December 7, 2021

REQUEST FOR QUALIFICATIONS

RE: General Services Building – RC000211
Missouri University of Science and Technology

Missouri S&T is requesting qualification statements from Design/Build teams (DBTs) interested in providing Design/Build Services for an approximately $9.2 million General Services Building.

The selected Design/Build team will work with the University's project committee in the design and construction of this important facility. The University intends to pre-qualify 3-4 Design-Build teams showing experience and expertise in:

- Designing and constructing highly functional, durable, and attractive service facilities that include various shop, storage, and office environments appropriate for supporting and maintaining the institutions they serve.
- Designing and constructing facilities with a commitment to sustainability.
- Leading client groups through a systematic analysis and resolution of complex design and construction issues.
- Implementing time-critical projects on schedule.
- Providing timely and accurate cost information integral to the planning process.

The selected DBT must show exceptional experience with similar facilities. DBTs are encouraged to team with recognized experts in the planning and design of service centers. Teams must be prepared to meet the University’s aggressive schedule for the project, which calls for the project to be completed no later than June 2023.

DBTs are strongly encouraged to include minority and women owned firms. The University has a ten percent (10%) MBE, three percent (3%) SDVE, and ten percent (10%) WBE/Veteran/DBE participation goal for this project. Your team’s Statement of Qualifications (SOQ) must clearly state how this goal will be accomplished. DBTs are also strongly encouraged to include Missouri-based firms on the team.

Your SOQ should be organized to respond to the following eight (8) key components:

1) Team’s Financial Capacity;
2) Team’s Experience;
3) Architects’ and Engineers’ Design Experience;
4) Qualifications of Key Personnel;
5) Team Members’ Common Project Experience;
6) Knowledge of Design-Build Process;
7) Supplier Diversity Participation; and,
8) Team Members’ Missouri Firm Status.

Other important elements include a summary of your team's history and structure; relevant experience including a description of at least three projects you have completed of similar scope; qualifications of key team members who would
be directly involved with this project; specific experience with similar facilities; and any supporting information that would further convey your team's qualifications for this project.

Please limit these materials to a maximum (40) 8 1/2" x 11" single sided pages. One digital copy in PDF format must be delivered to my attention c/o Jonathan Garrett, Manager, Design Services, Missouri S&T, General Services Building, Room 120, 901 Facilities Avenue, or by email at garrettja@mst.edu by 2:00pm on Wednesday, January 6, 2022.

No more than four (4) firms will be pre-qualified and issued Request for Proposals (“RFP”) documents for this Project. Selected firms will be notified by Thursday, January 20, 2022. Short-listed DBTs will also be required to participate in a mandatory work session with the Selection Committee on the week of February 28, 2022. These workshops are intended to give DBTs the opportunity to present preliminary design ideas to the committee and to receive feedback on those ideas from committee members. Proposals will be due on March 22, 2022 and interviews will be held on March 31, 2022.

The University intends to issue an Agreement Between Owner and Design/Builder, including the General Condition of the Contract for Design/Build, to the successful firm and incorporate the requirements of the University's Consultant Procedures and Design Guidelines Manual. The University takes no exceptions to these contract forms. These documents may be viewed at the following website:

https://www.umsystem.edu/ums/fa/facilities/guidelines/
https://www.umsystem.edu/ums/fa/facilities/fpd_forms_page (see Design Build Documents section)

Please review the enclosed information which describes the project scope, the selection process and submittal requirements. In the interest of fairness, address all questions related to this project to me only.

I look forward to your response.

Sincerely,

Jonathan Garrett
Manager, Design Services
Design, Construction and Space Management
Missouri University of Science and Technology

Enclosures: Site Survey dated August 24, 2021
GSB Program Report dated October 2021
Project Statement and Program Summary

Missouri S&T plans to build a new General Services Building to replace multiple existing facilities including their main General Services Building at 901 Facilities Avenue. The new facility will be the first building constructed in the University’s proposed Research and Development Park, north of I-44, and will consolidate the following work groups to improve service delivery and optimize space utilization across departments:

- Design, Construction and Space Management
- Environmental Health and Safety
- Facilities Operations

The approximately 40,000 GSF facility will be constructed at the Northwest corner of Fraternity Circle within Lots 9, 10, and 11 as indicated on the attached survey. Planning studies were completed in 2017, 2019, and 2021 to help define the space needs and building and site program, and the project is reflected in the University’s 2020 Campus Master Plan. The 2021 Program Report is attached for reference. Additional information supporting the development of this program will be provided to the short-listed teams; respondents to this RFQ will not be provided any materials beyond what is included in this document.

Procedures for Selection

The University intends to select up to four (4) teams from those having responded to this RFQ to be pre-qualified and issued Request for Proposals (“RFP”) documents for this Project. The pre-qualified proposing teams will be asked to submit proposals that will be evaluated based on a scoring system to be published in the RFP.

The requirements for the SOQ are described in more detail below. After receipt of all SOQ’s, the University will review and determine a preliminary point score for each submittal. Requests for Information (“RFIs”) and additional data, if required, can be made by the Owner at this time. After receipt and review of the clarifications and additional data, each prequalification submittal will receive a final point score.

The University intends to offer a stipend of $65,500 to unsuccessful short-listed proposers that submit responsive proposals to encourage each team’s efforts and convey ownership of each proposal to the University. Teams may elect to reject the stipend and retain the rights to the proposal. Stipend award criteria and procedures will be included in the Design-Build RFP.

