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I. OVERVIEW

It is the Nixa Fire Protection District's desire to build a fifth fire station in the northern part of the fire district. The fire district currently has four other fire stations strategically located throughout the fire district.

Background

The voters will be asked to approve a Bond issue in August to fund the construction of a fire station and additional fire apparatus. It is the desire of the Nixa Fire Protection District to start the process of architecture and design of the fifth station whether the bond issue passes or not.

It is the Nixa Fire Protection District's desire to build a fire station in the northern area of the fire district to provide better fire protection and help lower the homeowner's insurance rates. The Insurance Service Office, who sets the insurance rates for the Fire District, requires an equipped fire station within five (5) miles of all homeowners.

Existing Facilities

Station 1 is housed in a 60' by 120' metal building located at 711 N. Main St. in Nixa. This station has four drive-through bays and one office, day room / kitchen, bunk rooms with male and female showers.

Station 2 is the district headquarters and fire station. It is housed in a 125' by 115' metal building located at 301 S. Nicholas Rd. in Nixa. This station has three bays, one office, day room / kitchen, bunk rooms with male and female showers. This building also houses the administration offices of the district with an additional seven offices, large board room, and laundry room.

Stations 3 and 4 are twin stations housed in 40' by 50' metal buildings. Station 3 is located at 1752 W. Tracker Rd and Station 4 is located at 1775 S. Nicholas Rd. Both of these stations have three bays and house reserve fire apparatus.

Proposed Facility

The vision of the Fire District is to create a complex with two drive-through bays for apparatus, office, four separate sleeping quarters, tornado safe room, laundry, exercise area, and kitchen / day room. The site location is a recently purchased piece of property of just over 2 acres. The Nixa Fire Protection District's long range plans for this facility would house 4 firefighters per shift.

II. TIMELINE

April 7, 2014	Advertise Request for Qualifications.
April 7-8, 2014	Request for Qualifications are mailed to prospective firms.
April 28, 2014	Qualifications received NO LATER THAN 1:00 p.m., at 301 S. Nicholas Rd. Nixa, MO 65714
April 30, 2014	From qualifications received, the Selection Committee will develop a list of three to four firms to discuss proposals. Invitations will be issued by telephone.
May 20, 2014	Selection Committee suggests winning firm to Board of Directors for final approval. Negotiation of agreement with selected firm.
TBA, 2014	Firm will meet for details and direction on plans and design for new station.
TBA, 2014	Two concepts will be presented to the Station Committee. One chosen and final design started.
TBA, 2014	Final plans and conceptual drawings complete.
TBA	After approval of bond issue by the voters, construction begins.
18 Months later	Completion of construction.

III. SCOPE OF SERVICES

The Nixa Fire Protection District is soliciting proposals from qualified firms to provide full architectural/engineering services/land surveyor services for the new fire station. The conceptual drawing and plans should be completed summer of 2014. The new facility is expected to be occupied within 18 months of capital bond issue voter approval.

Scope of work to be performed shall include, but shall not be limited to, the following:

1. Program Validation

- a. The firm selected will be responsible for interviewing Nixa Fire District administration and staff to determine space needs and building character. The firm will then confirm and refine the space allocations and functional needs for approvals from Nixa Fire District, for purposes of budget and schedule preparations.
- b. The firm selected will be responsible for providing professional advice and analysis of current site. This scope of service will include analysis of land and soil conditions, utility needs and requirements, traffic flow and overall suitability of the sites for the purposes proposed.
- c. The firm selected will play a significant role in the development of the budget for the this project. This will include a review and analysis of project costs for recent projects, of similar scope and size, in Southwest Missouri, and estimated costs for proposed project, based on those actual costs and current estimated costs.

2. Design

- a. Provide all architectural/engineering designs . This shall include all engineering disciplines required to complete the project in accordance with the latest safety, building, and incarceration codes.
- b. In addition to architectural, structural, mechanical and electrical engineering services, the following shall be considered as basic services and shall be included in the fee for this proposal: Land surveying, geotechnical studies, landscaping design, graphics and signage consulting, elevator consulting, interior design, life-cycle analysis, estimating services, detention equipment consulting, and security consulting.
- c. The Architect shall be required to design the new facility within the project construction budget and shall provide recommendations to the owner for reductions in size or requirements when the estimated costs exceed the owner's construction budget, prior to proceeding onto future design or construction phases.

