



REQUEST FOR QUALIFICATIONS

CITY OF NORTH KANSAS CITY, MISSOURI

Responses will be received at the office of City Clerk, City Hall, 2010 Howell Street, North Kansas City, Missouri, until **2:00 p.m., Monday, November 7, 2016** for the following:

Architectural Services, North Kansas City YMCA Renovation North Kansas City, Missouri

All responses shall be submitted in a sealed envelope marked as follows:

**Crystal Doss, City Clerk
City of North Kansas City, Missouri
2010 Howell St.
North Kansas City, Missouri, 64116**

Sealed Responses For: Architectural Services, North Kansas City YMCA Renovation

Sealed responses may be mailed or delivered by the above stated time and date.

The City reserves the right to reject any and all responses and waive informalities in selection of the most qualified response.

For a copy of the specifications, go to www.nkc.org, "Request for Bids/Proposals", or you may pick up a copy at the Office of the City Clerk, at the address noted above. For questions, contact Michael Smith, Assistant City Administrator at (816) 412-7814.

Crystal Doss
City Clerk
North Kansas City, Missouri

CITY OF NORTH KANSAS CITY

REQUEST FOR QUALIFICATIONS: ARCHITECTURAL SERVICES, NORTH KANSAS CITY YMCA RENOVATION

I. PURPOSE & PROJECT BACKGROUND

The City of North Kansas City, and the YMCA of Greater Kansas City are seeking proposals from firms identified to submit qualifications for architectural services for the North Kansas City YMCA in conjunction with the City of North Kansas City's (the "City") capital improvement initiative for a center renovation. This document provides information about the initiative as well as requirements for your written submission/response. Also included is information and requirements for a potential interview with the YMCA and City leadership.

The North Kansas City YMCA is located at 1999 Iron Street, North Kansas City, Missouri 64116.

Through a partnership with the City of North Kansas City, the YMCA is operating the former North Kansas City Community Center. The partnership allows the YMCA and the City to work together to serve more people and provide more programs to improve the quality of life for people of all ages in our community.

The YMCA with financial support from the City has initiated a capital development plan that will result in a renovation of the North Kansas City YMCA. The project will have an intended scope as follows:

- Remodel of Welcome Center space for greater efficiency in member, participant and guest relations
- Remodel of lobby area for future healthy food venue
- Conversion of Gymnasium Court 1 into a two-level amenity to include approximately 3,600 SF of Multipurpose/Group Exercise Studio and an upper level Cardiovascular Equipment Mezzanine of approximately 2,600 SF
- Conversion of an existing 1,900 SF cardiovascular equipment area into a Functional/Personal Training area

II. SCOPE OF SERVICES:

A. Work shall consist of the following:

- Prepare schematic design and pre-construction estimate to ensure the project can be accomplished within the City's allocated funding.
- Refined Schematic Design
- Design Development
- Construction Documentation
- Potential assistance with bidding
- Potential Construction Administration

B. Sub-Consultants. The selected architectural service firm shall select, and will be required to contract with, sub-consultants as necessary to provide the scope of services required by the project. Sub-consultants need not be exclusive and may participate on more than one team

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responding in this request for proposals. All sub-consultants will be subject to approval by the YMCA and the City.

The consulting team organized and managed by the Architect should include, but is not limited to the following:

- Mechanical, Electrical and Plumbing Engineering
- Structural Engineering

Other consulting/engineering services, as deemed necessary for the successful completion of the project, should be included in the architect's proposed project team. The services of this consulting team are to be included in the agreement between the Architect and the Owner.

III. EVALUATION CRITERIA AND SELECTION PROCESS

A committee made up of representatives of the City and YMCA, will jointly evaluate responses and will recommend to the North Kansas City, City Council the response which meets the best interests of both parties. The committee shall be the sole judge of its own best interests, the responses, and any resulting agreement. The City's decisions will be final.

