

PLATTE COUNTY BOARD OF SERVICES

REQUEST FOR PROPOSAL

2024
ARCHITECTURAL SERVICES

SUBMISSIONS SHALL BE ACCEPTED UNTIL

FRIDAY, May 17th, 2024, at 4:00 PM

And received at:

7900 NW 106th Street
Kansas City, MO 64153

The undersigned certifies that the individual has the authority to bind this company in a contract to supply the products/services described herein in the manner and for the pricing submitted and in accordance with the outlined terms and conditions.

Company Name

Authorized Agent (Print)

Address

Signature

City/State/Zip Code

Title

Telephone #

Date

E-mail

Fax #

REQUEST FOR PROPOSAL

Sealed offers will be accepted by the Platte County Board of Services for consideration in provision of the following:

2024 ARCHITECTURAL SERVICES

Submissions will be received by the Platte County Board of Services, 7900 NW 106th Street, Kansas City, MO 64153 until **4:00 PM, on Friday, May 17th, 2024**. Proposals will be opened at the Platte County Board of Services Director's meeting on **Monday, May 20th, 2024, at 1:00 PM** at 7900 NW 106th Street, Kansas City, MO 64153 and taken under advisement. Respondents should be aware that submissions can be made available upon request. Specifications are available at www.pcbsdd.org or by contacting PCBS at projects@pcbsdd.org.

Equal Opportunity Employer

Martha Jaynes
Executive Director

- **PCBS Website**
- **Platte County Board of Services**
7900 NW 106th Street
Kansas City, MO 64153

REQUEST FOR PROPOSAL

1.0 OVERVIEW

- 1.1 NOTIFICATION. This document constitutes a request for competitive, sealed offers per the provisions of this Request for Proposal (“RFP”) in providing Architectural & Construction Management Services for the Platte County Board of Services (“PCBS”).
- 1.2 PROCESS. PCBS will attempt to follow this timetable which shall result in the implementation of Architectural Services by **July 1st, 2024**.

Issuance of RFP	April 8th, 2024
Upon Request Initial Pre-Proposal Walk-Through Due by	April 19th, 2024
Deadline for Questions & Inspections – 4:00 PM	May 10th, 2024
Deadline for Submittal of Proposals – 4:00 PM	May 17th, 2024
Opening of Proposals – 1:00 PM	May 20th, 2024
Interview with Selected Respondents (If Needed)	May 28th, to the 31st, 2024
Selection of and Award to Successful Respondent – 1:00 PM	June 3rd, 2024
Implementation of Services	July 1st, 2024

These dates are estimates and subject to change by PCBS.

- 1.3 PRE-PROPOSAL WALK-THROUGH. Upon request you can schedule a Pre-Proposal Walk-Through with PCBS. This initial walk-through must be completed by **April 19th, 2024**. This meeting will provide an opportunity for potential respondents to view the site of work and ask questions/seek clarification on the outlined requirements prior to submitting a response. Attendees will be responsible for supplying all tools and equipment necessary to evaluate the project site. Additional inspections of the site can occur upon request and at respondents’ convenience according to program schedule up to **Friday, May 10th, 2024, at 4:00 PM**.
- 1.4 QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION. Respondents are advised that all questions concerning the meaning or intent of these specifications must be submitted **IN WRITING** and received by **4:00 PM on Friday, May 10th, 2024**. All inquiries shall be directed to:

Chad Sinnwell, Director of Compliance and Systems Security
Email: projects@pcbsdd.org

Contact with any other PCBS employee or Board member regarding this solicitation is expressly prohibited without prior consent. Respondents directly contacting other PCBS employees or any Board member risk elimination from further consideration.

