



## City of Hannibal Request for Architectural/Engineering Design Services

### PURPOSE OF RFQ

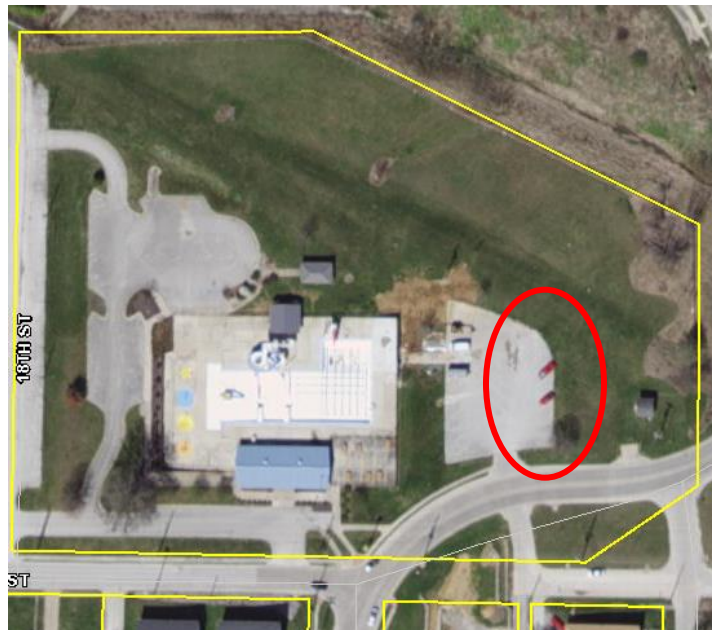
The City of Hannibal invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firms interested in providing architectural/engineering design services in connection with the design of a new Tourism Visitors Center and staff offices.

### SITE DESCRIPTION

The site lies on the same property as the city pool. The specific development site lies near the east - northeast perimeter of this lot and contains no specific mailing address, roughly illustrated by the red circle.

The existing pool parking lot will sit at-grade with the front entryway of the facility, while the development site slopes (significantly) downward to the rear (or east).

This site was selected for (i) its highway visibility, (ii) for the ability of motorists and visitors to make convenient right turns onto Grand Avenue to access this facility, and (iii) because street and parking infrastructure already exists.



Furthermore, it is felt this facility must be designed with two (2) front facades; one facing the highway, and the other facing the parking area.

The city seeks a design plan that will work “with” this terrain, eliminating the inherent disadvantages by optimizing them as assets.

### OBJECTIVES

The city proposes to retain a qualified, capable firm(s) to act as Architect/Engineer throughout design and completion of the facility project. The City of Hannibal will give prime consideration to the firm with significant, current experience in the design of similar buildings and projects.

### SCOPE OF WORK

The selected firm will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement, to be negotiated after selection. The contract agreement can provide for payment in phases of completion.

The City of Hannibal anticipates a contract which will include schematic design, full construction design and drawings, provision of cost estimates, assistance with the bidding process, and

construction inspection/observation services during construction. The selected firm will be required to retain and be responsible for all basic engineering disciplines, such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated.

Work will include, at a minimum, the following components:

1. Necessary site characterization work, which may include surveying, soil sampling, boring, or other site/soils evaluations necessary to accommodate the structure.
2. Perform a needs-assessment based on input from Tourism board, staff, and tourism team.
3. Preparation of schematic design and renderings, including review and collaboration with Tourism board and staff.
4. Optional (at city's discretion). Participate in a public open house or presentation format to share/explain the proposed facility to the public. City may or may not desire this.
5. Preparation of full construction plans and drawings.
6. Preparation of bid documents; assistance with the bidding and contractor selection.
7. Contract review and recommendation.
8. Construction inspection/observation services to assure the facility is built in accordance with plans, and address/solve/recommend troubleshooting or problem-solving challenges or unknowns that may arise during construction. Also involves final punch list inspection.

## **PROJECT SCOPE**

While Hannibal hosts over 325,000 tourists each year, every tourist does not necessarily visit the Tourism Visitors Bureau. However, many do visit, yet the visitors bureau operates in a small, converted house, which exhibits the following problems: (i) lack of office space, (ii) NO meeting space, (iii) insufficient space for visitors, (iv) lack of parking, (iv) inadequate restrooms for the public, (v) little spatial ability to employ visuals or interactive media features for tourists, (vi) no space for storage, (vi) no break room or staff facilities for meals, and (vii) difficult ADA accessibility.

The following is simply conceptual; intended only to communicate to respondents the types of features possibly envisioned for the Visitors Bureau and staff offices. While a good Needs-Assessment performed by the selected firm will help define the actual project scope, preliminary desires for the new facility may include (i) sufficient office space for staff, (ii) office/administrative areas built for growth, (iii) sufficient meeting space for a variety of meeting formats and types, (iv) adequate public restrooms, (v) sufficient storage for office supplies, tourism brochures/materials, maintenance and janitorial supplies, media equipment, projectors and props, portable/collapsible convention booths, tables and chairs, and other equipment, (vi) and an attractive visitors reception area. The building should be of sufficient size to accommodate more individuals simultaneously, and also lend itself to visual and/or interactive features, limited retail space for souvenirs and display areas, and a front desk or work station for an employee greeter/receptionist. There may be other desirable assets, but these are the assets currently lacking.

