

CAMDEN COUNTY SENATE  
BILL 40 BOARD

REQUEST FOR PROPOSAL

2022-3: ARCHITECTURAL & CONSTRUCTION  
MANAGEMENT SERVICES

SUBMISSIONS SHALL BE ACCEPTED UNTIL

**FRIDAY, NOVEMBER 4<sup>th</sup>, 2022, at 4:00 PM**

And received at:

100 THIRD STREET (if Hand-Delivered)  
PO BOX 722 (if Mailed)  
CAMDENTON, MO 65020

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

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Sealed offers will be accepted by the Camden County Senate Bill 40 Board for consideration in provision of the following:

## **2022-3: ARCHITECTURAL & CONSTRUCTION MANAGEMENT SERVICES**

Submissions will be received by the Camden County Senate Bill 40 Board, P.O. Box 722 (if mailed), 100 Third Street (if hand-delivered), Camdenton, MO 65020 until **4:00 PM, on Friday, November 4<sup>th</sup>, 2022**. Proposals will be publicly opened at the Camden County Senate Bill 40 Board monthly Board meeting on **Tuesday, November 8<sup>th</sup>, 2022, at 6:00 PM** at 255 Keystone Industrial Park Drive, Camdenton, MO 65020, and/or via WebEx, and taken under advisement. Respondents should be aware that submissions are public record under state law. Specifications are available at [www.cccdr.org](http://www.cccdr.org) or by contacting Linda Simms at [linda@cccdr.org](mailto:linda@cccdr.org).

Equal Opportunity Employer

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Linda Simms  
Compliance Manager/Purchasing Officer

**Lake Sun Leader: September 9<sup>th</sup>, 2022 – Legal Notices**

**Columbia Daily Tribune: September 9<sup>th</sup>, 2022 – Legal Notices**

**Springfield News Leader: September 9<sup>th</sup>, 2022 – Legal Notices**

**Jefferson City News Tribune: September 9<sup>th</sup>, 2022 – Legal Notices**

Camden County Senate Bill 40 Board  
100 Third Street  
P.O. Box 722  
Camdenton, MO 65020

# REQUEST FOR PROPOSAL

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## 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 Camden County Senate Bill 40 Board (“Board”).
- 1.2 PROCESS. The Board will attempt to follow this timetable which shall result in the implementation of Architectural & Construction Management Services by **January 3<sup>rd</sup>, 2023**.

<b>Issuance of RFP</b>	<b>September 9<sup>th</sup>, 2022</b>
<b>Mandatory Pre-Proposal Conference</b>	<b>September 22<sup>nd</sup>, 2022</b>
<b>Deadline for Questions &amp; Inspections – 4:00 PM</b>	<b>November 1<sup>st</sup>, 2022</b>
<b>Deadline for Submittal of Proposals – 4:00 PM</b>	<b>November 4<sup>th</sup>, 2022</b>
<b>Opening of Proposals – 6:00 PM</b>	<b>November 8<sup>th</sup>, 2022</b>
<b>Interview with Selected Respondents (If Needed)</b>	<b>November 28<sup>th</sup> to December 9<sup>th</sup>, 2022</b>
<b>Selection of and Award to Successful Respondent – 6:00 PM</b>	<b>December 13<sup>th</sup>, 2022</b>
<b>Implementation of Services</b>	<b>January 3<sup>rd</sup>, 2023</b>

These dates are estimates and subject to change by the Board.

- 1.3 **MANDATORY PRE-PROPOSAL CONFERENCE.** There will be a mandatory Pre-Proposal Conference scheduled for Thursday, September 22<sup>nd</sup>, 2022, at 10:00 AM (CST). Attendees are to meet at 255 Keystone Industrial Park Drive, Camdenton, MO 65020. Attendance is a prerequisite for submitting a response to this solicitation and will be evidenced by the representative’s signature on the attendance roster. 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 at respondents’ convenience anytime up to Tuesday, November 1<sup>st</sup>, 2022, 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 Tuesday, November 1<sup>st</sup>, 2022**. All inquiries shall be directed to:

Linda Simms, Compliance Manager/Purchasing Officer  
Email: [linda@ccddr.org](mailto:linda@ccddr.org)

Contact with any other Board employee or Board member regarding this solicitation is expressly prohibited without prior consent. Respondents directly contacting other Board 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.ccddr.org](http://www.ccddr.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 the Board is that which is issued by the Board 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 his/her submission to the office of the Board, 100 Third Street, Camdenton, Missouri 65020 or mailed to P.O. Box 722, Camdenton, MO 65020, 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 publicly opened and read aloud **at approximately 6:00 PM on Tuesday, November 8<sup>th</sup>, 2022**, at the Camden County Senate Bill 40 Board monthly Board meeting at 255 Keystone Industrial Park Drive, Camdenton, MO 65020, and/or via WebEx. Respondents and the public are invited but not required to attend the formal proposal opening. All documents will be made available for public inspection, but no decision relating to the award of the contract will be made at the proposal opening.