- 1.5 ISSUANCE OF ADDENDA. Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, to maintain a fair and equitable proposal process, all respondents will be advised of pertinent information related to this solicitation via the issuance of addenda which will be posted at www.pcbsdd.org. All issued addenda are incorporated by reference as if fully set out herein. **It is the responsibility of each respondent to verify that they have received, acknowledged and included in their submission all addenda related to this solicitation; failure to do so may constitute grounds for proposal rejection.** Respondents are cautioned that the only official position of PCBS is that which is issued by PCBS in these specifications or addendum/amendment thereto. No other means of communication, whether

written or oral, shall be construed as a formal or official response or statement. Failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

- 1.6 RESPONSE SUBMISSION. Responses shall be submitted in a **sealed envelope or box identified by proposal number and proposal title**; shall be complete and signed by an official authorized to obligate the agency or company submitting the response; and shall include **one (1) complete original and one (1) exact duplicate**. It is the responsibility of each respondent to deliver or mail his/her submission to the office of PCBS, 7900 NW 106th Street, Kansas City, MO 64153 on or before the date and exact time indicated. **No fax or email submissions will be accepted**. Responses will be time and date stamped; those received late will be determined non-responsive and will be returned unopened to the sender without exception.
- 1.7 PROPOSAL OPENING. Submissions will be opened and read aloud **at approximately 1:00 PM on Monday, May 20th, 2024**, at the Platte County Board of Services Director's meeting at 7900 NW 106th Street, Kansas City, MO 64153. No decision relating to the award of the contract will be made at the proposal opening.

2. TERMS AND CONDITIONS

- 2.1 **INCURRING COSTS.** PCBS shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.
- 2.2 **REJECTION, EVALUATION AND NEGOTIATION.** The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the proposal procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new; and to accept or request clarification or further negotiate the terms, conditions and/or methodology of any response if, in PCBS's sole judgment, the best interests of PCBS will be so served.
- 2.3 **WITHDRAWAL.** Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for proposal opening must occur in order to modify or withdraw a submission which has been delivered to the office of PCBS.
- 2.4 **VALIDITY.** Respondents agree that submissions will remain valid for consideration by PCBS for a minimum period of ninety (90) calendar days after the date specified for proposal opening.
- 2.5 **EXCEPTIONS.** The wording of this solicitation may not be changed or altered in any manner unless done so by PCBS via the issuance of an addendum or amendment. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent; any such exception shall be clearly identified and described in full detail in the respondent's submission. Any exception will be evaluated and accepted or rejected by PCBS, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.
- 2.6 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of respondents to ask questions, request changes or clarification, or otherwise advise PCBS if any language, specification, or requirement of this solicitation appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Such notification must be directed to the Director of Compliance and System Security by **4:00 PM on Friday, May 10th, 2024.**
- 2.7 **INTERPRETATION OF DOCUMENTS.** Should any differences arise as to the meaning or intent of these specifications, PCBS's interpretation shall be final and conclusive.
- 2.8 **ASSIGNMENT.** The awarded party shall not assign the contract, subcontract, or sublet it as a whole without the prior written consent of PCBS. Assignment, subcontracting or subletting without such consent will in no way relieve the awarded party of any of its obligations under this contract unless specified, in writing, by PCBS.
- 2.9 **CONFLICT OF INTEREST.** In submitting a response, the respondent hereby covenants that at the time of submission, the respondent has no other contractual, professional, or personal relationships which would create any actual or perceived conflict of interest. The respondent further agrees that during the term of the contract, neither the respondent nor any of its employees shall acquire any other contractual, personal, or professional relationships which creates such conflict.
- 2.10 **QUALIFICATIONS OF RESPONDENTS.** PCBS may make such investigations as deemed necessary to determine the ability of any respondent to provide the product and/or service described herein. Respondent shall furnish to PCBS all such information and data for this purpose that PCBS may request. PCBS reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy PCBS that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.

