

REQUEST FOR PROPOSAL RFP19-070

FOR

engineering consulting services

Submission Deadline: December 5, 2018 2:00 p.m. Central Time

Questions and/or requests for clarification of this RFP should be submitted via email to the Purchasing Manager, Kelly Sloan at [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu). All questions and/or clarifications can be sent at any time regarding this RFP to the Purchasing Department until 2:00pm on November 30, 2018. Questions received after this date may not be answered. Please reference the RFP19-070 on all correspondence. Answers to the submitted questions will be e-mailed to each vendor as an addendum to this solicitation. It is the responsibility of all interested parties to read this information and return it as part of the RFP confirming receipt.

**SCOPE OF SERVICES**

Missouri Western State University, “University”, is interested in obtaining Engineering Consulting services for the Remington Agenstein Science Building Mechanical upgrade improvement project. The intent of this RFP is to have the firms, “Engineer”, specifically address the services required, as described below, and provide a well-considered qualification and price proposal for those services.

The intent of this project is to review and implement the energy saving recommendations as contained in the ‘Mechanical Analysis Remington-Agenstein Science Building’ report dated August 25, 2017 (Attachment 1).

It is the expectation of the University that the Engineer will provide the following (not listed in order of preference):

1. Review ‘Mechanical Analysis Remington Agenstein Science Building’ report dated August 25, 2017 (Attachment 1).
2. Mandatory Pre-Bid meeting to confirm scope of services and review project schedule.
3. Site visit to the location prior to commencing design work to confirm site conditions and verify existing conditions and operations as noted in report.
4. Prepare documents to reflect actual project conditions.
5. Project to be completed using ACAD with electronic record drawings provided to University at completion of project.
6. Implement energy recommendations with complete drawing sets (50%, 80%, 100%, Permitting, Bid and Record Drawings, etc.) with all applicable laws, building codes and local jurisdictional requirements, (whether or not identified by the University), and hereafter referred to as the “Local Requirements”.
7. Ensure compliance of the permitting and 100% CD Set with the applicable version of the local jurisdiction’s energy conservation code, including all necessary documentation required to demonstrate compliance.
8. Ensure compliance of the drawing set with the applicable sections of the Americans with Disabilities Act or equivalent applicable requirements in region.
9. Revise/Update drawing sets as required, per the review/guidance of the University project management team.
10. Incorporate all direction as pertinent with regard to University’s design basis and standards, which shall be provided as required
11. Preparation of necessary bid documents to be sent to construction firms for the project.
12. During the review of bids, assist the University in awarding the contract, as well as responding to RFI’s with respect to the bid leveling phase.
13. Regular site observations of the Contractor and subcontractors during the construction phase, and sign off on construction draws - or - pay applications to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
14. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
15. The Engineer’s proposal will include the following Construction Administration services:
16. Weekly on-site observation of work performed by all Contractors and suppliers involved in the project and review of such work for conformance with the Construction Documents and during the construction phase of the project, and weekly reporting of the findings of such observations and review.
17. Review, coordination, and approval of all applicable submittals (excluding shop drawings), to be returned 48 hours after receipt. Shop drawings are to be returned 72 hours after receipt. If this timeline cannot be met, a response noting the deadline extension and reason for the delay is required.
18. Review of and response to Contractor Requests for Information (RFI’s). All Contractor Requests for Information are to be answered 24 hours after receipt.
19. Preparation of a punch list of construction deficiencies.
20. Ongoing coordination with all of the University’s consultants performing their Construction Administration tasks.
21. Review and certification of all Contractor Requests for Payment according to the Schedule of Values.
22. Review and consultation regarding the verification of Change Orders submitted by the Contractor.
23. Attendance at meetings with the local jurisdictional building departments and plan examiners as required for permit-related issues.
24. Attendance at Final Walk-thru and issuance of Letter of Completion.
25. Attendance at weekly job meetings throughout the Documentation and Construction Administration phase of work, as required.
26. Review of final project closeout documentation.
27. Completion of and delivery of electronic record drawings to University.

