



**City of Berkeley  
8425 Airport Rd  
Berkeley Missouri 63134  
314-524-3313**

**Bids shall be submitted in a sealed envelope clearly marked on the outside.**

**“PROPOSAL FOR ARCHITECTURAL SERVICES- RFP NO. 887”**

**RECREATION CENTER/COMMUNITY CENTER**

**Opening Date, August 1, 2019 at 10:00AM**



## Request for Proposals (RFP) for Architectural Services RFP NO. 887

### REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL SERVICES

- 1. REQUEST FOR PROPOSALS.** The City of Berkeley is requesting proposals from qualified firms (Architect) to provide schematic design and design documents for bidding for a new 25,000 square foot Community Center, located inside of Frostwood Park, Berkeley, Missouri.
- 2. SCOPE AND NATURE.** The City of Berkeley is considering constructing a 25,000 sq. ft. - 2 story Recreation/Community Center inside of our existing 4.5-acre Frostwood Park adjacent to the Berkeley Pool House. *We are seeking a modern design, with receptionist/check-in area with kiosks, lobby wait area, meeting rooms with cabinet spaces, in-ceiling recessed motorized projection screens with projectors, a commercial kitchen, office spaces, computer data center with Wi-Fi, indoor full court basketball area with bleacher seating, restroom facilities, showers, workout spaces for gym equipment, open spaces for stationary bikes, indoor walking track, elevator and steps; and storage.*

**Add on Option 1:** Add of 70' x 150' – 10,500 sq. ft. Enclosed Roller Rink with Cloak Room, Skate Room, Lobby, Audience Area, Snack Bar, Restrooms.

The architectural services to be provided would include:

- Conceptual plans that are based on the latest developments in cooperative working space design. As illustrations only, examples would be centers that the firm has designed from the past three years.
  - Plans and documents to be used in the bidding for construction of the project.
  - Assistance with selection and/or design of furniture, fixtures and equipment.
  - Participation in the review of bids and selection of Construction Company.
  - Oversight and inspections during construction and approval of the completed project for acceptance.
  - Participation in zoning approvals
  - Compliance with Americans with Disabilities Act (ADA) requirements and similar requirements.
  - Energy efficiency and sustainability of the new facility
- 3. CONSTRUCTION SITE.** The proposed construction site is Frostwood Park, 8436 Alder Ave, St Louis County Locator Id: 11J431122. **EXHIBIT A.**
  - 4. SCHEDULE.** The tentative schedule for the project is as follows:
    - August 1, 2019– Proposals due from architects.
    - August 13, 2019 and later – interviews of finalists.
    - August 19, 2019 – Presentation before council
    - September 16, 2019 – recommendation to City Council for selection
  - 5. PROPERTY INSPECTION.** You may proceed on your own, the park is open from 8am – 5:00pm – Monday through Friday.