- 2.11 TAX EXEMPTION. PCBS is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available to the awarded party upon request.
- 2.12 FUNDS. Financial obligations of PCBS payable after the first fiscal year the contract is in place are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void without penalty to PCBS.
- 2.13 APPLICABLE LAW. In submitting a proposal, the respondent warrants that it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other governmental authority or agency in providing the product(s) or service(s) specified herein. Any contract resulting from this solicitation based upon the mutual agreement of the parties is to be interpreted by the laws of Missouri. The parties agree that the proper forum for litigation arising out of the contract resulting from this solicitation is Platte County, Missouri. To the fullest extent permitted by applicable law, the parties to the contract resulting from this solicitation hereto waive trial by jury in any action, proceeding or counter claim brought by any party, agent, or any other party on any matter arising out of or in any way connected with this agreement or the relationship of the parties created hereunder.
- 2.14 BASIS OF AWARD. Award shall be made to the responsible respondent whose offer best responds to the quality, capacity, and service requirements of PCBS, as determined by PCBS.
- 2.15 PREFERENCE. In making proposal awards, PCBS shall give preference to all firms, corporations, or individuals that maintain office or places of business within Platte County when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less. PCBS shall also give preference to those firms that employ Platte County residents with disabilities, which includes developmental and intellectual disabilities as defined in RSMo 205.968 and RSMo 630.005.
- 2.16 TERMINATION FOR CONVENIENCE. The performance of work under the contract resulting from this solicitation may be terminated by PCBS in whole or in part at such time that PCBS determines that such termination is in the best interest of PCBS. Any such termination will be affected by delivery to the awarded party of a letter of termination specifying the extent to which performance of work under the contract is terminated and the date upon which such termination is effective.

After receipt of a termination letter the awarded party will:

- Stop work on the contract on the date and to the extent specified in the letter
- Place no further orders for materials, services, or facilities except as may be necessary to complete any portions of the work under contract not terminated
- Complete on schedule such part of the work as will not be terminated

- 2.17 INSURANCE REQUIREMENTS. The successful bidder shall provide and maintain for the duration of the contract, insurance acceptable to and approved by PCBS, as set forth herein below. A Certificate of Insurance per the following requirements is to be furnished within fifteen (15) calendar days following the notice of award, and prior to work proceeding under the contract.

2.17.1 INSURANCE.

General Liability – The Architect shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them and any Architect performing work covered by this Agreement, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this Agreement, whether such operations be by themselves or for any Architect or by anyone directly or indirectly employed by them. The insurance carried by Architect shall name PCBS, its elected officials and employees as additional named insureds in amounts sufficient to cover the sovereign immunity limits for PCBS and said insurance shall be not less than \$500,00.00 per person and \$3,000,000.00 for any one occurrence

covering both bodily injury and property damage, including accidental death. If the Agreement involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Automobile Liability – The Architect shall maintain during the life of this Agreement, automobile liability insurance in the amount of not less than \$500,000.00 per claimant and \$3,000,000.00 for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Architect’s own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site work.

Workers’ Compensation – The Architects shall take out and maintain during the life of this Agreement, Employee’s Liability and Workers’ Compensation Insurance for all of their employees employed at the site of work, and in case any work is sublet, the Architect shall require the Architect similarly to provide Workers’ Compensation Insurance for all of the latter’s employees unless such employees are covered by the protection afforded by the Architect. Workers’ Compensation coverage shall meet Missouri statutory limits. Employers’ Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Agreement at the site of the work is not protected under the Workers’ Compensation Statute, the Architect shall provide and shall cause each Architect to provide Employers’ Liability Insurance for the protection of their employees not otherwise protected.

Professional Liability – (covering errors and omissions)” One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) aggregate.

Limits of Liability – To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Architect, its officers, directors, employees, agents, and Consultants, or any of them, to Client and anyone claiming by, through or under Client, for any and all claims, losses, liabilities, costs or damages whatsoever arising out of, resulting from or in any way related to the Project or this Agreement from any cause, including but not limited to the negligence, professional errors or omissions, strict liability, breach of Agreement, or warranty (express or implied) of Architect, its officers, directors, employees, agents or Consultants or any of them, shall not exceed the insurance coverage actually available to Architect.

2.17.2 PROOF OF INSURANCE. The Contractor shall furnish PCBS with a Certificate of Insurance in amounts as required in this contract and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall remain in effect until such time as PCBS has determined that the contract is complete. PCBS, its board officers and employees must be listed as an additional insured on the general liability and worker compensation insurance certificates of coverage. This must be received prior to project implementation.

2.17.3 HOLD HARMLESS AGREEMENT. The Contractor defend, shall indemnify and hold harmless PCBS, its officers, agents and employees from and against all claims, damages, losses and expenses (including but not limited to attorney’s fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, or of anyone directly or indirectly employed by Contractor or by anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless or defend PCBS from its own negligence.