- d. At a minimum, the Architects shall provide design services based on the following criteria: with two drive-through bays for apparatus, office, four separate sleeping quarters, tornado safe room, laundry, exercise area, and kitchen / day room.
- e. The Architect shall design the station to accommodate the American Disability Act Requirements.
- f. Provide life-cycle cost of materials and equipment proposed in the design of the facility, as well as, the life-cycle costs related to the options for energy sources to maintain the electrical and mechanical systems required in the facility. Estimates of the annual utility costs will be provided to the owner during the design stage to facilitate the selection of energy use.
- g. Design shall be complete, including program validation and Master Site Plan preparation, within two (1) months after authorization to proceed.

3. Project Bidding

- a. Provide engineered plans, specifications, and bid documents required for clearing or demolishing existing structures, relocating or installing new utilities, site improvements and surface repairs, and construction of new detention space.
- b. Prepare and distribute bid documents to prospective bidders and conduct pre-bid conferences.
- c. Assist the owner and the Project Manager/Construction Manager at bid openings and provide bid analysis.

4. Contract Administration

- a. Assist the Project Manager/Construction Manager in the preparation of the construction contracts.
- b. Administer the construction contract pursuant to the terms and conditions of the Owner/Architect Agreement in effect for the project.

IV. SUBMISSION REQUIREMENTS

The purpose of the request for qualifications is to demonstrate the qualifications, competence, and capabilities to Fire District of the firm seeking to provide architectural , engineering and land surveying services to the Fire District. As such, the substance of the proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement.

There is no expressed or implied obligation for the Nixa Fire Protection District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, participants shall submit one (1) original proposal, so marked, and six (6) copies labeled by April 28, 2014 at 1:00 p.m. CST to Nixa Fire Protection District, 301 S. Nicholas Rd, Nixa, MO 65714.

1. General Requirements

- a. Inquiries requesting clarification regarding the Request for Proposal (RFQ) or the content therein should be directed to the Assistant Chief of Operations (or authorized agent).
- b. Participants are expressly instructed that the RFQ contact person is the only authorized source of information concerning solicitation. Contact with unauthorized agents of the Fire District while solicitation and evaluation are in process will result in immediate disqualification.
- c. The Fire District will not be responsible for proposals which are misdirected due to improper identification.
- d. Proposals must be properly endorsed by a person authorized to legally bind the agency, and be submitted with all the required attachments, prior to the closing date and time in order to be considered valid.
- e. Late RFQ's will not be opened and will be rejected unopened.
- f. Proposal shall remain irrevocable for a period of 90 days.
- g. All submitted proposals will remain sealed prior to opening. On April 28, 2014 at 1:30 p.m., proposals will be opened and recorded as being received in proper order.
- h. Telegraphic proposals will not be considered in response to this proposal offer.
- i. The Fire District shall not honor any proposal modifications if received.

- j. During the performance of the agreement resulting from this proposal, the successful proposer agrees to comply with the Nixa Fire Protection District's policies and procedures. Further, in connection with the carrying out of this project, the proposer shall not discriminate against any employee on sex, marital status, age, physical or mental handicap unrelated to ability, national origin or ancestry or an unfavorable discharge from military service.
- k. The successful proposer shall indemnify, defend, and hold harmless the Nixa Fire Protection District and its members, elected officials, officers and employees from any and all claims of damage to property or injury to persons which may arise from the performance of services or the delivery of the product under terms of this agreement. Prior to commencing work, the successful proposer shall furnish certificate of insurance showing the following minimum limits of insurance coverage's:

1)	Workers' Compensation Statutory limits required by State Law	\$250,000
2)	Employer's Liability	\$250,000
3)	Automobile Liability Bodily Injury and Property Damage (Combined Single Limit)	\$500,000 CSL
4)	Comprehensive General Liability Bodily Injury and Property Damage (Combined Single Limit)	\$500,000 CSL
5)	Professional Liability (Combined Single Limit)	\$500,000 CSL

The certificate of insurance shall state that the Nixa Fire Protection District is named as an additional insured on all policies covered by the certificate except Professional Liability as to work performed by the successful proposer for or on behalf of the Fire District, services provided to or rendered on behalf of the Fire District or goods delivered to the Fire District.

Liability policies may be arranged under individual policies for the full limits required or by a combination of underlying policies with the balance provided by an Umbrella Liability policy.

