



**REQUEST FOR QUALIFICATIONS FOR
ARCHITECTURAL DESIGN SERVICES FOR**

LINCOLN COUNTY AMBULANCE DISTRICT (LCAD)

NEW AMBULANCE BASE STATION No. 6

NEW AMBULANCE BASE STATION No. 7

AND

MISCELLANEOUS RENOVATIONS AND IMPROVEMENTS TO EXISTING DISTRICT FACILITIES

LCAD NEW AMBULANCE BASE STATIONS AND RENOVATIONS

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL DESIGN SERVICES

As part of Proposition Ambulance passed in November 2020, Lincoln County Ambulance District (LCAD) is requesting Statements of Qualifications from qualified architectural firms seeking to provide design, engineering and contract administration for proposed new facilities to be located within the District's boundaries, one in Moscow Mills and one at a location TBD (east or west of Troy), as well as various renovations and improvements to existing District facilities. Projects are expected to begin in 2021, and may be phased over several years.

PROJECT SCOPE

LCAD intends to construct two (2) new, single-level ambulance base structures, each to consist of living quarters and apparatus bay spaces of approximately 5,000 square feet. Along with each new building, site improvements will affect grading, pavement, connections to utilities, security, signage, and water quality control features. LCAD also intends to affect miscellaneous renovations and improvements to existing District facilities.

Services to be provided by the selected architectural team would include:

- Affirmation of District's space program and conceptual design for each base station / scope of renovations
- Conceptual site design(s) for new base stations, for review and approval by the District
- Assistance to District with selection and design of materials, systems and equipment
- Construction documents to be used in the competitive bidding and construction of the project(s)
- Construction administration services during the build-out(s) of all project(s)

ESTIMATED BUDGET

The preliminary total budget for each new building is estimated to be roughly two million dollars (\$1,850,000.00 - \$2,075,000.00). The total project budget is limited to roughly five million dollars (\$5,100,000.00).

QUESTIONS

All interested parties should contact Chief Administrator Ray Antonacci at ray@lcad.net / (636) 290-3800 with any questions.

SUBMISSION FORMAT AND DUE DATE

Interested architects shall submit qualifications by email containing a .PDF copy. Address and deliver qualifications by email to Chief Administrator Ray Antonacci ray@lcad.net The physical address of our headquarters is 1392 South Third Street, Troy, MO 63379. Email should have as the subject line '**QUALIFICATIONS FOR ARCHITECTURAL DESIGN SERVICES – LCAD**'.

Submittals shall be limited to maximum of twenty (20) pages; a page shall be defined as a single side of an 8.5x11 size sheet. Submittals may be single- or double-sided. Interested architects are encouraged to be brief and to the point with their qualifications.

Qualifications will be received until **4:00 p.m. (Central Time) on December 29, 2020**; any qualifications submittals received after the specified time and date will not be opened or considered by the District.

EXPERIENCE AND QUALIFICATIONS

Each architect submitting qualifications shall include the following information:

- The name of the firm and address of all its offices, specifically indicating the principal place of business
- The name and contact for an officer of the firm authorized to submit qualifications on behalf of the firm
- A brief history of the firm, indicating the range of services offered and practice areas covered, and age of the firm along with an indication of the total number of years having provided architectural services
- An organizational chart and brief firm data on all consultant partners proposed by the architect

- Representation of the experience, qualifications, and expertise of the team with similar projects – include a statement about the firm’s technical capabilities and ability to perform services in a timely manner, with regard to team’s current and projected workload
- Indication of the team’s capacity to provide comprehensive architectural services for the project described herein:
 - Deliverables for review and approval by the District at various stages of project development
 - Analysis and consultation with District in the determination of the best construction methods and procurement model for this project
 - Complete Bidding and Construction Documents
 - Construction administration including site construction visits and observation, review of project shop drawings and facilitation of job-site construction meetings at a duration to be approved by District
- Names and phone / email contact for at least three (3) clients who may be contacted for reference
- Indicate the present level of professional and general liability insurance coverage for the firm
- List any terminations or dismissals by a client from contracted service within the past five (5) years
- List and describe any litigation, arbitration, or other alternative dispute resolution proceedings the firm has been involved in with an owner within the past five (5) years
- List and describe any actions taken by any regulatory agency against the firm or its agents or employees within the past five (5) years

EVALUATION CRITERIA AND SELECTION

The District will evaluate each RFQ submitted based on overall responsiveness to the project’s needs. LCAD will consider the estimated project value, the project’s scope and complexity, as well as the professional nature of the services to be rendered. If the District awards a Contract, it will be to the firm which is most responsive to all administrative and technical requirements of the RFQ, who has demonstrated the most competence in the type of services required, and which receives the highest rating based upon the qualifications to perform the services required. Evaluation criteria may also include other criteria at the discretion and prerogative of LCAD.

OWNER’S RIGHTS

The District reserves the right to request additional information which, in its opinion, is necessary to verify that a team’s competence, business organization, and financial resources are adequate to perform the work described herein. The District reserves the right to terminate the qualification process at any time, and / or to change the schedule and dates for responses, interviews and other dates.

The District further reserves the right to waive any irregularities in the submittals, and to not conduct interviews and hire directly from the pool of qualified submittals. Note that submittal of qualifications shall not constitute an agreement of any sort with LCAD, that by submitting qualifications any and all information therein may be subject to the Public Records law of Missouri, and that all submittals shall become the property of LCAD upon receipt.

The District reserves the right to not enter into an agreement with any firm.

CONTRACT AND INSURANCE

Lincoln County Ambulance District intends to negotiate the terms of a Contract with a qualified, selected firm. If an agreement is reached, the firm will be expected to enter into a written Contract and will perform all work pursuant to that contract. The proposed terms and conditions of the contract shall be as provided in AIA document B101-2017.

Once it has entered into a Contract, a firm shall procure and maintain professional services insurance as required by the Contract documents for the duration of the work, and shall name the District as additional insured.