2.17.4 SURETY BOND.

Payment and Performance Bond – The Contractor shall submit, upon execution of this agreement, a surety bond, or bonds, as security for faithful performance of the contract and for the payment of all firms or persons performing labor or furnishing materials for the work performed under the contract. The surety on such bond, or bonds, shall be a surety company satisfactory to PCBS.

SCOPE OF WORK

OVERVIEW. The following scope of services is included as a guide for respondents. It is designed to identify the minimum service level expected from the awarded party and, as such, may be modified and augmented, depending upon the experience of the firm, as necessary to complete the project. PCBS owns a commercial building located at 7900 NW 106th Street, Kansas City, MO 64153, that can possibly be renovated to accommodate accessibility and safety updates to our lobby, Day Habilitation program space, and Transportation onsite workspace. PCBS needs to determine if renovations are feasible and cost effective. PCBS has allocated funding for such renovations; however, PCBS's funding is limited, and it must be determined if PCBS can move forward with renovations. The appendices to this RFP provide examples for respondents about PCBS needs and are preliminary ideas for consideration but are not necessarily intended to be the final product(s):

1. Appendix "A" – General Concepts

General

The respondent being selected through this RFP process will enter into an agreement with PCBS to provide architectural services related to the project by creating a set of plans and relevant documentation that PCBS can share with potential contractors to have them bid on the construction phase of this project. Based on the requirements of PCBS, the selected respondent shall provide architectural services meeting all standards and codes used in design for basic services as required on projects as follows:

Phase 1 (Construction Documents)

- Pre-Design Evaluation & Opinion (Stage 1)
- Project Cost Estimating/Condition Survey and Report (Stage 2)
- Design Options (Stage 3)
- Final Design Development (Stage 4)

Phase 2 (Construction), PCBS will seek out its own general contractor in this phase

- Contract Documents/Bidding/Awards (Stage 1)
- Construction Completion (Stage 2)

Phase 1 (Construction Documents) Detail

The following Phase 1 (Construction Documents) detail is not an exhaustive list of all that may be required or necessary but will serve as a guide for respondents.

Pre-Design Evaluation & Opinion (Stage 1)

- Consult with PCBS and other necessary and appropriate government units, utilities, organizations, and persons to ascertain project requirements
- Review existing drawings, plans, and actual conditions, and advise PCBS on issues of concern regarding design, equipment selection, material selection, and cost estimation as well as cost (life cycle) analysis
- Review initial PCBS floor plans/drawings and make recommendations to PCBS
- Should PCBS approve advancement to the Cost Estimating/Condition Survey Report stage, PCBS shall issue a written order to proceed

Cost Estimating/Condition Survey and Report (Stage 2)

- Investigate, analyze, and measure the existing facilities to the extent necessary to determine the information necessary for project work and feasibility of all project options

- Measure and verify floor plans and equipment locations in the existing building
- Review potential and/or existing system replacements/additions, analyze building components, heating/cooling load requirements, electrical capacities, septic/water capacities, and other infrastructure components
- Identify and document issues pertaining to any future project (accessibility, operations impact, etc.)
- Prepare probable construction cost estimates, including contingency costs and flexibilities, to assist PCBS in determining feasibility and cost effectiveness
- Prepare drawings and/or reports summarizing conditions and make recommendations to PCBS
- Participate in PCBS and other administrative meetings as needed
- Should PCBS approve advancement to the Design Options stage, PCBS shall issue a written order to proceed

Design Options (Stage 3)

- Prepare design options, which shall show project design features, for review and approval by PCBS
- Provide a detailed cost estimate separating labor and materials accompanying each design option developed (life cycle cost estimates to be provided upon PCBS's request)
- Participate in PCBS and other administrative meetings as needed
- Should PCBS approve the Design Option submission, PCBS shall issue a written order to proceed with the Final Design Development stage

Final Design Development (Stage 4)

- Submit detailed final design drawings showing the design, outline specifications, material cut sheets, material selection, and all components/schematics in relation to the project
- If alternate layouts, design, work items, and materials exist, the alternatives are to be prioritized with a recommendation of the best alternative with selection rationale outlined
- Prepare a list of all permits, licenses, review, and approvals as required
- Participate in PCBS and other administrative meetings as needed

The desired timelines for each phase of this project are:

- Phase 1 (Construction Documents), stages 1 through 4 as approved by PCBS – **by July 29th, 2024**

Respondent proposals should be as detailed as possible and practical; however, a summarized bid sheet shall be included for each phase and stage cost for immediate reference (**see Exhibit 1 – Bid Summary Sample**).

