

REQUEST FOR QUALIFICATIONS  
DESIGN-BUILD  
ANIMAL SHELTER CONSTRUCTION PROJECT



RESPONSE DUE DATE

**June 8, 2018**

10:00 A.M.

Central Standard Time

City of Liberty  
101 E. Kansas Street  
Liberty, MO 64068  
816-439-4414

## **Purpose/Objective**

The City of Liberty is planning to build a new animal shelter on City owned property. The City will contract with a design-build team to complete the animal shelter project. The City's current animal shelter built at 1,245 square feet in 1974 is outdated, undersized, and inefficient. The City of Liberty desires to construct up to a 5,000 square foot animal shelter facility (constructed in a way to allow for future expansion/growth if needed) with an outdoor play area on City owned property, located next to the City's waste water treatment facility. The new animal shelter must serve the City's current community as well as provide quality animal shelter services for Liberty's growing community, over the next several decades.

The City of Liberty is requesting Statements of Qualifications and interest from firms experienced in leading design-build projects with solutions for building a new animal shelter that meets all federal, state, and local animal care and shelter requirements. The new animal shelter ideally will serve as an inviting environment that allows for superior animal adoption services and quality care for all animals, while in the possession of the City's Animal Control Division. The ideal design-build team will possess experience in constructing animal shelters and/or similar municipal public safety facilities.

This prequalification process is designed to establish a list of qualified firms eligible for selection as the design-build team that will complete the animal shelter construction project. Firms selected from the qualifying process will then be requested to provide proposals outlining options and estimates to design and build a new animal shelter. The City of Liberty is requesting Statements of Qualifications to become eligible for selection as the design-build team for this project. The City will conduct a two-phase process to shortlist the best qualified design-build firms and will then select the firm who is the Best Value and Fit to complete this project. After evaluating all submitted Statements of Qualifications, the City will shortlist the best qualified firms. The selected shortlisted teams will be notified and asked to submit supplemental information and responses to the City's Request for Proposals (RFP). After evaluating all submitted proposals, the City will select the design-build team that offers the Best Value and Fit to the City and the animal shelter project.

After determining the Best Value and Fit design-build team, the City will negotiate a contract with that design-build team. If the City is unable to negotiate a contract with the selected proposer, the City will, formally and in writing, end negotiations with that proposer and proceed to the next proposer in the order of the RFP selection ranking, until a contract is reached or all proposals are rejected.

## **Proposed Scope of Services**

The City of Liberty currently has a 1,245 square foot animal shelter which was built in 1974. The current animal shelter is outdated, undersized, and inefficient. The City of Liberty desires to construct up to a 5,000 square foot animal shelter facility (constructed in a way to allow for future expansion/growth if needed) with an outdoor play area on

City owned property, located next to the City's waste water treatment facility. The new animal shelter must serve the City's current community as well as provide quality animal shelter services for Liberty's growing community, over the next several decades. The successful design-build team will build an innovative animal shelter with at least the following amenities and features:

- Lobby/Reception Area
- Offices
- Restrooms (ADA compliant)
- Break Room/Kitchen
- Educational/Conference Room
- Storage Closets
- Maintenance Closet
- File Cabinet Closet
- Exam Area
- Adoption Floor Area
- Quarantine Area
- Isolation Area
- Enclosed Outdoor Play Area (sectioned for animal play groups)
- Vehicle Bay/Garage Area
- Behavior Testing Area
- Private Showing Room
- Outdoor Trail for Introducing/Walking Dogs
- Incinerator & Freezer Area
- Locker Room/Lockers
- Employee Showers
- Radio System
- Generator
- Waste Disposal System
- Wash In/Wash Out Room
- Separate Ventilation Systems for Public Area/Isolation Area/Cat Area
- Hose Cleaning System
- Epoxy Flooring
- Electronic Access/Security System

### **Design-Builders Scope of Works**

The project will include a conceptual analysis to arrive at a project that can be constructed within the available funding, preliminary and final design of the project and construction of the improvements under a Guaranteed Maximum Price (GMP) design-build project.

The project will be designed and constructed to conform to the City of Liberty Technical Specifications and Design Criteria. The City's standard design-build contract provisions will be utilized inclusive of a preliminary agreement between Owner and Design-Builder.

The Preliminary agreement will set the parameters for the agreement between Owner and Design-Builder, cost plus fee with an option for a guaranteed maximum price.

### **Anticipated Scope of Work**

The anticipated scope of work to be undertaken by the Design-Builder under the design-build contract for this project is to include, among other things: (a) completing the animal shelter project design, (b) supporting the City of Liberty in acquiring all permits and approvals, (c) performing all related lighting, fiber, parking lot, road, sewer, trail and water line installations, (d) providing quality assurance and quality control for design and construction, and (e) providing overall project management. Brief descriptions of this anticipated work are set forth in the following.

