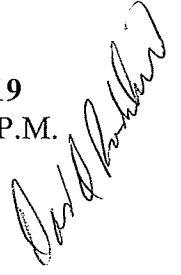


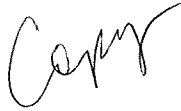
## PROPOSAL NUMBER 2472-17

**FROM:** City of Branson  
Purchasing Office  
110 W. Maddux St., Suite 200  
Branson, MO 65616  
Telephone: (417) 334-3345

Date: December 17, 2018  
**Date and Time Returnable:**  
**3:00 p.m., January 17, 2019**  
Buyer: David D. Rockhill, C.P.M.  
Facsimile: (417) 335-6042



**TO:**



SEALED PROPOSALS MUST BE PHYSICALLY RECEIVED IN THE CITY CLERK'S OFFICE PRIOR TO **3:00 P.M. ON THURSDAY, JANUARY 17, 2019.** Proposals will be opened by the buyer in the Municipal Courtroom, which is located on the second floor of city hall, next to the city clerk's office.

- Proposals shall be submitted with the RFP number clearly indicated on the outside of the mailing envelope.
- Proposals received after the opening date and time will be rejected.
- **FAXED/EMAILED PROPOSALS WILL NOT BE ACCEPTED.**

You are invited to submit your proposal for the services described herein.

### DESCRIPTION

#### ARCHITECTURAL DESIGN SERVICES

*See attached Instructions, Proposal Requirements and Scope of Services for detailed information.*

It is the intent of the City that this Request for Proposal promotes competition. It shall be the Vendor's responsibility to advise the Purchasing Department if any language, requirements, etc. any combination thereof, inadvertently restricts or limits the requirements stated in this Request for Proposal to a single source. Such notification must be submitted in writing and must be received by the Purchasing Department not later than three (3) days prior to the opening date.

**STANDARD INSTRUCTIONS TO PROPOSERS  
AND CONDITIONS OF REQUEST FOR PROPOSAL**

**1. PREPARATION OF PROPOSALS**

- A. Proposers are expected to examine the scope of services, delivery schedule, requirements and all instructions of the Request for Proposal.

**2. SUBMISSION OF PROPOSALS**

- A. A proposal submitted by a Proposer must (1) contain all information required by the Request For Proposal; (2) be sealed in an envelope or container; and (3) be delivered to the City Clerk's Office, 110 W. Maddux, Suite 205, Branson, MO 65616 and officially clocked in no later than the exact time and date specified on the Request For Proposal.
- B. The sealed envelope or container containing a proposal should be clearly marked on the outside with (1) the official Request for Proposal number and (2) the official closing date and time.
- C. Do not submit proposals in response to other solicitations in the same sealed envelope. If more than one proposal is submitted in the same container, your proposal may be rejected as non-responsive.
- D. The proposer is requested to submit two (2) print copies, and one electronic version in PDF format on CD or USB drive. Proposals must be on standard 8 1/2" by 11" paper, and all supporting documentation must be submitted on paper no larger than 11" by 17".

**3. PROPOSAL OPENING**

- A. Proposal openings shall be public on the date and at the time specified on the proposal form. It is the Proposer's responsibility to assure that his proposal is delivered at the proper time and place of the proposal opening. Proposals which for any reason are not so delivered will not be considered. Offers by telegram, telephone, or facsimile will not be accepted, unless specifically authorized by the Request for Proposal. Proposal files may be examined during normal working hours by appointment.

**4. AWARDS**

- A. As the best interest of the City may require, the right is reserved to make awards; to reject any and all proposals or waive any minor irregularity of technicality in proposals received.
- B. Awards will be made to the Proposer whose proposal (1) meets the specifications and all other requirements of the Request for Proposal.

## 5. OPEN COMPETITION

It is the intent and purpose of the Purchasing Department that the Request for Proposal permits free and open competition. However, it shall be the Proposer's responsibility to advise the Purchasing Department if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirement to a single source or otherwise prohibits the submission of a proposal. The notification should be received by the Purchasing Department at least ten days prior to the Request for Proposal closing date and time. The Proposer may submit a notification after the proposal closing provided sufficient time is permitted for a thorough review by the Purchasing Department and/or Evaluation Committee and its decision will be final.