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## 2. TERMS AND CONDITIONS

- 2.1 **INCURRING COSTS.** The Board 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 the Board's sole judgment, the best interests of the Board 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 the Board.
- 2.4 **VALIDITY.** Respondents agree that submissions will remain valid for consideration by the Board for a minimum period of ninety (90) calendar days after the date specified for proposal opening.
- 2.5 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of the Board and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.
- 2.6 **AS NEEDED, IF NEEDED.** The successful respondent shall provide product or service on an "as needed, if needed" basis for the Board in accordance with the provisions and requirements stated herein. Any quantities included in this request are based on estimates; the Board reserves the right to increase or decrease quantities to meet actual needs and maintain the quoted pricing and/or stated terms.
- 2.7 **EXCEPTIONS.** The wording of this solicitation may not be changed or altered in any manner unless done so by the Board 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 the Board, 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.
- 2.8 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of respondents to ask questions, request changes or clarification, or otherwise advise the Board 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 Compliance Manager/Purchasing Officer by **4:00 PM on Tuesday, November 1<sup>st</sup>, 2022.**
- 2.9 **INTERPRETATION OF DOCUMENTS.** Should any differences arise as to the meaning or intent of these specifications, the Board's interpretation shall be final and conclusive.
- 2.10 **ASSIGNMENT.** The awarded party shall not assign the contract, subcontract or sublet it as a whole without the prior written consent of the Board. 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 the Board.
- 2.11 **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.

- 2.12 **QUALIFICATIONS OF RESPONDENTS.** The Board 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 the Board all such information and data for this purpose that the Board may request. The Board reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy the Board that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.
- 2.13 **TAX EXEMPTION.** The Board 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.
- 2.14 **FUNDS.** Financial obligations of the Board 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 the Board.
- 2.15 **PRICES.** Prices must be stated in units of quantity specified and must be firm. Proposals qualified by escalator clauses may not be considered.
- 2.16 **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 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 Camden County, Missouri.
- 2.17 **BASIS OF AWARD.** Award shall be made to the responsible respondent whose offer best responds to the quality, capacity, and service requirements of the Board, as determined by the Board.
- 2.18 **PREFERENCE.** In making proposal awards, the Board shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of Camden when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less. The Board shall also give preference to those firms that employ Camden County residents with disabilities, which includes developmental and intellectual disabilities as defined in RSMo 205.968 and RSMo 630.005.
- 2.19 **CHANGE ORDERS.** The final contract between the Board and the awarded party will include, by reference, the awarded party's response and the specifications contained in this solicitation. The Board may make changes within the general scope of these specifications and/or the contract resulting from this solicitation, yet all departures from the specifications will be considered unauthorized unless the awarded party has obtained a change order, signed by the Board, authorizing and directing such changes or departures. Any work/service that is unauthorized, and the correction of such unauthorized effort, shall be at the awarded party's expense. No other individual is authorized to modify the contract in any manner.
- 2.20 **CONTRACT TERMINATION.**
- 2.20.1 **TERMINATION FOR DEFAULT.** If, through any cause, the awarded party shall fail to fulfill, in a timely and proper manner, its obligations under the contract resulting from this solicitation, or if the awarded party shall violate any of the covenants, agreements, or stipulations of said contract, the Board shall thereupon have the right to terminate this contract for cause by

giving written notice to the awarded party of its intent to terminate and at least ten (10) calendar days to cure the default or show cause why termination is otherwise not appropriate. In the event of termination, all finished or unfinished documents, data, studies, survey, drawings, maps, models, photographs, and reports or other material prepared by the awarded party under this contract shall, at the option of the Board, become its property, and the awarded party shall be entitled to receive just and equitable compensation for any services and supplies delivered and accepted. The awarded party shall be obligated to return any payment advanced under the provisions of this contract.

Notwithstanding, the awarded party shall not be relieved of liability to the Board any damages sustained by the Board by virtue of any breach of the contract by the awarded party, and the Board may withhold any payment to the awarded party for the purpose of mitigating its damages until such time as the exact amount of damages due the Board from the awarded party is determined.

If after such termination it is determined, for any reason, that the awarded party was not in default, or that the awarded party's action/inaction was excusable, such termination shall be treated as a termination for convenience, as described herein.

2.20.2 **TERMINATION FOR CONVENIENCE.** The performance of work under the contract resulting from this solicitation may be terminated by the Board in whole or in part at such time that the Board determines that such termination is in the best interest of the Board. 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.