The above described liability insurance shall be written on an occurrence basis.

Comprehensive General Liability coverage shall include Premise/Operations and Independent Contractors. Additionally, all certificates furnished must contain a statement that the Fire District will receive a thirty (30) day advance notice of any policy cancellation other than cancellation for non-payment of

premium. Ten (10) day advance notice is required for policy cancellation due to non-payment of premium.

1. The Board of Directors has the right to reject any or all proposals.

2. Firm Qualifications and Experience

The purpose of the technical proposal is to demonstrate the qualifications and competence of the firm seeking to provide architectural, engineering, and construction management services to the Fire District in conformity with the requirements of this RFQ. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify the approach that will meet the request for proposal requirements.

THERE SHALL BE NO DOLLAR UNITS, AMOUNTS NOR COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The proposal shall state the firm's affiliations or partnerships represented for the proposed project. For each entity represented in the proposal, the following shall be provided: Size of the firm, the organizational structure, the offices in which the work of this engagement will be performed, and the number and nature of the staff to be employed on a full-time or part-time basis.

The proposal shall state any and all information regarding the circumstances and status of any investigations or disciplinary action taken or pending with national or state regulatory bodies against the firm or firms included in the proposal. Include the same information for the firm's management during the past five (5) years.

Provide a project data sheet for each public safety complex the firm has designed within the last five (5) years. Provide references for each facility. References should include an individual's name, phone number and address for the following: Owner's representative, the prime contractor or construction manager who constructed the facility and the end user.

Provide information on other types of projects the firm has designed in the last ten (10) years. These projects may include activities that are not directly related.

3. Budget Experience

Provide examples of similar projects in which the firm has provided design services within the client's budget criteria. Provide client references for each project, as well as, information on the project budget amount, original bid amount and change orders approved.

Provide information regarding previous public safety projects the firm has designed. This information should include the year built, square footage, duration of construction and design and the construction costs.

4. Staff Qualifications and Experience

The firm shall identify the principal staff members who would be assigned to the engagement and indicate whether such person is licensed to conduct business in the State of Missouri. Provide information on the correctional experience of each person proposed for this project, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this engagement.

5. License to Practice in Missouri

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Missouri.

6. Other

Provide a separate list of all the engagements the firm has had within the last ten (10) years with the Nixa Fire Protection District. Also, provide the same for any firm that will be affiliated with the firm in the performance of the services on this project.

Provide the firm's proposed work plan and schedule, including an explanation of methodology to be followed. Include a description of the firm's quality control measures on their in-house design work, as well as, the work on-site.

Identify and describe any potential problems foreseen and the firm's approach to resolving these problems, including any special assistance that will be requested from the owner.

V. SELECTION CRITERIA

During the evaluation process, the Board of Directors reserves the right, where it may serve the Fire District's best interest, to request additional information or clarification from proposes, or to allow correction of errors or omissions. Proposals will be submitted to the Board of Directors Selection Committee for initial screening. Factors to be determined in the initial screening will include:

1. Specialized experience and technical competence of the firm in the type of work required.
2. The past record of the firm in accomplishing work on other projects with respect to such factors as control of costs, quality of work and ability to meet schedules.
3. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project
4. The firm's proximity to and familiarity with the area in which the project is located.
5. Appropriate licenses necessary to provide architectural, engineering and land surveying services in the State of Missouri.

Each proposal will be evaluated first by each of the above criteria and then by the attached list of criteria. The Board of Directors Selection Committee will then convene to review and discuss these evaluations. At this point, proposals determined unacceptable will be eliminated from further consideration. The Selection Committee will designate at least three firms who will be requested to discuss further details of the project.

Upon final selection by the Selection Committee, the successful firm will be notified and required to meet with the Committee to define precisely the scope of service to be provided and to negotiate the compensation requirements for the work. A contract is prepared and submitted to the Fire District Attorney for review and then submitted to the Fire District Administration for presentation to the Board of Directors for approval. If, after a reasonable effort, a contract cannot be negotiated, the negotiations with the designated firm shall be terminated and negotiations shall be started with the next firm recommended.

1. Rights of the Fire District

The Nixa Fire Protection District reserves the right to award proposals in the best interest of the Fire District. The Fire District reserves the right to accept or reject any and all proposals, without prejudice or any items or part thereof, or to waive any informality in proposals.

