



**FRANKLIN COUNTY  
PURCHASING DEPARTMENT  
REQUEST FOR QUALIFICATIONS (RFQ)  
COVER PAGE**

RFQ 2023-02

TITLE: HVAC Design-Build Install Professional

Solicitation Schedule & Deadlines:

January 4, 2023	RFQ Release Date
January 11, 2023 2:30 PM	Deadline for Submitting Questions
January 16, 2023 4:30PM	Deadline to post Addendum
January 24, 2023 2:00PM	Deadline to Submit Response

Responses must be received no later than “Deadline to Submit Response”

January 24, 2023 2:00PM

Shakara Bray, Purchasing Agent

Meagan Cowsert, Assistant Purchasing Agent

Phone: 636-584-6274    Email: [purchasing@franklinmo.net](mailto:purchasing@franklinmo.net)

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Company Name: \_\_\_\_\_

# **SUBMISSION CHECKLIST**

\_\_\_\_\_ I have reviewed the bid schedule and deadlines, located on the solicitation cover page

\_\_\_\_\_ I have read ALL Terms and Conditions and Bid documents closely

(Located at [www.franklinmo.org](http://www.franklinmo.org))

## **Introduction/Background**

Franklin County is seeking statements of qualifications from qualified Firms to provide design-build install of HVAC systems to replace current HVAC systems at various building locations in Franklin County, including Govt. Center, Judicial Center, and the Sheriff's Dept.

This request for qualifications seeks a design-build install professional to analyze the current conditions, analyze the possibilities for replacement, and analyze the possible costs involved with the replacement and provide a pricing sheet for each location.

1. Govt. (1 unit)
2. Judicial Center (2 units)
3. Sheriff's Dept. (8 Units)

## **Scope of work**

1. Franklin County owns and operates Govt. Center, Judicial Center, and the Sheriff's office these building house numerous offices and facilities necessary for the provision of required governmental functions to the citizens of Franklin County and the general public. Certain HVAC systems at each location serve those respective facilities, and some elements are showing evidence that they are aging, deteriorating, becoming obsolete, or not operating to their optimum efficiency. The County desires to engage a design-build install to evaluate the various HVAC systems now in place in those facilities to determine the cost and timeline of replacing these systems and determine the best equipment

available to replace these systems with. The analysis should include possible systems or elements which might replace the current systems.

The need for the systems include:

- A. Adequate heating of the office space
- B. Adequate cooling of the office space
- C. Humidity control, particularly in relation to technology elements
- D. Avoidance of risk to technology elements from the HVAC facilities
- E. Efficiency in terms of maintenance and operation costs

- 2. The selected Contractor will be required to provide a report discussing the various areas of interest and any proposed replacements and improvements, and the approximate relative costs involved.

## **Interviews and Selection**

The Design-build Install Professional for the project shall be selected using a qualification-based selection process during this initial RFQ process to develop a short list of Design-Build Install Professional Firms.

- 1. RFQ process/Short Listing of Firms for Project. Each firm responding to this RFQ by submitting a statement of qualifications will be evaluated by the County based on the firm's qualifications and the qualifications and experience of the particular individuals identified as the firm's proposed team for the Project.

Qualifications include:

- a. Competence to perform the required design professional services as indicated by the technical training, education, and experience of the design professional firm's personnel and key consultants, especially the technical training, education, and experience of the employees and consultants of the design professional firm who would be assigned to perform the services, including the proposed architect and engineer of record.
- b. Ability to manage the required workload and provide qualified personnel, equipment and facilities.
- c. Past performance as reflected by the evaluation of previous clients with respect to such factors as control of costs, quality of work, dispute resolution, administration of subcontractors, meeting deadlines and the past

- performance of the design professional firm's proposed architect and engineer of record
- d. Compliance with all rules and regulations, including prevailing wage for Missouri.
  - e. Financial responsibility as evidenced by the capability to provide a performance bond or cashier's check equal to 5% of the sum of the project for each location
  - f. Previous work performed in connection with Missouri political subdivisions, particularly municipal corporations.
  - g. Ability of the design-build install professional to help the County achieve its project goals.

The County may hold discussions with individual firms to explore further their qualifications in relation to the project, the scope and nature of the services they would provide, and the various technical approaches they may take regarding the Project, or alternatively, the County, at its sole option, may evaluate the qualifications firms based solely on the statement of qualifications that are submitted. After evaluating the responses to this RFQ, the county will select a short-list of firms that the County considers to be the most qualified to perform the design-build install services for the project.

2. Selection Schedule County's schedule for selection of the Design-Build Install Professional for the project is as follows (however, the selection schedule may be changed at the County's sole discretion and at any time prior to and subsequent to the deadline for submitting a statement of qualifications):  
A tentative schedule has been developed for the project. The proposed project schedule is as follows:
  - A. RFQ issued
  - B. Deadline for submitting questions
  - C. Addendum Deadline
  - D. Statement of Qualifications due
  - E. Interviews, if necessary, will be held
  - F. The County begins negotiations

**The County and the Selected Firm will develop a more definitive schedule following contract award.**

## **Design-Build Install Firm Qualifications**

Firms submitting qualifications shall:

- A. Be knowledgeable of all current federal, state, and local applicable statutes and codes related to public building projects in Missouri.
- B. Show familiarity with similar government projects that include coordination with city and county entities.
- C. Describe similar projects that include:
  - Replacement of existing HVAC systems
  - Feasibility of replacing and improving HVAC systems, including long-term efficiency of systems, the time frame necessary to obtain the necessary parts and equipment, and the time frames necessary to complete the replacement, updates, or improvements
  - Maintain Professional Liability insurance with minimum coverage as stated in the Standard Form of Agreement Between Owner(County) and Architect(Awarded Firm) AIA A101.
  - Provide experience providing complete budget estimates of each types of work, including design fees, permitting fees, and cost of completion.
  - Provide, in the qualifications package, at least one project resume of each type of project for the proposed options.
  - Franklin County reserves the right to select or reject any firm based on criteria set forth herein. Franklin County will evaluate submitted firms' qualification packages and may conduct interviews with any or all firms or individuals which submit qualification. The County will negotiate a contract with the firm deemed by the county to be best qualified. If a contract cannot be negotiated with the best qualified firm, the County will initiate negotiations with the next best qualified firm, the County will initiate negotiations with the next best qualified firm, and continuing on until the contract is negotiated, or a determination is made that no contract can be successfully negotiated with any entity that has submitted a Statement of Qualifications on terms acceptable to the County and the agency.

## **Requested Submissions**

Firms are requested to submit the following information when submitting a Statement of Qualifications in response to this RFQ:

1. Cover letter. Cover letter must include: name, address and phone number of the office where the personnel assigned to the Project will be based, and Name, title, phone number , and email address of the primary contact person.

2. Firm Profile. The firm profile must include: years of existence, legal form of firm, location of home office, and general firm history. If the proposed form of entity is a joint venture, please identify each venturer and their respective percentage of participation. Provide a summary, on three pages or less, describing why your firm/team is the most qualified for the Project.
3. Bonding/Insurance. Provide evidence of capacity to provide bonding and copy of the firm's Certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.
4. Similar Experience. Relevant projects of similar nature, which will ideally include new construction, remodeling of existing buildings, and the repurpose of Commercial space. Include: the name of, location of, and description of the project and the services your firm provided for the project. The Firm's estimate, and start and completion dates for each project; and name, title and telephone number of the client contract most familiar with your services on the project.
5. Personnel/Staffing. Provide an organizational chart containing the names and titles of the proposed staff for the project, including the architect or engineer of record. At a minimum, the chart should include at least three (3) officers or senior employees (e.g., Project Executive, Principal-in-charge, Project Manager or Project Superintendent or similar designation) who will be available for work on the Project. For every person listed on the chart, provide a one-page resume highlighting relevant experience and identify the phases of the project to which the individual will be assigned and the percentage of that individual's time to be devoted to the project.
6. Management Systems. Describe the record keeping, reporting, monitoring and other information management systems that the firm would propose to use for the project. Describe the scheduling and cost control systems the firm would propose to use for the project.
7. Self-Performed Work. Indicate whether the firm intends to self-perform any work on the project through an acceptable competitive process and, if so, the nature of the work and capability to self-perform.
8. Estimating and Value Engineering. Demonstrated capability of in-house estimating on projects and value engineering comparable to the project.
9. Scheduling. Demonstrated track record of performance of managing projects to the original schedule.
10. Prior Defaults. Complete Listing of any public or private construction projects for which the firm has been declared in default.

11. Legal Compliance. The firm's history of compliance with federal, state, and local laws rules and regulations, and any EPA, OSHA, or other regulating entity issues or citations in the last ten (10) years
12. Summary, including why the firm is pursuing the work and how it is uniquely qualified to perform the services.

**Completed Statement of Qualifications shall be submitted in one original and two (2) copies in a sealed envelope and shall be marked and addressed as follows and must be received no later than 2:00PM on Tuesday January 24, 2023:**

**Franklin County Purchasing Dept.  
Attn: Purchasing Dept. Only  
"Sealed " "RFQ:  
400 E. Locust  
Purchasing Dept.  
Union, Mo. 63084**

Any questions in regard to the statement requirements shall be directed to the Purchasing Department at [purchasing@franklinmo.gov](mailto:purchasing@franklinmo.gov).

LATE Statements will not be accepted nor returned.

Firm shall submit a draft contract.

### **MISCELLANEOUS INFORMATION**

Nothing contained herein will create any contractual relationship between the County and the firm submitting qualifications. Statements contained in the response of the successful firm may become part of the agreement for services.

Information received from each firm will become the property of the County. Information submitted by the firm cannot be considered confidential.

County reserves the right to approve all assigned personnel and may require the firm to replace members of the project team as deemed necessary. The awarded firm will be subject to a background check done by the Franklin County Sheriff's Office.

The owner, Principal, or Corporate Officer of the responding firm shall sign the response to the Request for Qualifications attesting that all the information provided is true.

The County reserves the right to accept or reject any or all Qualifications and to waive any irregularities.

The County is not responsible for any costs incurred by any firm for any work performed relative to the preparation of the Response to this Request for Qualifications or subsequent negotiations of a contract for professional services.

The County reserves the right to cancel or modify the terms of this RFQ at any time. The County will provide respondents with written notice of cancellation or modification.

The selected Firm shall agree to indemnify and defend and hold harmless the County, together with its employees, agents, and authorized representatives, from and against any and all losses, suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, reasonable attorney fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the work and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any action, omission, fault or negligence whether active or passive of Firm, or of anyone acting under its direction or control or on its behalf in connection with or incidents to the performance of the Contract. Firm's indemnity and hold harmless obligations shall apply to the fullest extent permitted by law.

# CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Franklin County Official Website located at:

<http://www.franklinmo.org>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

---

Vendor/Contractor Signature

Date

---

Vendor/Contractor Name and Title

# ATTACHMENT 1

## SEALED RESPONSE LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

---

### SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department  
400 East Locust St, Rm 004  
Union, MO 63084

---

SOLICITATION # 2023-03 DATE: January 24, 2023 2:00PM

DESCRIPTION: RFQ DESIGN-BUILD INSTALL HVAC

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_