2.21 **INSURANCE REQUIREMENTS.** The successful bidder shall provide and maintain for the duration of the contract, insurance acceptable to and approved by the Board. 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.

2.21.1 **COMPENSATION INSURANCE.** The Contractor shall take out and maintain during the life of the contract, Employee's Liability and Worker's Compensation Insurance for all their employees employed at the sites of the work or performing work related to the contract, per statutory limits.

2.21.2 **PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE.** The Contractor shall take out and maintain during the life of the contract such public liability and property damage insurance as shall protect them performing work covered by the contract from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under the contract. The amounts of insurance shall be as follows:

- **PUBLIC LIABILITY INSURANCE.** In an amount not less than \$1,000,000 single limit for any one occurrence covering both bodily injury and property damage, including accidental death, \$3,000,000 aggregate.
- **AUTOMOBILE PUBLIC LIABILITY AND PROPERTY DAMAGE.** The Contractor shall

maintain during the life of the contract, automobile public liability insurance in the amount of not less than \$1,000,000 single limit for any one occurrence and not less than \$250,000 per individual, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and automobiles both on and off the site of the work.

- OWNER'S CONTINGENT OR PROTECTIVE LIABILITY AND PROPERTY DAMAGE. The Contractor shall provide the Board with proof of Owner's Protective Liability and Property Damage Insurance, which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the contract. It is preferred that this policy includes a provision for alleged assault and battery. The minimum amounts of such insurance will be \$1,000,000 per occurrence; \$2,000,000 aggregate.

- 2.21.3 PROOF OF INSURANCE. The Contractor shall furnish the Board 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 the Board has determined that the contract is complete.
- 2.21.4 HOLD HARMLESS AGREEMENT. To the fullest extent not prohibited by law, the Contractor shall indemnify and hold harmless the Board, 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 the Board from its own negligence.
- 2.22 LIQUIDATED DAMAGES. The Board may, at its discretion, deduct One Hundred Dollars (\$100.00) per day from any amount otherwise due under the contract for every day Contractor fails or refuses to prosecute the work, or any separable part thereof, with such diligence as will insure the completion by the date specified, or any extension thereof, or fails to complete the work by such time, as long as the Board does not terminate the right of Contractor to proceed or otherwise delay the Contractor's schedule. It is further provided that Contractor shall not be charged with liquidated damages because of delays in the completion of the work due to unforeseeable causes beyond Contractor's control and without fault or negligence on Contractor's part or the part of its agents.
- 2.23 PERFORMANCE BOND. **A Performance Bond will be required upon the execution of a contract for any project for which total costs exceeds \$25,000.** The successful Bidder shall provide a Bond, Certified Check, Cashier's Check or Bank Money Order payable to the Camden County Senate Bill 40 Board for an amount equal to One Hundred Percent (100%) of the awarded portion of work before work is commenced guaranteeing the Contractor's performance of the work as specified and awarded. Said bond shall be in a form approved by the Board and shall be by such company or companies as may be acceptable to the Board in its sole and absolute discretion. The amount of the bond shall be equal to the total dollar amount of the Contractor's proposal as accepted by the Board.



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## 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. The Board seeks to consolidate its Osage Beach Administrative Office and Camdenton Targeted Case Management Office. The Board owns approximately 5.2 acres at Keystone Industrial Park, which also includes a commercial building (Keystone) located at 255 Keystone Industrial Park Drive, Camdenton, MO 65020, that can possibly be renovated to accommodate the consolidation of both offices. The Board needs to determine if renovations are feasible and cost effective. The Board has allocated funding for such renovations; however, the Board's funding is limited, and it must be determined if the Board can move forward with renovations prior to implementing Phase 2 (see below). The appendices to this RFP provide examples for respondents about the Board needs and are preliminary ideas for consideration but are not necessarily intended to be the final product(s):

1. Appendix "A" – Keystone Renovations with a new Addition
2. Appendix "B" – Keystone Renovations without a new Addition (Existing Space Only)
3. Appendix "C" – Parking Lot and Property Drainage Improvement Areas
4. Appendix "D" – General Concepts

### **General**

The respondent being selected through this RFP process will enter into an agreement with the Board to provide architectural and construction management services related to the project at various phases and stages from pre-design to post-construction, if applicable. The level of service requested will vary based on the scope of any given project. Based on the requirements of the Board, the selected respondent shall provide architectural and construction management 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 Administration), if applicable**