6. **BERKELEY MANAGEMENT TEAM:** Debra Irvin, City Manager; Charles Tammons, Parks Supervisor; Kimberley Smith-Drake, Economic Development Coordinator; and James Linhardt, Fire Chief,
7. **ASSOCIATION WITH LOCAL ARCHITECT.** If an Architect/Firm does not have an active practice in the State of Missouri, the architect would be expected to create a cooperative relationship with a local architect with an active practice for the performance of the services hereunder.
8. **PROPOSAL SUBMISSION.** Three (3) paper copies of the proposal and a USB flash drive with a copy of the proposal shall be addressed and delivered in a sealed envelope to City of Berkeley, 8425 Airport Road, Berkeley, MO 63134, Attn: Debra Irvin, City Manager. Proposals will be received until 10:00 a.m. (Central Time) on August 1, 2019. Any bid received after that time and date *will not* be opened or considered and will be returned to the bidder.
9. **EXPERIENCE AND QUALIFICATIONS.** Each Architect submitting a proposal should include, but not be limited to, the following information:
  - a. The name of the firm and location of all its offices, specifically indicating the principal place of business.
  - b. A brief history of the firm and the range of services offered.
  - c. The age of the firm, the total number of years of experience providing architectural services for community recreational center projects as described herein over the past five (5) years.
  - d. A Management Plan that provides at least the following information: (The Management Plan should be concise yet contain enough information for evaluation.)
  - e. The education, training, experience, licensing, and qualifications of members of the firm and key employees for these projects, including the individuals responsible for the performance of the work described herein. Include an organization chart.
  - f. How the firm intends to manage their responsibilities and provide value engineering for life cycle costs, cost control, risk identification, and risk mitigation.
  - g. Proposed project production schedule showing critical dates and other information in enough detail for the selection committee to determine the feasibility of the time frames indicated.
  - h. The experience, qualifications, and expertise of the firm with these types of projects (the design services for recreation centers and/or community centers.) This should include the firm's experience with managing community relations and advancing innovative ideas. It should include information on the firm's technical capabilities and ability to timely perform the services as reflected by the firm's current and projected workload and having adequate personnel, equipment, and facilities.
  - i. The plan should also clearly identify the Architect's methods for providing the following:
    - o Comprehensive architectural services for the project described herein.

- Deliverables review and approval by the Management Team and other relevant stakeholders at various stages of project development.
  - Construction administration (not construction management).
  - Analysis and consultation with the Management Team and other relevant stakeholders in the determination of the best construction delivery method for this project.
  - Indicate all firms or individuals the firm anticipates utilizing to provide engineering, landscaping, interior design, acoustic engineering, lighting design and any other services required.
- j. Financial proposals regarding the architectural and engineering costs and fees for the professional services to be provided in the submittal.
  - k. The names of at least three (3) clients who may be contacted for references.
  - l. Indicate the present level of professional and general liability and other insurance coverage for the firm.
  - m. Include illustrative drawings of floor plans of similar type projects the firm has designed, if any, along with renderings and/or photographs of completed projects. Include any other information that would aid in the evaluation of the designs, such as costs, durability, energy efficiency, etc. The format should be **11 X 17** and only include enough material to be illustrative, not complete sets of drawings.
  - n. Accessibility of the Architect personnel to the Berkeley Management Team.
  - o. List and describe any litigation, arbitration, or other alternative dispute resolution proceedings the Architect has been involved in with an owner within the past five (5) years.
  - p. List and describe any actions taken by any regulatory agency against the Architect or its agents or employees with respect to any work performed.
  - q. Provide any other pertinent information regarding qualifications and performance data requested by the Berkeley Management Team.
  - r. To be considered responsive to the requirements of this RFP, the Architect shall provide verifiable evidence that the firm, personnel, and associated consultants are appropriately licensed in the State of Missouri and meet all the requirements and qualifications described herein. The Berkeley Management Team reserves the right to request additional information which, in its sole opinion, is necessary to assure that the Architect's competence, business organization, and financial resources are adequate to perform the work described herein.
  - s. Provide a list of projects currently under contract.

**10. EVALUATION CRITERIA AND SELECTION.** Berkeley Management Team will evaluate each RFP submitted based on responsiveness to the project's needs. The Management Team will consider the estimated value, the project scope and complexity, as well as the professional nature of the services to be rendered. If the Berkeley Management Team recommends the award of a contract, the Management Team will recommend the award of contract to the Architect who is responsive to all administrative and technical requirements of the RFP, who has demonstrated competence and qualifications of the type of services required, and who receives the highest rating based upon the competence and professional qualifications to perform the services required. Evaluation criteria shall also include:

1. Competence to perform the services as reflected by technical training and education, general experience, experience in providing the required services, and the qualifications and competence of persons who would be assigned to perform the services.