### **Anticipated Design Services**

Design services shall address all items necessary for construction and operation of the completed project. Design services are anticipated to include but are not limited to: surveying; animal shelter facility design; lighting design; parking lot design; roadway design; natural gas connection design; sewer connection design; water connection design; trail designs; geotechnical investigation including borings and analysis; fiber connection; materials analysis; and hydrologic analysis.

The Design-Builder will be required to investigate and develop alternative concepts in order to maximize the extent of project construction that can be completed within available funding, as a part of the preliminary design services.

### **Anticipated Construction Services**

Construction services are anticipated to include, but are not limited to animal shelter construction; earthwork; fiber connection/construction; lighting installation; parking lot construction; roadway construction; trail construction; natural gas connection/construction; sewer connection/construction; water utility connection/construction; erosion and sediment control; and all other commitments including those from the regulatory approvals and permits. Design-Builders will also be expected to provide construction engineering inspection and management, quality assurance and quality control.

### **Anticipated Environmental Services**

The Design-Builder shall be responsible for compliance with pre-construction and construction-related environmental commitments and permit conditions. The Design-Builder shall assume all obligations and costs incurred by complying with the terms and conditions of the permits and certifications. Any fines associated with environmental permit or regulatory violations shall be the responsibility of the Design-Builder.

## **Standards and Reference Documents**

The design and construction work for the Project shall be performed in accordance with the applicable federal and state laws and the City of Liberty Technical Specifications and Design Criteria. The Design-Builder must verify and use the latest version of the documents referenced. The Design-Builder must meet or exceed the minimum building construction design standards and criteria prescribed by the City.

If during the course of the design, the Design-Builder determines specific Standard Specification or Reference Documents required are not listed herein, it is the responsibility of the Design-Builder to identify the pertinent Standard, Specification or Reference Document and submit to the City of Liberty for review and approval prior to inclusion in the Contract Documents.

## **Public Involvement / Public Relations**

The Design-Builder shall be responsible for providing a point of contact and phone number for the public to use in calling to request information or express concerns during the project. All information to be released to the public shall be approved by the City of Liberty.

During the Design and Construction Phases, the Design-Builder shall:

- Hold informal meetings with affected stakeholders as necessary and as directed.
- Provide written information about the project suitable for posting by the City on its Web site. Such information will include a project overview, plan of work for the two-week outlook, overall project schedule, up-to-date project photos, and contact information.

During the Construction Phase, the Design-Builder shall:

- Provide an emergency contact list of project personnel and have sufficient manpower and resources available to respond to any onsite emergency including any work zone incidents.
- Operate as a liaison between the City of Liberty and the Design-Builder's Construction Manager to ensure compliance with local ordinances and provide appropriate notification to affected property owners.

## **Utilities**

The project shall include the design and construction of fiber infrastructure; lighting structures; and natural gas, sewer and water connections throughout the project area.

Any improvements shall be designed and included in the project construction.

### **Quality Assurance / Quality Control (QA/QC)**

Design-Builder shall submit its QA/QC Plan for both design and construction to the City for review and approval.

### **Design Management**

The Design-Builder is responsible for design quality and shall be responsible for overall management of the QA/QC programs for design. The Design-Builder shall maintain close communication with the City and shall ensure the Project is completed in accordance with the requirements of the Contract Documents. The Design-Builder shall perform all of the design oversight reviews, and the City will participate in these reviews. Under this procedure, the Design-Builder will provide the City with draft design plans for review and approval to confirm that the design work complies with the requirements of the Contract Documents, and the City Technical Specifications and Design Criteria.

Construction Plans are to be submitted to the City of Liberty for review and approval prior to construction of that element. The Design-Builder shall be responsible for the design details and ensuring that the design and construction work are properly coordinated. The Design-Builder shall be responsible for documenting any design exceptions or waivers that may be needed.

### **Construction Management**

The plan requires that the Design-Builder shall have the overall responsibility for both the Quality Control ("QC") and Quality Assurance ("QA") activities. The Design-Builder shall be responsible for 100% QA work and QA sampling and testing for all materials used and work performed on the Project. These QA functions shall be performed by an independent firm that has no involvement in the construction QC program/activities. There shall be a clear separation between QA and construction including separation between QA inspection and testing operations and construction QC inspection and testing operations including testing laboratories. The Design-Builder will also be responsible for providing quality assurance and quality control testing for all materials manufactured off-site.

### **Electronic Files**

All plans shall be submitted in electronic PDF and in AutoCAD format burned on a CD or as specified by the City Engineer.

### **Construction Plans**

Construction plans are those that are issued for construction and approved by the City of Liberty. This plan milestone includes plans that may be submitted as soon as

sufficient information is available to develop Construction Plans for certain portions or elements of the Project.