- 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 the Board and other necessary and appropriate government units, utilities, organizations, and persons to ascertain project requirements
- Review existing drawings, plans, and actual conditions, and advise the Board on issues of concern regarding design, equipment selection, material selection, and cost estimation as well as cost (life cycle) analysis
- Review initial Board floor plans/drawings and make recommendations to the Board
- Should the Board approve advancement to the Cost Estimating/Condition Survey Report stage, the Board 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 the Board in determining feasibility and cost effectiveness
- Assist in the identification of grant or alternate funding opportunities, including preparation of documents required for compliance, at the request of the Board
- Prepare drawings and/or reports summarizing conditions and make recommendations to the Board
- Participate in Board and other administrative meetings as needed
- Should the Board approve advancement to the Design Options stage, the Board 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 the Board
- Provide a detailed cost estimate separating labor and materials accompanying each design option developed (life cycle cost estimates to be provided upon the Board's request)
- Participate in Board and other administrative meetings as needed
- Should the Board approve the Design Option submission, the Board 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 general 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 Board and other administrative meetings as needed
- Advancement to Phase 2 (Construction Administration) will be pending Board review of reports, comments, and other documents, designs, and/or notices

### **Phase 2 (Construction Administration) Detail**

If the Board determines the project is feasible and not cost prohibitive, the Board may decide to proceed with the project. The following Phase 2 (Construction Administration) detail is not an exhaustive list of all that may be required or necessary but will serve as a guide for respondents if the Board proceeds with the project.

### Contract Documents/Bidding/Awards (Stage 1)

- Participate in Board and other administrative meetings as needed
- Assist in the preparation of detailed issuance of RFP(s) and project work contract documents in accordance with applicable Board Policies and/or local, state, and Federal regulations (codes, standards, and requirements) for all elements of the project work
- Assist the Board in pre-bid and pre-award meetings, obtaining bids, reviewing bids, award recommendation(s), and preparing of construction contract(s)

## Construction Completion (Stage 2)

- General administration of the project until final completion and acceptance by the Board
- Participate in Board and other administrative meetings as needed
- Conduct a preconstruction conference, which shall include the awarded party, or its authorized representative, the contractor(s), authorized representatives of the Board, as well as representatives of any other public or private agencies which the Board determines should be in attendance
- There shall be no change in the scope of the work or in materials specified by the awarded party until approval for such change has been given in writing by the Board
- At the preconstruction conference, the awarded party shall witness that all necessary permits and licenses have been obtained and all necessary documents have been received and approved by the Board
- Assist in the evaluation of product or systems substitutions
- Coordinate warranty submissions with manufacturers
- Provide progress reviews, verification to design adherence, and project component completion to the Board and other authorities as required (Board prefers 25%, 50%, and 75% completion)
- Provide progress prints, specifications, and revised cost estimates, if applicable at specified intervals (Board prefers 25%, 50%, and 75% completion) for the Board's review and approval
- Throughout the completion of the project, prepare and update (Board prefers at 25%, 50%, and 75% completion) an estimate of construction costs, which shall include approved extra costs, change orders, and remaining contingency balance
- Review and evaluate submittals/claims for extra costs and change orders as well as make recommendations to the Board on approval/denial of such submittals/claims
- Inspect the construction site and actively participate in on-site construction meetings
- Advise the Board regarding interpretations of contract documents and payments to contractors
- Review and make recommendations to the Board on any claims received from contractors - determine the amount owed to a contractor and issuance of certificates for payment in such amounts – by reviewing and approving a certificate for payment, the awarded party will also represent to the Board that, to the best of its knowledge, information, and belief, based on what its observations have revealed, the quality of the work is in accordance with the Contract Documents
- Conduct and assist the Board for substantial completion by preparing a punch list, including project component completion inspections and conducting an overall final inspection, as part of the Certificate of Completion closeout process, which shall be required and must be approved by the Board as an acceptance of the work performed.
- Furnish to the Board, based on marked up prints, drawings and other data furnished by the contractor, a set of reproducible drawings showing all construction (elements/systems) as actually built
- Provide the Board with AutoCAD files in a format acceptable to the Board and one set of reproducible drawings
- Secure and transmit to the Board all required guarantees, affidavits, releases, bonds, and waivers and other closeout documents.
- Prepare a logbook, recording the hours worked on the job site, weather conditions, list of visiting officials, daily activities, decisions, manning levels by trade, observations in general, and specific observations in more detail (if applicable) – at the completion of the project, the logbook (or certified copy) shall be delivered by the awarded party to the Board

The desired timelines for each phase of this project are:

- Phase 1 (Construction Documents), stages 1 through 4 as approved by the Board – **by April 11<sup>th</sup>, 2023**
- Phase 2 (Construction Administration), if approved to proceed by the Board – **by April 9<sup>th</sup>, 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)**.