Responsiveness will be determined on the basis of the offeror's adherence to all specifications and other proposal requirements. Such determination shall be made after each proposal opening. An offeror's qualification to perform shall be determined on the

basis of skill, integrity and ability to perform as proposed, in light of experience, facilities and financial solvency.

2. Award and Agreement

- a. Award will be made in accordance with the detailed evaluation method. The quality of the services to be supplied, their conformity with the specifications and their suitability to the requirements of the Nixa Fire Protection District will be taken into consideration in making the award.
- b. The Nixa Fire Protection District reserves the right to make awards within ninety (90) calendar days from the date proposals are opened. Unless otherwise specified in the proposal, during which period proposals shall not be withdrawn unless the offeror distinctly states in his proposal that acceptance thereof must be made within a shorter specified time. Should the award be delayed beyond a period of ninety (90) days, or an earlier date specified by an offeror in his proposal, such award shall be conditioned upon offeror's acceptance.
- c. The Nixa Fire Protection District reserves the right to delay making an award in order to permit proper study and analysis of all proposals received, reject any or all proposals received and to make a pre-award survey to determine the capability of the offeror or bidders.

3. Agreement

- a. Successful offeror will be required to execute four (4) copies of a written agreement within ten (10) days of notice of award. The executed agreement order will specifically list any exceptions to the invitation to proposal requirements and specifications.
- b. The following documents attached hereto will be incorporated in the agreement:

Proposal of Selected Firm
Qualification Data Sheet for Architect and Engineers
Consulting Architect and Engineer Selection Form

4. Conflict of Interest

- a. Under no circumstances shall any of the following be permitted to participate in any share of this agreement or to any benefits therefrom:
 1. A member or delegate to the Congress of the United States, or the Missouri General Assembly, or
 2. A member, elected official, officer or employee of the Nixa Fire Protection District, or a member, elected official, officer or employee of a public

body with financial interest or control in this, during his/her tenure and for one year thereafter.

- b. Elected or appointed local, county and state governmental officials in the State of Missouri who are employees, officers, shareholders or owners of a firm may participate in the award of, or performance of, this agreement, if:
 - 1. The subcontract or purchase agreement is made pursuant to an award made after disclosure by the governmental official of the nature of the interest.
 - 2. The award is made pursuant to Fire District approval.

6. Expected Deliverables

It is the intention of the Fire District to have awarded the contract for the needs assessment and design portion of the project by June 1, 2014 . The Fire District is hopeful that the needs assessment and design portion of the project will be completed by the end of July 2014. It is anticipated that the construction contract will be awarded no later than December 2014 pending voter approval of a capital bond issue. The facility could then be operational within 18 months of the start of construction.

VI. SUPPLEMENTAL INFORMATION

SIGNATURE PAGE

Contractor shall exonerate, indemnify and hold harmless the Nixa Fire Protection District and its agents and employees from and against all claims, damages, actions, losses and expenses, including attorney fees, arising out of any negligent act or omission arising out of the performance of the services provided under such agreement.

Contractor hereby agrees to furnish items and/or services described in this document and attachments, even if only by reference, pursuant to all requirements and specifications contained herein, and further agrees that the language of this document shall govern in the event of a conflict with his or her proposal.

Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for qualifications and the terms and conditions of the Standard Form of Agreement Between Owner and Architect AIA Document B141/Cma, 1992 Edition as amended by Addendum, unless otherwise clearly and specifically noted in the proposal submitted and accepted for inclusion in the negotiated contract between the Board of Directors and the firm selected. Copies of the Addendum to the AIA Document B141/Cma are available upon request.

Jon Trent
Fire Chief

Date

Authorized Signature

Date

Print Signature

Business Phone Number

**QUALIFICATION DATA SHEET
FOR ARCHITECTS AND ENGINEERS**
Nixa Fire Protection District, Missouri

1. Name of Firm: _____

2. Address: _____

3. Firm Specialty: _____ Telephone: _____

4. Branch Office (Location): _____

5. Personnel in Home Office (H.O.) and Branch Office (B.O.):

A. Architects	H.O. _____	B.O. _____
B. Civil Engineers	H.O. _____	B.O. _____
C. Sanitary Engineers	H.O. _____	B.O. _____
D. Structural Engineers	H.O. _____	B.O. _____
E. Mechanical Engineers	H.O. _____	B.O. _____
F. Electrical Engineers	H.O. _____	B.O. _____
G. Traffic Engineers	H.O. _____	B.O. _____
H. Landscape Architects	H.O. _____	B.O. _____
I. Planners	H.O. _____	B.O. _____
J. Designers	H.O. _____	B.O. _____
K. Draftsmen	H.O. _____	B.O. _____
L. Survey Parties	H.O. _____	B.O. _____
M. Other Specialties (See instructions, last page)		