Scoring of prequalification submittals / proposing teams will be determined by the application of an established rating system to the following information:

1) Financial Capacity

   a. All firms shall be licensed and registered to perform design and construction services in the State of Missouri.
   b. All firms shall indicate their form of business, (e.g., corporation, partnership, joint venture, or sole proprietorship). The proposing Design/Builder shall provide a copy of their last financial statements, and quarterly updates if available. If the design-builder is a joint venture, all team members shall provide their financial statements.
   c. All firms shall disclose their arbitration and litigation claims history. Claims that are unresolved but still pending are not required to be submitted.
   d. All firms shall provide the evidence of their bonding capacity for the amount of at least $10 million. This evidence shall be in the form of a letter from a licensed bonding company or from an agent normally representing the firm.
e. All firms will prove ability to provide Professional Liability Insurance in the amount of $5 million.

f. The ability to execute the University’s standard contract without exception.

If the Design/Builder is not a public company, all financial information shall be held in confidence and shall be examined only by the officials responsible for its evaluation.

2) **Team Experience**

a. The architectural/engineering design team and Contractor/construction components of the proposed Design/Build team shall have a minimum of three (3) built and occupied projects with a program similar to this project in the $3M to $20M (in 2021 dollars) construction cost range. The teams shall identify one or more individuals who held responsible positions on the cited projects and shall provide owner references for each cited project.

b. The architectural/engineering design team and Contractor/construction components of the proposed Design/Build team shall list projects they have completed as a Design/Build Team. The teams shall identify one or more individuals who held responsible positions on the cited projects and shall provide owner references for each cited project.

3) **Architects’ and Engineers’ Design Experience**

a. The proposing teams shall demonstrate broad knowledge and experience in areas such as: architectural design, client communications, site planning, environmental design considerations, design of building systems, and landscape design.

b. The proposing teams shall demonstrate their design excellence and creativity with respect to service center projects including design awards.

c. The firms shall also demonstrate their expertise in materials selection.

d. Cost and schedule control methodology shall be presented.

4) **Qualifications of Key Personnel**

a. Key personnel members for this project shall be identified in the Statement of Qualifications and the current/projected availability for these personnel throughout the duration of the project schedule should be addressed. A resume (one page maximum) describing relevant education, project experience, and professional certifications of key team members shall be attached.

b. The SOQ should include a clear description of DBT members’ roles and responsibilities, including a team organizational chart.

c. After the RFQ phase, the selected Semifinalist teams may not make any significant changes in the composition of the team’s member firms, personnel assignments, and individuals’ roles and responsibilities without the owner’s written approval.

5) **Team Members’ Common Project Experience**

The firms shall provide evidence of common experience between the key member firms and individuals on a project of similar scope and complexity.

6) **Knowledge of Design-Build Process**
a. The firms shall demonstrate their experience with the design-build delivery method including familiarity with the process, risks, responsibilities, and types of participants on both the owner’s and proposing teams.
b. The evidence shall include a portfolio of the firm’s projects that utilized the design-build delivery method with contact references.
c. A Summary Schedule outlining the DBT’s approach for achieving the University’s requirement of substantial completion on/or before June 2023 is required.

7) Supplier Diversity Participation

a. Identify all MBE, SDVE, WBE, Veteran, and DBE consultants, contractors, subcontractors, and suppliers and their certification status.
b. Demonstrate the team’s efforts and plan to achieve the University’s Supplier Diversity goal for this project.

8) Team Member’s Missouri Firm status

a. The University desires to contract with a Missouri firm and has a preference for teams that include Missouri firms.

Each Statement of Qualifications shall follow the order of the selection criteria above and shall not exceed forty (40) single-sided pages. The scoring system shown in the next section will be used in evaluating the Statements of Qualifications.

Selection Criteria for Consultant Selection

Up to four (4) teams with the highest scores will be pre-qualified and invited for the RFP phase of the project. The following selection criteria will be used in the evaluation of the Statements of Qualifications:

<table>
<thead>
<tr>
<th>Highest Score Possible</th>
<th>Selection Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Financial Capacity</td>
</tr>
<tr>
<td>30</td>
<td>Team Experience</td>
</tr>
<tr>
<td>30</td>
<td>Architects’ and Engineers’ Design Experience</td>
</tr>
<tr>
<td>20</td>
<td>Qualifications of Key Personnel</td>
</tr>
<tr>
<td>20</td>
<td>Team Members’ Common Project Experience</td>
</tr>
<tr>
<td>20</td>
<td>Knowledge of Design-Build Process</td>
</tr>
<tr>
<td>15</td>
<td>Supplier Diversity Participation</td>
</tr>
<tr>
<td>5</td>
<td>Missouri Firm status</td>
</tr>
<tr>
<td><strong>170</strong></td>
<td><strong>Total Possible Points</strong></td>
</tr>
</tbody>
</table>

Proposing teams will be notified whether they have or have not been pre-qualified after the Owner’s Evaluation Committee evaluates the Statements of Qualifications. All costs associated with Statements of Qualification issuance and submittal will be borne by the submitting teams.
Owner’s Current Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue RFQ</td>
<td>December 7, 2021</td>
</tr>
<tr>
<td>Receive Statements of Qualification</td>
<td>January 6, 2021</td>
</tr>
<tr>
<td>Notification of Shortlisted Teams</td>
<td>January 20, 2022</td>
</tr>
<tr>
<td>Issue RFP</td>
<td>February 4, 2022</td>
</tr>
<tr>
<td>Pre-proposal Meeting</td>
<td>February 8, 2022</td>
</tr>
<tr>
<td>Preproposal Work Sessions</td>
<td>March 1, 2022</td>
</tr>
<tr>
<td>Receive Submittals</td>
<td>March 22, 2022</td>
</tr>
<tr>
<td>Interview finalists</td>
<td>March 31, 2022</td>
</tr>
<tr>
<td>Notice of Intent to Award</td>
<td>April 8, 2022</td>
</tr>
</tbody>
</table>

END OF DOCUMENT