EVALUATION AND AWARD

EVALUATION. PCBS Director's Team shall review the proposal submissions and make recommendations to PCBS. **Exhibits 1, 2, and 3 must be included, and all other proposal submission requirements, terms, and conditions specified herein must be met prior to review and consideration.** After each proposal has been evaluated, short-listing procedures will narrow the list of candidates to those determined to be best suited to meet the needs of PCBS.

Each of these selected respondents may then be invited to an interview at which time they will be given an opportunity to present their proposal, demonstrate their products, and to answer questions from the Director's Team. The Director's Team may choose to visit a project site from the reference list. The proposals will be evaluated based in part, but not limited to, the following criteria:

- Price
- References
- Quality of services and/or materials proposed
- Company experience and expertise

During the evaluation process, discussions may be conducted with respondents who have submitted proposals determined to be reasonably susceptible of being selected for award. Discussions may cover cost, method, and other relevant factors. Revisions to proposals may be permitted after submission and before award for the purpose of obtaining best and final offers.

AWARD. This RFP does not require PCBS to make an award to the company submitting the lowest priced proposal or to any of the respondents. It is the intent of PCBS to obtain information as complete as possible from each respondent as will enable PCBS to identify the proposal that best meets the needs of PCBS while remaining within the price range of available resources.

Exhibit 1

(Sample Only)

Phase 1 (Construction Documents)

Summarized Cost

Pre-Design Evaluation & Opinion (Stage 1)	[Enter Amount]
Project Cost Estimating/Condition Survey and Report (Stage 2)	[Enter Amount]
Design Options (Stage 3)	[Enter Amount]
Final Design Development (Stage 4)	[Enter Amount]
Total Cost	[Enter Amount]

Phase 2 (Construction Administration)

Summarized Cost

Contract Documents/Bidding/Awards (Stage 1)	[Enter Amount]
Construction Completion (Stage 2)	[Enter Amount]
Total Cost	[Enter Amount]

EXHIBIT 2
ANTI-COLLUSION STATEMENT

STATE OF _____)

COUNTY OF _____)

_____ being first

duly sworn, deposes and says that he is _____
(title of person signing)

of _____

(Name of Respondent)

that all statements made and facts set out in the proposal are true and correct; and that the respondent (the person, firm, association, or corporation making said proposal) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of the competitive process in connection with such proposal of any contract which result from its acceptance. Affiant further certifies that respondent is not financially interested in, or financially affiliated with, any other respondent for the attached proposal.

(BY) _____

(BY) _____

Sworn to before me this _____ day of _____, 20 ____

Notary Public

My Commission expires: _____

EXHIBIT 3
REFERENCES

To be considered, the respondent must have had completed a minimum of five (5) projects of similar size and scope. To verify quality of service, please list customer references that PCBS may contact.

REFERENCE ONE

REFERENCE ONE
Owner Name: _____ City/State: _____
Contact Person/Title: _____
Phone/Email: _____ Contract Period: _____
Scope of Work: _____

REFERENCE TWO

REFERENCE TWO
Owner Name: _____ City/State: _____
Contact Person/Title: _____
Phone/Email: _____ Contract Period: _____
Scope of Work: _____

REFERENCE THREE

REFERENCE THREE
Owner Name: _____ City/State: _____
Contact Person/Title: _____
Phone/Email: _____ Contract Period: _____
Scope of Work: _____

REFERENCE FOUR

REFERENCE FOUR
Owner Name: _____ City/State: _____
Contact Person/Title: _____
Phone/Email: _____ Contract Period: _____
Scope of Work: _____

REFERENCE FIVE

REFERENCE FIVE
Owner Name: _____ City/State: _____
Contact Person/Title: _____
Phone/Email: _____ Contract Period: _____
Scope of Work: _____