The Committee will employ a qualifications-based selection process incorporating the following criteria in its evaluation:

- A. Overall responsiveness to the RFQ
- B. Interview/presentation
- C. Past record of performance on similar projects, including cost control, quality, and ability to meet schedules.
- D. Familiarity with YMCA and/or Community Center design
- E. Experience, skill-set and demonstrated leadership of proposed project team
- F. Experience of the firm's proposed team of sub-consultants
- G. Ability to comply with proposed project schedule
- H. Familiarity with project site/location

The Committee will review all responses and will interview a "short list" of respondents. The Committee will then work with the finalist to draft a contract. The Committee's recommendation along with the contract will be presented to the City Council for final approval.

Oral Presentation/Interview

Schedule. Interviews with firms short-listed by the committee are intended to be conducted as indicated in the Key Dates Schedule (see Part V, G). The exact times of the interviews are yet to be determined. It is recommended that participating firms prepare their whole project team for a tentative interview by holding the scheduled interview date should an interview be extended.

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Attendees. The key individuals responsible for design, project management and communication with the Owner and its agents should attend the interview. A list of attendees will be requested when the presentation time is scheduled.

Agenda. The total oral presentation/interview time will likely be limited to 45 minutes, allowing 20 – 30 minutes for presentation of any materials by the firm followed by interview questions and answers by the committee.

The City may also request additional information from respondents at any time prior to final approval of a selected respondent. The City reserves the right to select one or none of the respondents. The City will select what in its sole judgment it determines will be in the best interest of the City. The City may waive any nonconformity with this RFQ.

IV. INFORMATION REQUIRED IN THE RESPONSE

All responses to this RFQ should include the following information:

- A. Letter of Transmittal: In addition to whatever brief introduction the respondent may wish to include, this letter must include:
 1. The complete name and address of the firm;
 2. Name all of the persons authorized to make representations for the respondent, including titles, addresses, and telephone numbers of such persons;
 3. The name, mailing address, and telephone number of the person the City should contact regarding the response; and
 4. An authorized agent of the respondent must sign the Letter of Transmittal indicating the agent's title and authority.

- B. Qualifications: Qualifications of Firm and Proposed Consultants – a brief history and overview of the firm and proposed consultants including:
 1. Years in Operation;
 2. Size of Firm;
 3. Background Information on Principal Members of Project Team including:
 - a. Organizational Chart identifying all team members, relationships and responsibilities throughout the various phases of the project;
 - b. Brief resumes - including relevant project experience and qualifications of each member of the team;
 - c. Role to be played in the proposed project;
 - d. Primary Point of Contact/Negotiator for Project.

- C. Experience: Please provide 3 – 5 completed projects in the last 5 years that closely match this project inclusive of:
 1. Project Information:

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2. Project Name
3. Project Location
4. Project Type
5. Project Executive
6. Project Manager
7. Project Designer

Client Information

1. Client Name
2. Client Reference Name, Title, Address, Telephone No., and e-mail

Contract Information

1. Original Construction Budget
2. Original Construction Contract Amount
3. Final Construction Contract Amount
4. Original Completion Schedule
5. Actual Completion Schedule

Project Description and Photographs. Provide project sheets with descriptions and photographs/images

Architectural Images. Provide up to twenty images of comparable projects from the firm's portfolio, especially as it may be relative to the YMCA/City project at hand. Include both interior and exterior views as appropriate.

- D. **Project Schedule.** The timely completion of services is important to the overall success of the initiative. Provide a proposed timeline/schedule depicting the anticipated activity of the firm, from commencement through the production of construction documents. The proposed schedule will be evaluated based upon the amount of time your firm estimates is required to execute the scope of services while maintaining the necessary levels of quality control to meet professional standards.
- E. **Proposed Fees:** A separate fee proposal must be included in a sealed envelope, clearly marked "Fee Proposal." Any fees may be the subject of further discussion during the course of contract negotiation with the preferred respondent.
- F. **Additional Data:** Any additional information which respondent considers pertinent.

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V. RESPONSE INSTRUCTIONS/TERMS

Respondent Questions and Information Requests

- A. Contact With the YMCA or City: If any respondent has questions relating to the RFQ such questions must be directed to the following :

For questions regarding the project and scope of work, please contact:

Mark Hulet
Senior Vice President, Capital Assets & Risk
YMCA of Greater Kansas City
816-360-3318
markhulet@kansascityymca.org

For questions regarding the process for the RFQ, please contact:

Michael B. Smith
Assistant City Administrator
City of North Kansas City, Missouri
816-412-7814
E-mail: mbsmith@nkc.org

Contact regarding the RFQ with persons other than those authorized above may result in the disqualification of the submitted response to the RFQ.