**PLEASE NOTE: This is a public works project. Principal contractors and all subcontractors hired to complete the project must follow Missouri Prevailing Wage Law if public works projects are valued over \$75,000.**

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## EVALUATION AND AWARD

EVALUATION. The Board's Administrative Team shall review the proposal submissions and make recommendations to the Board. **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 the Board.

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 Administrative Team. The Administrative 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 the Board to make an award to the company submitting the lowest priced proposal or to any of the respondents. It is the intent of the Board to obtain information as complete as possible from each respondent as will enable the Board to identify the proposal that best meets the needs of the Board 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 the Board may contact.

### REFERENCE ONE

Owner Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

### REFERENCE TWO

Owner Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

### REFERENCE THREE

Owner Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

### REFERENCE FOUR

Owner Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone/Email: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

### REFERENCE FIVE

Owner Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

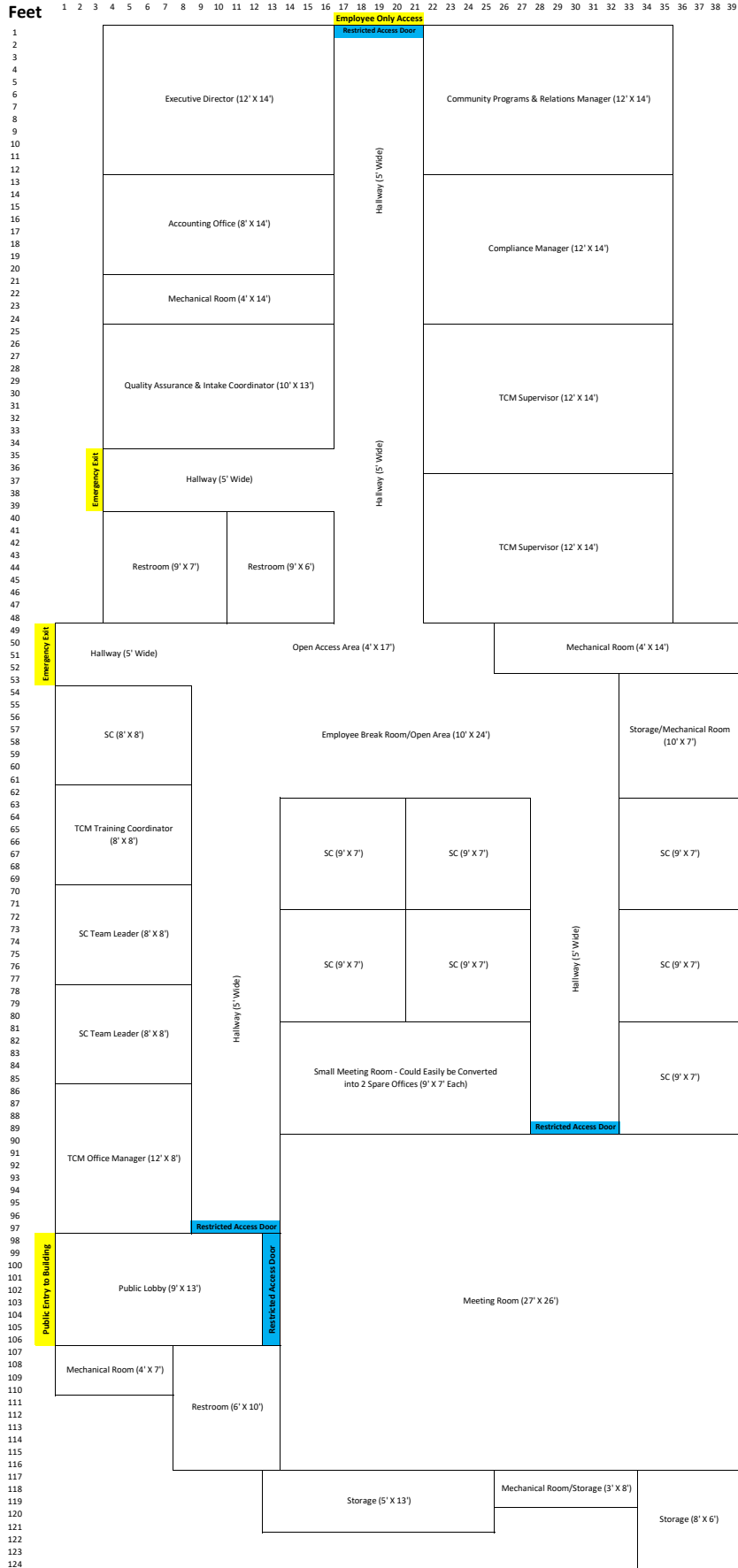
Phone/Email: \_\_\_\_\_ Contract Period: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

