

Request for Proposals (RFP) for Architectural Services

Project Title: Camdenton Community Center Design and Build

Location: Camdenton, Missouri

Issue Date: September 9, 2024

Proposal Due Date: October 14, 2024

Contact Person: Mr. Jeff Hooker, City Administrator

1. Introduction

The City of Camdenton, Missouri, is seeking proposals from qualified architectural firms to design and oversee the construction of a new community center. This facility will serve as a hub for community activities and needs, providing space for events, meetings, and recreational activities.

2. Project Overview

The new community center will be located at Camdenton City Park. The goal is to create a functional, aesthetically pleasing, and sustainable facility that meets the needs of the local population. The project will include both design and construction oversight.

3. Scope of Work

- **Design Phase:**
 - Develop conceptual designs based on input from stakeholders and community members.
 - Create detailed architectural plans and specifications.
 - Ensure compliance with local zoning laws, building codes, and ADA requirements.
 - Incorporate sustainable design practices and energy-efficient solutions.
- **Construction Phase:**
 - Provide oversight during the construction process.
 - Coordinate with contractors and other consultants.
 - Ensure the project is completed on time and within budget.
 - Conduct inspections and manage quality control.

4. Proposal Requirements

Interested firms should submit a proposal including the following components:

- **Firm Information:**

- Company name, address, and contact information.
- Overview of the firm's history and experience.
- **Project Team:**
 - Names and qualifications of key personnel who will be involved in the project.
 - Relevant experience of the team members.
- **Project Approach:**
 - Description of the firm's approach to the design and construction oversight process.
 - Examples of similar projects completed by the firm.
- **Timeline:**
 - Proposed project timeline from design initiation to project completion.
- **Cost:**
 - Detailed cost estimate, including design fees and any additional expenses.
- **References:**
 - Contact information for at least three references from previous clients.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm and project team.
- Quality and creativity of the proposed design approach.
- Ability to manage the project within the proposed timeline and budget.
- References and past performance on similar projects.

6. Submission Instructions

Submit proposals to [Insert Submission Address] by [Insert Submission Deadline]. Proposals received after this deadline will not be considered.

7. Questions and Clarifications

For any questions or requests for clarification, please contact [Insert Contact Person] at [Insert Contact Information]. All questions must be submitted in writing by [Insert Deadline for Questions].

8. Additional Information

The City of Camden reserves the right to reject any or all proposals, to negotiate with any or all firms, and to cancel or amend the RFP at any time.

Thank you for your interest in this project. We look forward to your proposal.

Sincerely,

Mr. Jeff Hooker, CM
City Administrator
City of Camdenton
437 W US Highway 54
Camdenton, Missouri 65020
573-346-3600