**PERFORMANCE STANDARDS**

1. The Engineer is expected to submit a complete and thorough series of Project Milestone deliverables that are submitted to the University as per the agreed upon Project Schedule after award of project. This will include, but not limited to:

1. Existing conditions including all field verified conditions.
2. Complete Review Sets of drawings as directed.
3. Complete HVAC load and energy calculations to confirm study results.
4. Complete 100% CD Set of drawings.
5. Complete Permit Set of drawings.
6. Complete Bid Set of drawings.
7. Subsequent Addendums, ASI’s, etc....
8. Complete electronic Record Drawings upon completion of the project.

2. This project will be fully developed and is required to be produced using CADD software.

3. The Engineer’s performance will be monitored throughout the process by University. If corrective measures are implemented, the Engineer must adhere to them until University is confident that their performance is deemed expressly satisfactory.

**REQUIREMENTS FOR PROPOSAL PREPARATION**

**FORM OF PROPOSAL**

1. Provide the following information:

1. Name of firm
2. Complete address
3. Proximity to project site
4. Contact person
5. Telephone number
6. E-mail address

2. Provide a General Statement of Qualifications that responds to the project-described in this RFP.

3. Personnel:

a. List the professional support that would be contributing to this project team. Please note if they would be solely dedicated or partially dedicated to the project, if partial please provide approximate percent of time allocated to the project.

4. Related Facilities:

a. Submit a list of similar projects (3 maximum).

5. Provide a General Description of your offices design procedures and process by your firm.

6. Fees:

a. Provide your fee structure based on the scope indicated above, including anticipated reimbursable costs. This should be a lump sum, not-to-exceed proposal with the following line items:

1. Design Development Phase (SD and DD)
2. Construction documents Phase (key deliverable: 100% CDs)
3. Bid Phase
4. Construction Administration
5. Project Close-Out
6. Reimbursable Allowance (NTE)

7. Submit a schedule of hourly rates by employee classification for additional work if requested.

8. As part of the RFP process, the Engineer’s team may be asked to participate in an interview with the University. Please include ONLY the personnel that will be actually working on the project a minimum of 50% of the time.

**EVALUATION AND AWARD PROCESS**

1. Proposals will be evaluated on the following criteria, in no particular order:

1. Qualifications
2. Personnel experience.
3. Relevant experience in the project jurisdictions.
4. General Office Procedures and Process.
5. Proximity of Project Location.
6. Understanding of and willingness to complete the services requested, intent of adherence to all University’s prescribed design basis and related requirements.
7. Capacity and flexibility to complete the work under an aggressive timeline.
8. Competitiveness of fee proposal.

**TIMELINE**

RFP Issued November 16, 2018

Closed for Thanksgiving Break November 19-23, 2018

Deadline for Submission of Questions November 30, 2018

RFP Open Date December 5, 2018

Contract Awarded December 12, 2018

**Bidder Instructions**

* Proposals may not be accepted if the RFP number is not on the outside of the envelope.
* Proposal must be prepared in accordance with Submission Material (described below). Those proposals, which are not in compliance, may be deemed non-responsive.
* The last day for questions regarding this RFP is November 30, 2018 2:00 p.m. Central Time. These should be submitted to [purchase@misssouriwestern.edu](mailto:purchase@misssouriwestern.edu).
* RFP should be submitted no later than December 5, 2018 2:00 p.m. Central Time to:

**Missouri Western State University**

**Purchasing, Popplewell Hall 221**

**4525 Downs Drive**

**St. Joseph, MO 64507**

**Submission Materials**

ELECTRONIC AND/OR FAXED COPIES WILL NOT BE ACCEPTED. Responses must be signed and sealed in mailing envelopes with the Respondent’s name and address clearly written on the outside. The Request for Proposals Bid Number **(RFP19-070)** shall also be clearly marked on the outside of the envelope or package. The following items should be mailed to MWSU by December 5, 2018 by 2:00pm Central Time.

* Invitation to Bid Page: Complete the required vendor contact information for RFP19-070.
* Address all points in section Requirements of Proposal Preparation found on page 4.
* Addendum: Include any addendums for verification of receipt.
* Include one (1) original plus two (2) copies of all proposal submission materials for three (3) hard copy documents.