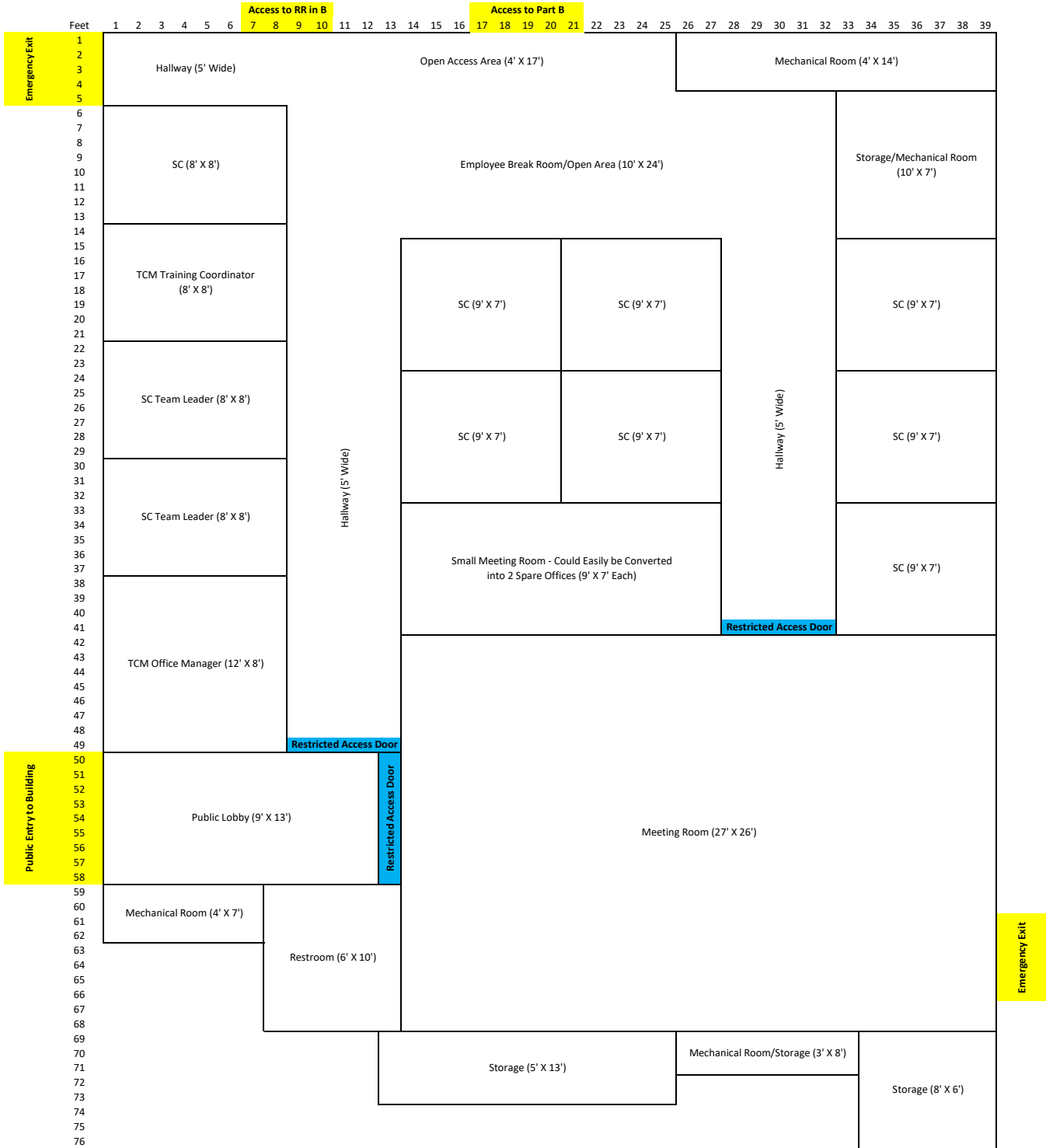
# Appendix “A”