6. Experience Capabilities: (See instructions, last page)

Code as follows:

- (4) for specialty
- (3) for extensive experience
- (2) for average
- (1) for some experience
- (0) for firm is unqualified

A. CIVIL ENGINEERING:

- 1) Highway Design _____
- 2) Street Design _____
- 3) Hydraulics and Hydrology _____
- 4) Drainage Design _____
- 5) Storm Drainage Design _____
- 6) Site Development Design _____
- 7) Site Grading & Drainage Design _____
- 8) Airport Design _____
- 9) Earth and Rock Fill Dams _____
- 10) Other (Specify) _____

B. STRUCTURAL ENGINEERING:

- 1) Foundations _____
- 2) Simple Structures _____
- 3) Bridges _____
- 4) Flood Control Structures _____
- 5) Drainage Structures _____
- 6) Other (Specify) _____

C. SANITARY ENGINEERING:

- 1) Water Treatment Supply _____
- 2) Sewage Treatment _____
- 3) Solid Waste Disposal _____
- 4) Water Distribution Systems _____
- 5) Sanitary Sewer Systems _____
- 6) Other (Specify) _____

D. PLANNING:

- 1) Regional Planning _____
- 2) Urban Planning _____
- 3) Recreational Planning _____
- 4) Water Resource Planning _____
- 5) Master Planning _____
- 6) Traffic Planning _____
- 7) Site Planning _____
- 8) Feasibility Studies _____
- 9) Other (Specify) _____

E. ARCHITECTURAL DESIGN:

- 1) Building Alterations & Additions _____
- 2) Public Buildings _____
- 3) Office Buildings _____
- 4) Vehicle Maintenance Buildings _____
- 5) Housing (Single-Family) _____
- 6) Housing (Multi-Family) _____
- 7) Recreational Facilities _____
- 8) Landscape Architecture _____
- 9) Other (Specify) _____

F. MECHANICAL ENGINEERING:

- 1) Heating _____
- 2) Air Conditioning, Refrigeration _____
- 3) Building Piping Design _____
- 4) Pumping Station (Size _____) _____
- 5) Control Systems _____
- 6) Fire Protection Systems _____
- 7) Other (Specify) _____

G. ELECTRICAL ENGINEERING:

- 1) Communications _____
- 2) Lighting _____
- 3) Electrical Systems for Public and
Office Buildings _____
- 4) Other (Specify) _____

H. ENVIRONMENTAL:

- 1) Environmental Pollution Control _____
- 2) Environmental Impact Assessment _____
- 3) Natural Resources Studies _____
- 4) Ecologist Specialty _____
- 5) Other (Specify) _____

I. SOLIDS AND MATERIALS ENGINEERING:

- 1) Soils and Foundations _____
- 2) Embankment and Excavation
Stability Investigations _____
- 3) Rock Mechanics Specialty _____
- 4) Soil Borings _____
- 5) Materials Testing _____
- 6) Construction Inspection _____
- 7) Other (Specify) _____

J. OTHER DISCIPLINES:

- 1) Land Surveying _____
- 2) Construction Stakeout _____
- 3) Construction Inspection _____
- 4) Aerial Photography _____
- 5) Photogrammetric Mapping _____
- 6) Real Estate Appraisals _____
- 7) Estimators (Required) _____

7. Additional services that can be provided by other firms associated with your organization (see instructions):

8. Date Prepared: _____

9. (Signature) _____

Instructions

Line (3): Firm Specialty -- i.e., Architectural, Mechanical, Highway, Planning, etc.

Line (5): Personnel -- State number of personnel in each company office engaged in specific area of work. Under item (m) "Other Specialties", attach a list indicating those additional services that can be provided, including the number of personnel engaged in each activity.

Line (7): Additional Services -- List the name of the firm(s) and the additional service that can be provided. Attach a separate A & E Qualification Data Sheet for each firm listed.

Line (9): Signature -- Form to be signed by officer or principal of firm.