## PROPOSAL REQUIREMENTS

1. **PROPOSAL TERMS AND CONDITIONS:** The following terms and conditions apply to submitting proposals in response to this Request for Proposal:

- 1.1 **Incurred Expenses:** This City is not responsible for any expenses which proposers may incur in preparing and submitting proposals called for in this Request for Proposals.
- 1.2 **Interviews:** The City reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The City will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 1.3 **Request for Additional Information:** The proposer shall furnish such additional information as the City of Branson may reasonably require. This includes information which indicates financial resources as well as ability to provide and maintain the system and/or services. The City reserves the right to make investigations of the qualifications of the proposer as it deems appropriate.
- 1.4 **Acceptance/Rejection/Modification to Proposals:** The City reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive minor irregularities in the procedures.
- 1.5 **Proprietary Information:** In accordance with Public Records Law, and except as may be provided by other applicable State and Federal law, all proposers should be aware that Requests for Proposals and the responses thereto are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

All proposals received from proposers in response to this Request for Proposal will become the property of the City of Branson and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City.

- 1.6 **Proposer's Certification:** By submitting a proposal, the proposer certifies that he has fully read and understands the proposal method and has full knowledge of the scope and nature and quality of work to be performed. The proposer further certifies that no employee of the City has any direct or indirect financial interest in any resultant contract, and that no gratuities will be offered or provided to City of Branson employees or their family members.
- 1.7 **Information required to be submitted by Offeror:** Each Offeror shall submit the information outlined in the Scope of Work in order for its proposal to be adequately

evaluated and considered.

- 1.8 **Non-exclusive contract:** The agreement resulting from this RFP shall be a non-exclusive contract, and the City reserves the right to purchase same or like services from other sources the City deems necessary and appropriate.
- 1.9 **Exceptions:** If the Offeror desires to take exception to any terms, conditions and requirements of the RFP, the Offeror must clearly state those exceptions on the Affidavit of Compliance. Exceptions taken by the Offeror may be considered in the evaluation of proposals.
- 1.10 **Late proposals:** Proposals received by the City after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery of the proposals to the location designated for receipt of proposals. The City of Branson is not responsible for the U.S. Mail or private couriers in regards to mail being delivered by the specified time so that a proposal can be considered. All proposals will be received at the time and place specified and made available for public inspection when an award decision is made.
- 1.11 **Completeness:** All information required by the Request for Proposal must be supplied to constitute a legitimate proposal. The City of Branson reserves the right to use any and all information presented in any response to the Request for Proposal. Acceptance or rejection of the RFP does not affect this right.

## SCOPE OF SERVICES

1. Purpose: The City of Branson is requesting architectural design proposals for preliminary and final design and bid document preparation for the proposed New Branson Public Safety Facility project. This project will include the development of a 40,000 to 70,000 square foot facility housing the City's Police Department (PD), short term detention, 911 dispatch and Emergency Operations Center (EOC) using CALEA Standards in specialized areas along with jail, community/training room and shelter. Fire Department (FD) administration, 3 Bay Fire Station located on a different site not adjacent to the Public Safety Facility.

1.1 The scope of work includes preliminary design study, preparation of construction bid documents and construction support services.

### 2. Preliminary Design Study

2.1 The preliminary design study will be based off the above project description as well as discussions with City staff. The city and consultant will discuss the alternatives and, based on those discussions, the consultant will determine the recommended alternative design and its respective cost.

2.2 The consultant selected for the project will be responsible for all measurements, calculations, preliminary drawings, and preliminary cost estimates required for the facility.

### 3. Bid Documents

3.1 The project final plans and bid Documents will be based on the approved preliminary design study and shall include calculations, construction drawings, specifications, final construction cost estimate, and the necessary steps to advertise, bid and award the construction contract. The bid documents will address construction scheduling.

3.2 The City will provide the "front-end" documents, prevailing wage rates, and "general provisions" to be incorporated into the contract. The consultant will prepare the special conditions and the technical specifications to be incorporated, along with the city-provided information, into the contract documents. The consultant will provide the city a PDF file of the plans and a PDF file of the specifications for posting on the city's website. The consultant will be available to answer questions from the contractors during the bidding phase.

### 4. Construction Services

4.1 Once the project is under construction, city staff will handle the daily contract administration, inspection and pay requests from the contractor. The consultant will be expected to be available to answer questions, approve shop drawings, meet should unanticipated problems arise and lend technical support throughout the project until accepted by the city. In order to ensure compliance with the contract documents and the design intent, it is anticipated the consultant will perform periodic site visits to observe the work in progress. At the completion of the project, the consultant will conduct a field review of all work completed by the contractor. At that time, the

consultant will advise the city if the project was built in substantial conformance to the construction documents as well as the design intent of the consultant.

