which the consulting services can be performed. The Architect should include in this submittal such a schedule with the understanding that the time frame with completion dates will be included as part of the contract between the County and the Architect. Key individuals shall be identified in the proposal and will be expected to be available for the project and perform the work described. These people will be specified in the contract and any changes in personnel must be approved in writing by the County.



"No Bid" Response Form

Boone County Purchasing
601 E. Walnut, Room 208
Columbia, MO 65201

Melinda Bobbitt, CPPB, Director
(573) 886-4391 – Fax: (573) 886-4390

"NO BID RESPONSE FORM"

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO SUBMIT A BID

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

Bid: 08-15APR03 - Architectural Services for the Interior Renovations and Design and Construction of the Third Floor of the Boone County Government Center

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____