

## TABLE OF CONTENTS

Introduction .....	Section I
Timeline .....	Section II
Scope of Services .....	Section III
Submission Requirements .....	Section IV
Selection Criteria .....	Section V
Supplemental Information .....	Section VI

## I. OVERVIEW

It is the Nixa Fire Protection District's desire to build a centrally located fire station in the central 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 renew a Bond issue in April, 2022 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 central station whether the bond issue passes or not.

It is the Nixa Fire Protection District's desire to build a fire station in the central area of the fire district to provide better fire protection and help lower the homeowner's insurance rates.

### 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 4 is a 40' by 50' metal buildings. Station 4 is located at 1775 S. Nicholas Rd. This station has three bays and houses reserve fire apparatus.

Station 5 is our newest station located at 1295 W. Guin Rd. This station is a small neighborhood fire station with 2 bays and houses up to 4 personnel.

### Proposed Facility

The vision of the Fire District is to create a complex with four drive-through bays for apparatus, office, 6 separate sleeping quarters, tornado safe room, laundry, exercise area, and kitchen / day room. The site location has not been chosen, but will be greater than 1 acre located centrally in the fire district and the city of Nixa. The Nixa Fire Protection District's long range plans for this facility would house 5 firefighters per shift.

## II. TIMELINE

October 25, 2021	Advertise Request for Qualifications.
October 25, 2021	Request for Qualifications are mailed to prospective firms.
November 8, 2021	Qualifications received NO LATER THAN 1:00 p.m., at 301 S. Nicholas Rd. Nixa, MO 65714
November 9, 2021	From qualifications received, the Selection Committee will develop a list of three firms to discuss proposals.
November 16, 2021	Selection Committee suggests winning firm to Board of Directors for final approval. Negotiation of agreement with selected firm.
Late November, 2021	Firm will meet for details and direction on plans and design for new station.
January, 2022	Two concepts will be presented to the Station Committee. One chosen and final design started.
TBA, 2022	Final plans and conceptual drawings complete.
TBA	After approval of bond issue by the voters, bidding and construction begins.
24 months after bond approval	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 January of 2022. The new facility is expected to be occupied within 24 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 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 four drive-through bays for apparatus, office, six 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 November 8, 2021 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 Administration (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 November 8, 2021 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 November, 2021. The Fire District is hopeful that the needs assessment and design portion of the project will be completed by the end of December, 2021. It is anticipated that the construction contract will be awarded no later than December 2022 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 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 B101, 2017 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 B101 are available upon request.

\_\_\_\_\_  
Lloyd Walles  
Fire Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
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.