

Requests for Proposals (RFP) for Architectural and Engineering Services

The City of Baldwin City, Kansas (the City) is requesting proposals from architecture and engineering firms interested, experienced, and knowledgeable in working with public entities in the design and construction or renovation of facilities for use as a community center.

The Baldwin City Council would like to engage a qualified firm to assist with the architectural and engineering services related to remodeling an existing historic structure for use as a community center.

All proposals must be submitted electronically to the City Clerk Amara Packard at apackard@baldwincity.gov. **All proposals must be submitted by or before 3:00 p.m. on Thursday, December 2nd, 2021.**

Baldwin City reserves the right to reject any and all proposals received as a result of this RFP. Baldwin City is under no obligation to award a contract as a result of this RFP.

REQUEST FOR PROPOSALS (RFP)
For Architectural and Engineering Services
Baldwin City, Kansas

Project Summary:

To address the current and future building systems, structural, security, and space needs of the Baldwin City Community Center, the City is requesting proposals from qualified and licensed individuals/firms interested in performing architectural and engineering services for:

Development of design and construction documents for the renovation of an existing historic auditorium and gymnasium located at 720 Chapel Street in Baldwin City, Kansas.

General Anticipated Scope of Work for this RFP Response:

1. Complete Site/Civil design to meet City of Baldwin Standards for site development in support of remodel efforts.
 2. Structural evaluation of the existing facility to determine compliance with Essential Facility requirements identified in the IBC family of codes as currently adopted by the City of Baldwin.
 3. Design and documentation of owner requested interior remodel work, of the existing structure to house the identified user groups, including rehabilitation of existing interior finishes.
 4. Design and documentation for restoration and rehabilitation of the existing building exterior finishes of the identified historic structure.
 5. Work with Kansas State Preservation Office (SHPO) to document and coordinate proposed construction to maximize tax credit funding for the project. This includes but is not limited to the following:
 - Submission of construction documents to SHPO for review.
 - Implementation of any suggested and or required SHPO suggestions.
 - Submission of any project amendments to SHPO through the course of the project.
 - Work with Contractor to provided required cost estimating as requested by SHPO and/or KDOR.
- Services shall be performed in accordance with descriptions of each phase of work identified in the AIA B101 Standard Form of Agreement Between Owner and Architect/Engineer, or as mutually modified and agreed to by both parties.

Phases of Planning and Design to be included in this RFP response:

- Schematic Design Phase
Included in this phase, the design team shall perform a structural engineering analysis of the existing historic building at 720 Chapel Street in Baldwin City, Kansas, to compare against Essential Facilities requirements identified in Chapter 16 of the IBC family of codes. Any deficiencies inherent in the existing structure shall be corrected as part of the Design Development and Construction Documents phases.
- Design Development Phase
- Construction Documents Phase

The firm selected to perform the work identified in this RFP may also be retained for some or all of the following design services:

- Bidding or Negotiation Phase
- Construction Administration

(Professional service fees for these phases shall be negotiated at such time those services are requested by the City)

Requirements for Submission of Proposals

The proposal must be received no later than **3:00 p.m. on Thursday, December 2nd, 2021.**

A. The proposal must include the following, but not to exceed 20 pages:

- *Section 1- Cover Letter:* Identify your firm(s) – include name, address, telephone number and name of the person to contact regarding this request. (1 page)
- *Section 2:* Organizational Chart – identify team, disciplines, specific personnel, and role of those who will be assigned to this project. (1 page)
- *Section 3:* Project Approach – describe your approach to this project, including design, bidding, construction administration and close-out services. (2 pages)
- *Section 4:* Firm Capacity – number of full-time licensed architects. Provide resumes and workload of those, listed in Section 2, who will be assigned to this project. (1 page/ person)
- *Section 5:* Quality Control – detail your firm’s quality control process concerning design, document control and construction administration.
- *Section 6:* Litigation History – detail the litigation history of your firm, in its current or past names, with clients within the last five years. Include binding arbitration, whether initiated by yourself or clients. Detail if you are a party to any pending litigation or binding arbitration with a client. If so, please list the plaintiff(s), the defendant(s), nature of the complaint(s) and disposition, if determined, or each case.
- *Section 7:* Liability Insurance – include a copy of your current proof of professional liability, or errors and omissions insurance. List any claims on your professional liability insurance or omissions insurance in the last five years. Include the claimant, the nature of the claim(s) and final disposition of the claim(s) if determined.
- *Section 8:* Experience – list your firm’s and/or team personnel’s recent experience-up to the last five (5) similar projects you were involved with. At a minimum provide project size (square footage and project costs), location, and owner reference. Include the engineering and/or other services not readily available directly from the lead firm required to accomplish the total project. (1 page/project)
- *Section 9:* Qualifications – describe what it is that makes your firm uniquely qualified to design a municipal community center within the constraints of a historic structure.
- *Section 10:* Availability – tell us when your firm will be available to begin work on the project.
- *Section 11:* Cost Summary – provide an estimate of the number of hours, cost per hour of key personnel, and a final cost for the proposed work described in the Project Summary.

Note that this request for proposals is not a bid and the lowest cost estimate will not necessarily be selected. However, it is a consideration in the overall ranking of the proposals that are received.

B. Proposals shall be submitted to the City Clerk Amara Packard at: apackard@baldwincity.gov.

C. Questions concerning the request for proposals or the selection process, or requests to view the present facility should be directed to City Administrator Glenn Rodden who can be reached at 785.594.6427 or grodden@baldwincity.gov.

D. The City will review the submittals and may invite some or all firms to make an oral presentation to the City Council at a future date.

Terms and Conditions

A. The City Council reserves the right to accept or reject any and/or all submittals at their sole discretion.

B. The City Council reserves the right to award the contract to the next most qualified firm, if the successful firm does not begin the contracted services within the prescribed thirty (30) days.

C. In the event that a contract cannot be negotiated with the first firm, the Council reserves the right to negotiate with the next qualified firm(s), until a contract can be reached.

D. The Council reserves the right to waive irregularities in the RFP responses in order to ensure obtaining the most qualified services.

E. The successful firm shall not discriminate against any person in accordance with federal, state, and local laws.

Selection Criteria

The following criteria will be used for selection (criteria 1 to 5):

1. Project approach and understanding of the requirements of this project as evidenced by the proposal content and familiarity with Baldwin City.
2. Experience and qualifications of the firm and individuals that would be available and assigned to the project.
3. Record of past performance, including price and cost data from previous projects, demonstrated technical competence, quality of work, ability to meet schedules, cost control (despite special project constraints), and contract administration.
4. Proposed project management techniques, as demonstrated by the proposed approach and methodology to meet the project requirements.
5. Estimated cost to perform the work.

The selected individual/firm will be expected to enter into a formal contract with Baldwin City, Kansas for the provision of the architectural professional services. The final contract will be determined through negotiations between Baldwin City, Kansas and the selected individual/firm using the proposal submitted as the basis for negotiations.