Because the project site lies on sloped terrain, there is some question/concern whether employee offices should occupy a “lower level” of the facility, and if so, whether an elevator is necessary vs. exterior site improvements - such as a rear entry/parking lot to comply with ADA provisions. These terrain challenges/opportunities are best addressed by the chosen firm, in working with the tourism team.

This “Project Scope” section is provided for the sole purpose of describing/characterizing what the city means, in a preliminary sense, by the term “Tourism Visitors Center”.

### **PROPOSED TIMELINE**

The following schedule is approximate, and subject to change:

|                  |  |
|------------------|--|
| April 07, 2017   | Proposals due by 2:00p.m.  |
| Week of April 17 | Interviews & Preliminary Selection of Design Firm<br><i>Negotiate fees</i> |
| May 16, 2017     | Contract Award/Engineering Agreement approved by City Council              |
| May 17, 2017     | Needs-assessment and design work to begin                                  |
| June 14, 2017    | Complete/submit schematic design, and meet with tourism team               |
| June 15, 2017    | Begin development of full engineering plans and documents                  |
| July 10, 2017    | Let bids   |
| August 1, 2017   | Award bid & construction contract  |
| August 14, 2017  | Construction to begin anytime thereafter                                   |

Actual timelines and targets will be established together by the city and the selected firm; these are simply projected timelines.

### **PROJECT FUNDING**

Funding for the work described herein will be determined by the City Council. Preliminarily, the city anticipates a total project cost, including design and construction, not to exceed \$600,000; preferably nearer the \$550,000 range. Tourism Fund reserves include \$325,000 for this project; the city will lease-finance the remainder. The city anticipates full retirement of any lease-financing over a 4-5 year period.

### **SELECTION PROCESS**

By review of the statements of qualifications received, the city intends to evaluate proposals, and possibly invite one or more firms to be interviewed before making a final selection of a firm. The city will notify selected firms of the date and times of any interview. The city reserves the right to make a selection based solely on statements of qualifications received.

The selected firm whose selection was based on qualifications will then negotiate with the city on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with other qualified firms until a mutually-agreed contract can be negotiated. The city will use a selection team in evaluating/recommending proposals.

### **EVALUATION CRITERIA**

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

- A. Qualifications of Firm - Specifically as they relate to this Project.

- B. Firms' Experience on Similar Projects - Related project experience of the firm(s) and the individuals who would be assigned to the Project.
- C. Available Resources of the Firm to Complete Project – To include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.
- D. Professional References – The quality and content of feedback from the firm's professional references.
- E. Proximity or Familiarity with the Community and its Needs – the consultant should include a summary of their understanding of Hannibal, local tourism, and the like.

#### **ADDITIONAL INSTRUCTIONS AND INFORMATION**

- A. **All Information True** – By submitting a response, firms represent and warrant that all information provided in the response submitted shall be true, correct and complete. Proposals that provide false, misleading, or incomplete information, whether intentional or not, may be excluded.
- B. **Cost of Responses** – The city will not be responsible for the costs incurred by anyone in the submittal of responses.
- C. **Contract Negotiations** – This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by the city, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
- D. **No Obligation** – The city reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; and reject any or all proposals.
- E. **Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance certificate by an insurer authorized to transact insurance in the State of Missouri.

#### **SUBMITTAL INSTRUCTIONS**

Seven (7) sealed copies (may be sealed together) of your proposal should be submitted to:

City Clerk's Office  
City of Hannibal  
320 Broadway  
Hannibal, MO 63401

All submittals must be labeled: **HCVB RFQ ARCHITECTURAL SERVICES**

Proposals are due by Friday, April 07, 2017, by 2:00 p.m. Tourism board, staff and team members will take some time to review, in the ensuing days.

## **CONTENT OF SUBMITTAL**

Aside from information the firm chooses to submit as part of this RFQ, the following information is required in the RFQ:

1. Firm name, addresses, telephone number, and email addresses.
2. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
3. Years firm has been in business.
4. Name of principals in firm.
5. Primary contact.
6. Description of firm's philosophy.
7. A brief history of the firm and services routinely provided.
8. An organization chart for this particular project team, explaining responsibilities.
9. The resumes of all persons to be assigned to the project with their prospective roles identified.
10. Documentation that the firm is registered/licensed to perform this work in the State of Missouri.
11. Discussion of firm's experience working with government agencies.
12. List of related governmental projects (perhaps 3-4), whether ongoing or completed. For each, please provide a brief description, design and construction cost, and names and telephone numbers of the general contractor.
13. List of related private projects (perhaps 3-4), whether ongoing or completed. For each, please provide a brief description, design and construction cost, and names and telephone numbers of the general contractor.