2. Ability to perform the services as reflected by workload and the availability of adequate personnel, financial resources, equipment, and facilities to perform the services expeditiously.
3. Past performance as reflected by the evaluation of others who have retained the services of the Architect with respect to factors such as control of costs, quality of work, and an ability to meet deadlines.
4. Experience, qualifications, and ability to perform design and construction services for recreation centers and/or community centers.
5. Personnel accessibility of architectural firm to the Management Team.
6. Experience with the various delivery methods of construction.
7. Costs, durability, energy efficiency, and educational benefits of prior designs.
8. Interview presentation.

**11.** The Management Team anticipates interviewing three (3) Architects evaluated as being professionally and technically qualified. The purpose of the interview is to allow the architectural firm to present its qualifications, experience, education, training, past performance, etc., regarding the professional services to be provided for the project. Interviews will also provide an opportunity for the Management Team to seek clarifications from the Architect. Architects selected for an interview will be notified of the date, time, and place of the interview. Interviews are tentatively scheduled to take place the weeks of **August 12, 2019**. The Management Team anticipates making a final recommendation to the City Council on **September 16, 2019**.

**12.** The Berkeley Management Team, City of Berkeley, Missouri (“City”) will negotiate the terms of a contract with any selected Architect. If an agreement is reached, the Contractor will enter into a written contract and will perform all work pursuant to that contract. The Proposal does not constitute an agreement or contract with the Berkeley Management Team, the City of Berkeley, Missouri, or any other entity, and they reserve the right to not enter into any agreement with any Architect. The proposed terms and conditions of the contract shall be as provided in AIA Document B101-2007 and AIA Document A201-2007, **AS AMENDED**, or as otherwise required by Berkeley Management Team, or the City Council.

All terms and conditions are subject to further negotiation. The Management Team reserves the right to require bidding of any work to be subcontracted by Architect, according to a competitive bidding process determined by the Management Team.

**13. BONDS AND INSURANCE.** The Architect shall procure and maintain bonds and insurance as required by law or the contract documents.

**14. IDENTIFICATION OF PROPOSAL.** Proposals shall be submitted in a sealed envelope with the Architect’s name, address, and telephone number clearly marked on the cover. The lower left corner of the sealed envelope should read as follows: **“PROPOSAL FOR ARCHITECTURAL SERVICES- RFP NO. 887.”**

**15.** By submitting a proposal, the Architect agrees to waive any claim it has, or may have, against Berkeley Management Team, the City of Berkeley, or the Parks Department, and its agents or representatives, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.

- 16. WITHDRAWAL OF PROPOSAL.** A request to withdraw a proposal must be made in writing and filed with the City Manager prior to the time set for the opening of proposals. No proposal may be withdrawn following the opening of proposals.
- 17. OPENING OF PROPOSALS.** Proposals will be opened on **August 1, 2019** and, or as soon as possible thereafter, in the City Council beginning at **10:00 A.M.** All Architects and interested parties are welcome to participate in the opening.
- 18. DISQUALIFICATION OF BIDDERS.** Architects may be disqualified, and their proposals disregarded for reasons which include but are not limited to the following:
1. Management Team has reason to believe that the Architects have engaged in collusion.
  2. The Architect being interested in any litigation against any party to the proposal.
  3. The Architect is in arrears on any existing contract or has defaulted on a previous contract.
  4. The Architect has uncompleted work which, in the judgment of Berkeley Management Team, will prevent or hinder the prompt completion of this construction project, if it were awarded to the Architect.
  5. Other appropriate reason as determined by Berkeley Management Team.
  6. The Architect did not satisfactory complete past projects with the City of Berkeley.
- 19. NON-RESPONSIVE PROPOSALS.** An Architect that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.
- 20. SUBMISSION.** Submission of a proposal in response to this RFP is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the State of Missouri
- 21. REJECTION OF PROPOSALS/TERMINATION OF PROCESS.** Management Team reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; (c) to change the schedule and dates for responses, interviews and other dates; and (c) to waive formalities and minor irregularities in the proposals received. Management Team further reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by Management Team to be necessary for the successful performance of the contract. Management Team further reserves the right to cancel or amend this RFP at any time and will attempt to notify recipients accordingly.
- 22. PUBLIC RECORDS.** Architect acknowledges by submitting a proposal that any and all information may be subject to the Public Records law of Missouri. All request must be in writing to Deanna Jones, City Clerk, vial email – [cityclerk@ci.berkeley.mo.us](mailto:cityclerk@ci.berkeley.mo.us)
- 23.** Submit all questions, inquiries, or requests for clarification about the project in writing to Debra M. Irvin, City Manager, 8425 Airport Rd, Berkeley MO 63134 email: [irvin@ci.berkeley.mo.us](mailto:irvin@ci.berkeley.mo.us)