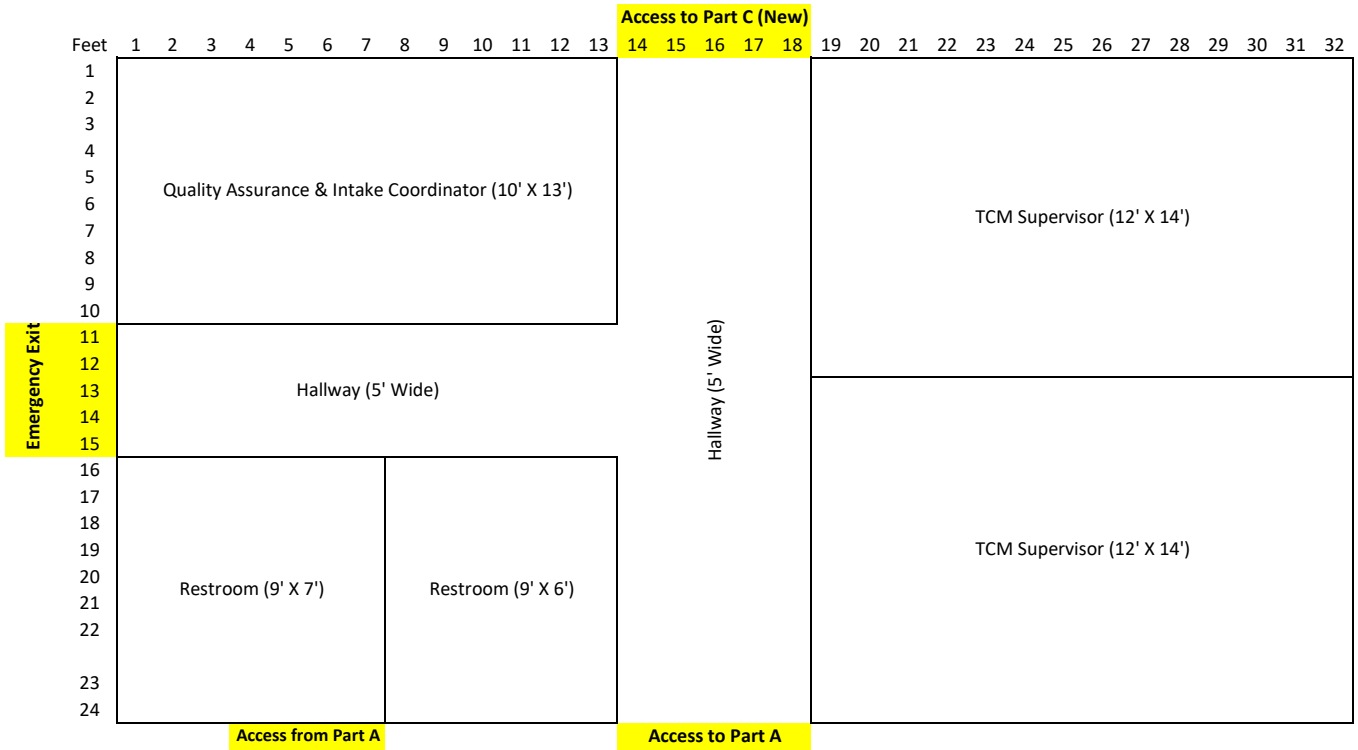
# Entire Building with New Addition



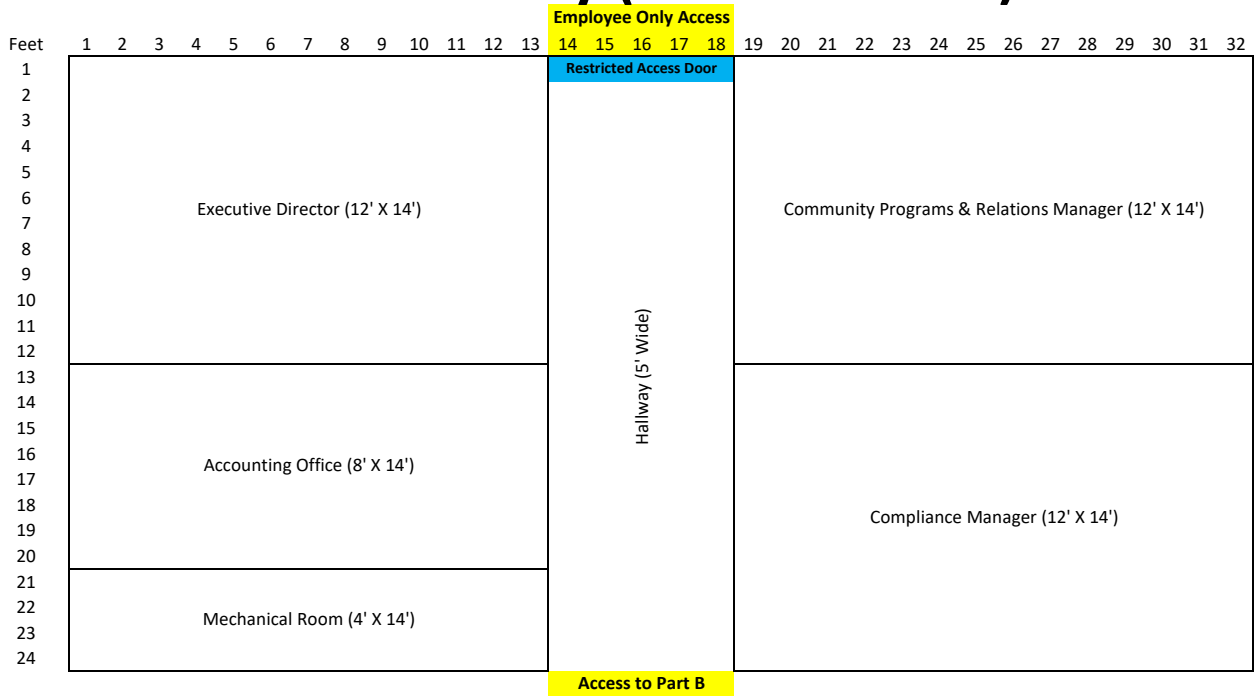