4.2 Upon completion of the project, the consultant will provide as-constructed plans in PDF format to the City.

In accordance with City of Branson Ordinances, the proposal submitted by your firm must contain certain minimum information. As part of your qualification information you submitted at the beginning of the year, the City has on file your experience in the type of work covered by this request, your firm's history of completing related projects on time and at/under budget, the name, number and qualifications of individuals of the firm and the geographic location of principal offices. If any of this information the City has on file is not up-to-date, please provide the current information separate of the response to this request for proposals. Assuming the City's files are up-to-date, to be considered responsive to this request, you only need to submit the information listed below.

- 4.2.1 Experience in the type of work covered by this RFP.
- 4.2.2 The proposed schedule for the completion of the project by your firm.
- 4.2.3 A general discussion of how the project is to be completed or conducted.
- 4.2.4 Detailed description of Quality Assurance/Quality Control procedures to be utilized on this project.
- 4.2.5 Detailed description of value engineering procedures to be utilized during design of the facility.
- 4.2.6 Any other information that your firm feels is deemed to be relevant to the project.

4.3 The City of Branson recognizes that design firms in private practice must expend significant time and resources to respond to an RFP of this nature. Therefore, since the city of Branson already has each firm's qualifications on file for review, the city is setting a maximum proposal size for this RFP. All firms responding to this RFP shall limit their proposal submittal to a maximum of twelve (12) single sided 8.5" x 11" sheets. This includes any graphics, exhibits or attachments. The city's selection committee will be aware of this size limitation. Relevant project descriptions should not exceed 2 pages and individual resumes should also not exceed 2 pages.

4.4 If your firm is interested in submitting a proposal, we request that two (2) print copies and a PDF file on CD of your sealed proposal be submitted to the City of Branson by the closing date listed, to the City Clerk's Office, 110 W. Maddux, Suite 205, Branson, MO 65616. Questions regarding technical specifications or site visits to the attention of Mr. Jeff Mathews, Police Chief, or Charlie Huston, Division Chief of Operations, City of Branson, 110 W. Maddux, Branson, MO 65616, (417) 334-3345. All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained in the RFP must be made to the Purchasing Department- Phone: (417) 337-8556 or e-mail: [drockhill@bransonmo.gov](mailto:drockhill@bransonmo.gov).

4.5 At that time, city staff will evaluate all proposals received and make recommendations to the Board of Alderman Capital Improvements Committee. That committee will review the staff's evaluation of the submitted proposals and, if a firm is not selected at that point, they may prepare a short list of firms to be interviewed and then, at its option, invite those organizations to appear at a designated time and place for an oral presentation/interview. The city reserves the right to select one or more organizations for interviews that appear best qualified to provide the services desired. The city capital improvements committee's recommendation is not binding on the city. Upon recommendation from the capital improvements committee, staff will negotiate a contract with the selected firm, a contract will be prepared, executed and presented to the Board of Alderman at their next regularly scheduled meeting. If the city is unable to negotiate a satisfactory contract with the selected firm, negotiations with that firm shall be terminated and the city shall undertake negotiations with another of the qualified firms.

4.6 If the city is unable to negotiate a contract with any of the selected firms, the city shall reevaluate the scope of services including reasonable fee requirements and again compile a list of qualified firms and proceed in accordance with the above selection procedure. The design contracts will then be prepared and executed.

4.7 The review committee and the city reserve the right to reject any or all qualification submittals or to waive minor defects or irregularities in any submittal. The city further reserves the right, without prior notice, to supplement, amend or otherwise modify this request for qualifications or otherwise request additional information from any or all applicants.

4.8 By submitting a qualification statement, the consultant thereby agrees that the city's decision concerning any submittal in any respect is final, binding and conclusive upon it for all purposes, and acknowledges that the city, in its sole and unqualified discretion, may waive or deviate from the procedures and/or timetable outlined.

4.9 All materials submitted become the property of the city and may be available to the public. All costs incurred in connection with responding to the request for qualifications will be borne by the submitting organization.

### **RFP Schedule**

The City reserves the right to delete or modify any part of this schedule.

RFP Issued:	December 17, 2018
Question Deadline*:	January 4, 2019
Question Responses:	January 8, 2019
Proposals due:	January 17, 2019
Interview date if necessary:	T.B.D.
Tentative award date:	March 13, 2019