### **Record (As-Built) Plans**

The final plan milestone is Record (As-Built) Plans. As-Built Plans shall be prepared, certified and submitted to the City of Liberty with the final application for payment. These plans will show all adjustments and revisions to the Construction Plans made during construction and serve as a permanent record of the actual location of all constructed elements. The Design-Builder shall submit the Record (As-Built) Plans in both hard copy and electronic formats.

### **Plan Deliverables**

The Design-Builder shall prepare Hard Copy paper and Electronic plan formats on CD or other approved media for each of the following deliverables:

- Preliminary Plans
- Construction Plans
- Design Calculations
- Working/Shop Drawings
- Record Plans (As-Built)

### **Response Instructions (Response Shall At a Minimum Include):**

- Qualifications and relevant project management experience of your team.
- Contact information including name, phone number, address, and length of time in business.
- References for projects of similar type and scope.
- List of previous project(s) completed for the City of Liberty or in the Kansas City area.
- Resume, role, and background information for all key personnel on your proposed team.
- Specific team roles and responsibilities for construction project management shall be identified.
- Specific services your firm can provide and examples of your firm's availability to provide services in a timely manner.
- Your ability to manage the design and construction process of the facilities contemplated.

One original and three (3) copies of your response must be included. Any cost incurred by the responder in responding to the RFQ is the responsibility of the responder and cannot be charged to the City of Liberty.

RFQ submittals will be due on **Friday, June 8, 2018 at 10:00 a.m.** The City of Liberty reserves the right to conduct interviews with and request presentations from any respondents.

Each statement of qualification must include a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the submitter or in which the submitter has been judged guilty or liable.

### **Submission**

The City of Liberty is not responsible for any costs incurred in submitting a response to this Request for Qualifications. The right is reserved as the interest of the City may require to reject any and all RFQ submittals and to waive any informality in the RFQ response.

### **EMAIL, FACSIMILIE, OR INTERNET TRANSMITTALS SHALL NOT BE ACCEPTED**

Delivery of Statements of Qualifications: One original and three (3) copies of the statement shall be included in one package and marked plainly as:

**City of Liberty  
Animal Shelter Project RFQ  
June 8, 2018 at 10:00 a.m.**

The complete RFQ Statement Package shall be delivered to:

**Assistant to the City Administrator  
City of Liberty  
101 E. Kansas Street  
Liberty, MO 64068**

The last day for questions from prospective responders will be **Tuesday, June 5, 2018 at 10:00 a.m.** All questions and clarifications will be issued as an addendum on the City's website and should be submitted via email to Shawwna Funderburk, Assistant to the City Administrator, at [sfunderburk@libertymo.gov](mailto:sfunderburk@libertymo.gov) . Answers will be posted for all interested parties to review.

**SIGNATURE OF SUBMITTER:** Each submitter shall sign the RFQ using his or her usual signature and giving their full business address. Qualifications by partnerships shall be signed with the partnership name followed by the signature and designation of one of the partners or other authorized representative. Qualifications by corporations shall bear the corporate seal and shall be signed with the name of the corporation followed by the signature and designation of the President, Secretary, or other person authorized to bind the corporation. Proposals by joint venture shall be signed by each participant in the joint venture or by an authorized agent of each participant. The names



of all persons signing should also be printed below the signature. When requested by the Owner, evidence of the authority of the person signing shall be furnished.

LATE SUBMITTALS STATEMENT: Statements of qualifications received after the submission deadline shall be returned unopened and will be considered void and unacceptable. The City of Liberty is not responsible for delays in mail delivery or delays caused by any other occurrence.

## **Evaluation**

All submittals will be evaluated in terms of the following scoring criteria:

- Experience with project type.
- Knowledge of the community, context, and location.
- Understanding of the scope of work.
- Design-Build Team experience in terms of delivering projects of this nature and magnitude within in budget and on schedule.
- Knowledge of cost estimating, scheduling, quality control, and management capabilities.
- Demonstrated project ability.
- Use of appropriate technological tools for efficiency and effectiveness.
- Ability to present concepts clearly (communication skills).
- Ability to work effectively with City staff.
- Sensitivity to budget.
- Proof of past performance.
- Level of experience of those actually performing the project work (versus leading the team).
- Availability in relation to both time and location.
- Quality of response.
- Perceived ability to add or produce value.
- References and reputation.

## **Additional Information**

Once this Request for Qualifications is released, there shall not be any contact with Mayor, Council Members, Animal Shelter Task Force Members, or Animal Control staff. Questions or comments concerning this Request for Qualifications should be addressed to:

**Shawonna Funderburk**  
**Assistant to the City Administrator**  
**City of Liberty**  
**101 E. Kansas Street**  
**Liberty, MO 64068**  
**[sfunderburk@libertymo.gov](mailto:sfunderburk@libertymo.gov)**