January 25, 2022

REQUEST FOR QUALIFICATIONS

RE: SUBSURFACE PARKING STRUCTURE – RC000502
Missouri University of Science & Technology

Missouri University of Science & Technology is requesting qualification statements from Design/Build teams (“DBTs”) interested in providing Design/Build Services for an approximately $7.6 Million new single level subsurface parking garage.

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 no more than four (4) Design-Build teams showing experience and expertise in:

▪ Designing and constructing parking garage structures.
▪ Designing and constructing facilities with a visible 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 parking garages. 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 May 31, 2023.

DBTs are strongly encouraged to include minority and women owned firms. The University has a 10% MBE, 3% SDVE, and 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 two projects you have completed of similar scope; qualifications of key team members who would be
Please limit these materials to a maximum of THIRTY (30) 8 1/2" x 11" electronic pages (single sided). The quantity of pages includes cover and cover letter but not financials. Financials may be sent in a separate email or via express mail but must be received no later than 2:00 pm on February 9, 2022. Submit your SOQ as a PDF file attachment in electronic mail to LittyP@mst.edu and willeitar@mst.edu on or before 2:00 pm on February 9, 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 February 14, 2022. Short-listed DBTs will also be required to participate in mandatory (pre-proposal) work sessions with the Selection Committee on February 25, 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 3, 2022 and post-proposal interviews will be held on March 7, 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/

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,

[Signature]

Pat Litty, RA, NCARB
Project Manager

Enclosure – Partial Campus Site plan

xc:
**Project Statement**

The proposed subsurface parking garage will provide convenient and accessible parking at the new arrival court for visitors to campus while reserving prime campus real estate for future development of academic and research facilities. This parking structure will support visitor parking for Havener Center, Student Experience Center, and the future Welcome Center. The proposed parking structure is an integral component of the arrival court that is formed at the new campus entrance created by the realignment of University Drive and the construction of the new roundabout on Bishop Avenue. The subsurface parking garage will be located in the new arrival court immediately south of Havener Center, east of US Highway 63, crossing over State Street, and north of Bertelsmeyer Hall in the heart of campus.

The site takes advantage of the depressed grade area between the Rolla building and the new entrance being created to campus. The parking garage will accommodate parking for a minimum 130 vehicles; the design/build process will be used to optimized the maximum number of parking spaces. Two pedestrian area ways will exit the structure with an elevator at one location exiting into a sunken plaza area near the center of the events plaza between the new Student Experience Center and the future Welcome Center. The top of the garage will accommodate the appropriate drainage for landscaping, and shall be structurally capable of accommodating emergency vehicles on the hardscape pedestrian walkway. Mechanical ventilation, fire suppression system, security cameras and lighting will be responsibility of the D/B team as well as a climate-controlled area for the elevator.

Other projects either constructing or demolishing in the area at similar time frames but NOT a part of this project will include the demolition of the existing campus support building, relocation of State Street Utilities, decommissioning of the existing substation, demolition of the existing Power Plant and construction of the Student Experience Center and the Arrival court landscaping and hardscape package. Refer to the attached enclosure for further clarification.
Program Summary

Bridging documents are currently in development to provide additional detailed information for the subsurface parking garage to be issued in the RFP to the short-listed firms.

- Elevator exiting from a sunken plaza to the events plaza
- Minimum of 130 parking spaces (combination of motorcycle, compact, and standard spaces)
- Two pedestrian exits out of garage
- Vehicular entry and exit from Highway 63 & University Drive with secure entry gate
- North eastern wall area exposed to daylight into future Welcome Center sunken plaza
- Elevator room
- Storage room
- Fire suppression room

Total square feet for the above program approximately 60,000

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 $51,500.00 to each unsuccessful short-listed proposer that submits 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 $7 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 each, separately, have a minimum of two (2) built and occupied parking garage projects with a program similar too this project in the $5M to $15M (in 2022 dollars) construction cost range. Subsurface garage experience would be preferrable. 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/engineering design, client communications, site planning, environmental design considerations, design of building systems, landscape design and client communication.
   b. The proposing teams shall demonstrate their design excellence and creativity with respect to parking garage 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 May 31, 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 THIRTY (30) single sided pages. The quantity includes cover and cover letter. Financials do not count in the quantity. The scoring system shown in the next session 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:
Proposing teams will be notified whether they have or have not been pre-qualified after the Owner’s 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>January 25, 2022</td>
</tr>
<tr>
<td>Receive Statements of Qualification</td>
<td>February 8, 2022</td>
</tr>
<tr>
<td>Notification of Shortlisted Teams</td>
<td>February 14, 2022</td>
</tr>
<tr>
<td>Issue RFP</td>
<td>February 15, 2022</td>
</tr>
<tr>
<td>Pre-Proposal Meeting</td>
<td>February 25, 2022</td>
</tr>
<tr>
<td>Receive Proposals</td>
<td>March 3, 2022</td>
</tr>
<tr>
<td>Post Proposal Interview</td>
<td>March 7, 2022</td>
</tr>
<tr>
<td>Notice of Intent to Award</td>
<td>March 9, 2022</td>
</tr>
</tbody>
</table>

END OF DOCUMENT