**Dated this 17<sup>th</sup> day of June 2019**

**AFFIRMATIVE ACTION STATEMENT**

**THE CITY OF BERKELEY, MISSOURI Is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

We acknowledge that we will hire and develop qualified people, solely on merit and qualifications, without regard to race, color, creed, religion, sex, national origin, ancestry, handicaps or age.

While acknowledging an obligation to the community to reaffirm its Fair Employment Policy, we also reaffirm our support for the various Presidential Executive Orders and regulations of the Equal Employment Opportunity Commission (EEOC). In addition, we support the applicable provisions contained in the Civil Rights Acts, the Equal Pay Law, the Age Discrimination and Employment Act and the Missouri Act against Discrimination. The regulations, acts, orders and laws provide that discrimination based on race, color, creed, religion, sex, national origin, ancestry, handicaps or age is prohibited.

Our policy can be implemented only through the efforts of everyone within the company. A simple statement is not enough without full support. It is hoped that through an Equal Opportunity Plan, a fair and equitable program might be practiced. Through such a plan, applicants and employees should feel they could become an active part of the company without fearing reprisals due to extraneous factors not related to merit or qualifications.

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Printed Name

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Signed

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Position

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Date

**NOTE: THIS FORM IS VALID FOR THIS CALENDAR YEAR ONLY (2019)**

**BID NO. 887**

**AFFIRMATIVE ACTION/PRIME VENDOR QUESTIONNAIRE**  
**Complete and return with Bid**

**Affirmative Action Plan**

1. Name and address of your organization: \_\_\_\_\_  
\_\_\_\_\_

2. Name and position of person completing this report \_\_\_\_\_  
\_\_\_\_\_

3. We do not wish to be on your prime vendor list and are returning this form incomplete:

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

4. Do you consider your organization to be an Equal Employment Opportunity Employer?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Are you part of or a division of a larger parent organization? \_\_\_\_\_ If Yes, please give parent organization name and home office address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. How many employees were on the payroll last pay period? Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_

7. How many women were on the last payroll? Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

8. How many minorities were on the last payroll?

Full Time Male Minority employees: \_\_\_\_\_

Full Time Female Minority employees: \_\_\_\_\_

Part Time Male Minority employees: \_\_\_\_\_

Part Time Female Minority employees: \_\_\_\_\_

9. Does your organization include in its employment advertising a phrase similar to: “*We are an Equal Employment Opportunity Employer*” or if your organization has not advertised recently, will similar phrase be included if advertising is undertaken in the future Yes \_\_\_ No \_\_\_\_\_

10. Does your organization or you parent organization have an Affirmative Action Plan?

Yes \_\_\_ No \_\_\_\_\_ If Yes, please supply a copy of the current plan.

11. Does your organization have a designated department or person to function in the Equal Opportunity Position? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please supply the name, title, phone number and address for future correspondence. \_\_\_\_\_  
\_\_\_\_\_



## **BID NO. 887**

### **FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT**

Pursuant to Section 285.530 RSMo as a condition of the award of any contract in excess of five thousand dollars (\$5,000.00), the successful bidder shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. Successful bidders shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the contracted services.

**EXHIBIT A – FROSTWOOD PARK 4.5 ACRES**

