

REQUEST FOR PROPOSALS

The City of Ashland, Missouri is requesting proposals for Architectural Design for a New City Hall. This is for a new City Hall building for current and future administrative staff, offices, copy room, records storage and provide sufficient space for city meetings, internal and outside training sessions and general community room. A detailed RFP can be obtained on the City website at www.ashlandmo.us or by contacting City Hall at 573-657-2091. Proposals must be received by **October 31, 2018 at 4:00 p.m.** at Ashland City Hall, 109 East Broadway, Ashland, Mo.

The City Of Ashland

REQUEST FOR PROPOSAL (RFP)
Architectural Design For A New City Hall

CITY HALL/COMMUNITY MEETING ROOM

The City Of Ashland
109 E Broadway
Ashland, Missouri 65010
Phone: 573-657-2091 | Fax: 573-657-7018
Policechief@ashlandmo.us

Prepared By: Lyn Woolford
Date: October 10, 2018

REQUEST FOR PROPOSAL
CITY HALL/COMMUNITY MEETING ROOM
Ashland - Missouri

SUBMISSION DEADLINE: October 31, 2018, 4:00 P.M

QUESTION SUBMISSION DEADLINE: October 24, 2018

Questions may be submitted in written form no later than October 24, 2018 to:

RFP Contact Name: Lyn Woolford
Contact Address: 109 E Broadway, PO Box 135
Ashland, Missouri 65010
Telephone Number: 5733971309
Email Address: Policechief@ashlandmo.us

INTRODUCTION

The City Of Ashland invites and welcomes proposals for a new City Hall/Community Meeting Room project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for a City Hall, to include a Community Meeting Room which is or shall be located at 601 E Broadway, Ashland, Missouri 65010.

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to construct a new city hall building for current and future administrative staff, offices, copy room, records storage and provide sufficient space for city meetings, internal and outside training sessions and general community meetings.

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

Design a new building to include space for current and future needs. The building will include a community/meeting/training room and a drive-up window for customer convenience. Building security for staff shall be a priority. Sufficient parking will be necessary for employees, visitors and meeting attendees. Energy conservation shall be a design inclusion. The building size is estimated at 6,000 square feet with 4,000 square feet upstairs and 2,000 feet on a lower level,

where the meeting room and a storage room are to be located. The meeting room size suggestion is 40'x 40'.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE	DATE
The goal of this project is to have it completed within 12 months:	October 8, 2019
The first phase of the construction shall be the meeting and storage rooms, followed by the Administrative space:	May 1, 2019

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

The City Of Ashland shall award the contract to the proposal that best accommodates the various project requirements. The City Of Ashland reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either The City Of Ashland or to any Bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by The City Of Ashland no later than 4:00 P.M on October 31, 2018 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of The City Of Ashland.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

The City Of Ashland shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Missouri (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to The City Of Ashland

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from The City Of Ashland, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

References

- Provide 3 references

Bidder agrees that The City Of Ashland may contact all submitted references to obtain any and all information regarding Bidder's performance.