- B. Questions. All questions must be submitted in writing by e-mail. Telephone conversations must be confirmed in writing by the interested party.
- C. Responses to Questions: Depending upon the nature of the question, the City may choose to share the response with other *registered respondents* (see below) if it feels the information would either correct or clarify or elaborate on information contained within the RFQ. In addition, the City will issue an addendum to the RFQ when a submittal instruction needs to be added or changed. Respondents may request any information the City may have on-hand, and the City will determine if the request or the information found will be shared with other *registered respondents*.
- D. Registration of RFQ. Additional information, amendments and addendums will be made to respondents known to have the RFQ. In order to receive the latest information regarding this solicitation you must register as an interested respondent to the RFQ by registering your contact information with *Michael B. Smith* at the above e-mail contact address and the City will send any updates by e-mail to each respondent.

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- E. Confidentiality of Communications. Except as set forth above, all respondent communications with the City will be considered confidential prior to the public disclosure of the RFQs.
- F. Time for Questions. Questions concerning the RFQ will be taken on or prior to 5:00 p.m. CDT on Wednesday, November 2, 2016. After this date no further questions will be answered by the City.

Submission of Responses

G. Time Line.

Issue RFQ:	October 24, 2016
Last day for Questions:	November 2, 2016
Responses Due:	November 7, 2016, at 2:00 p.m. CST
Notice for interviews:	Week of 11/14
Potential Interview Date:	November 29, 2016
Potential Contract Award:	December 6 th or 20 th , 2016
Kick-off meeting desired:	Week of January 2, 2017

- H. Submission of Response. All respondents to the RFQ shall submit **one (1)** electronic copy in PDF format and **four (4)** printed copies of their responses to the City Clerk. All responses must be sealed and sent or delivered to and marked as follows:

**Crystal Doss, City Clerk
City of North Kansas City, Missouri
2010 Howell St.
North Kansas City, Missouri, 64116**

**Sealed Responses For:
Request for Qualifications: Architectural Services, North Kansas City YMCA
Renovation**

The entire response shall be packaged and sealed in one package. If the response is sent by mail or overnight delivery service, the respondent shall be responsible for actual delivery of the bid to the proper address above.

The City will receive and consider all responses submitted according to this request for responses until **2:00 p.m., CST, Monday, November 7, 2016.**

- I. Part IV Information. Please provide the information requested in Part IV hereof, “*Information Required In the Response*”, in numbered order.
- J. Signature. All responses must be signed by an individual authorized to bind the respondent to the provisions of the RFQ.

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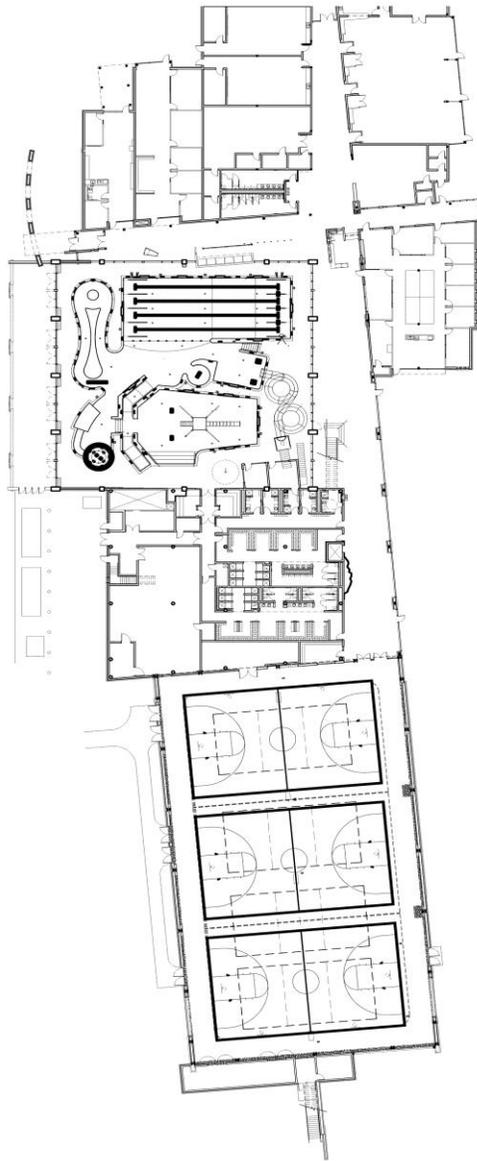
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Other Terms

- K. Use of Ideas Presented. The City retains the right to use any or all ideas presented in any response. Selection or rejection of the response does not affect this right.
- L. Supplemental Materials. Supplemental materials will not be accepted after the responses have been opened, unless requested by the City.
- M. Amendments. The City reserves the right to amend, modify or withdraw this RFQ for any reason, or no reason whatsoever, and at the City's sole and absolute discretion.
- N. This RFQ does not commit the City to select any respondent or enter into an agreement with any respondent.
- O. The City reserves the right to negotiate with any respondent.
- P. Rejection of Responses. The City reserves the right to reject any or all responses if deemed to be in the best interest of the City. The City reserves the right to waive informalities in the RFQ.
- Q. Confidentiality of Responses. All responses to this RFQ and documents and meetings relating thereto may remain closed records or meetings under the Missouri Sunshine Act until a contract is executed or until RFQ responses are rejected. All responses to this RFQ, and supplementary material will become the property of the City when submitted. Thereafter, all responses to the RFQ will become public information.
- R. Approval by City Council. The selection of a contractor is subject to the approval of the City Council, at its sole discretion.
- S. No Liability for Expenses. The City will not be liable for any expenses incurred by respondent in replying to this RFQ or for expenses incurred by the successful respondent during the negotiation of a development agreement between the respondent and the City.

Exhibit A – Attachments

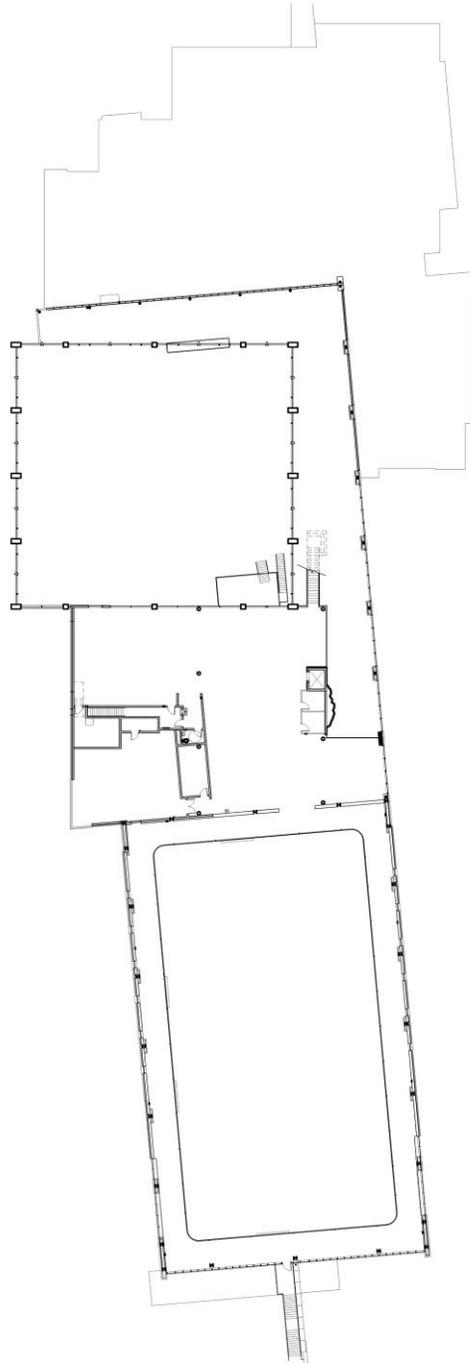
The following attachments are provided as supplemental materials for use in preparing your submittal:



NKC YMCA
A001 - Composite Plan First Floor

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NKC YMCA
A002 - Composite Plan Second Floor