# Part A Only



# Part B Only

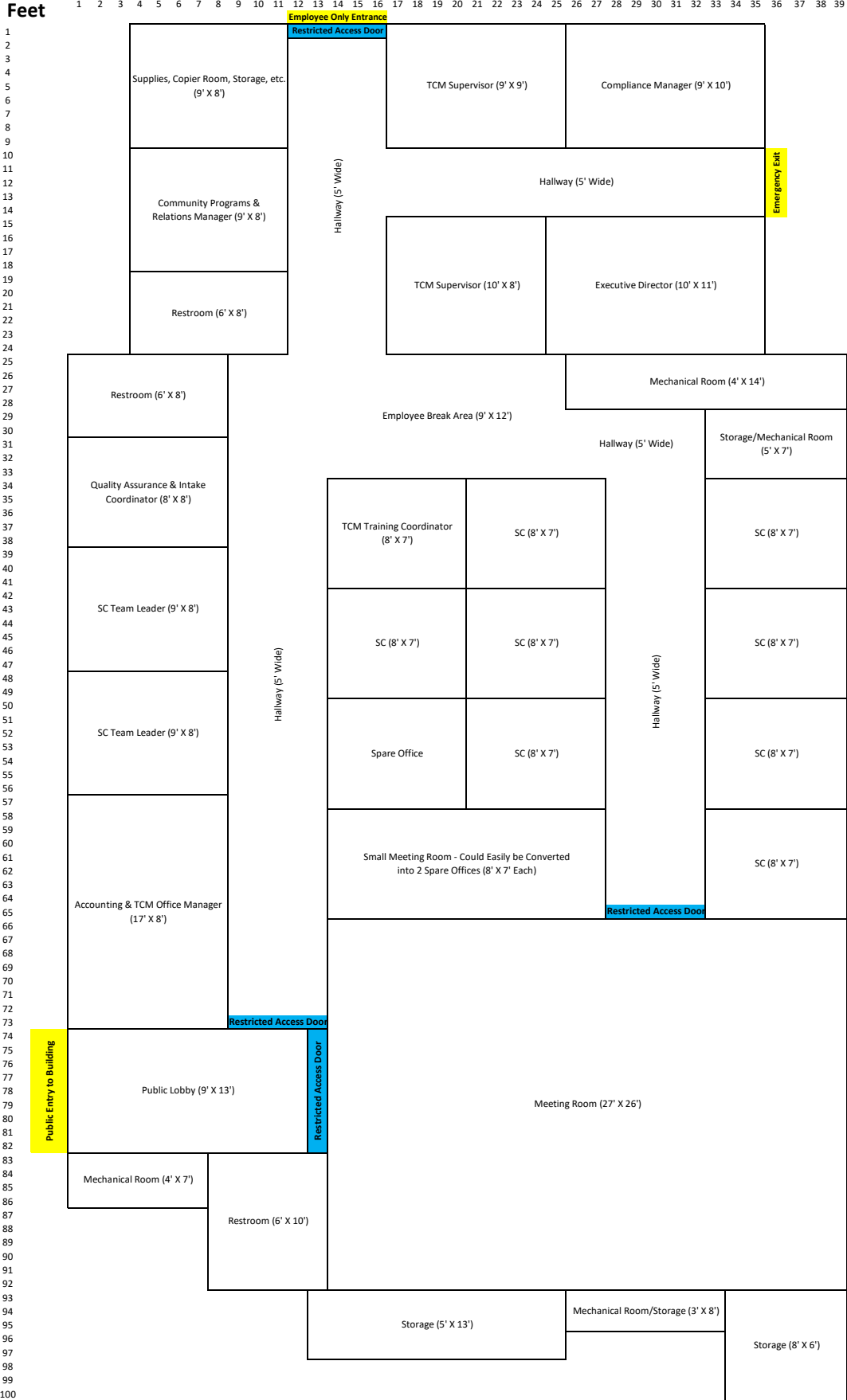


# Part C Only (New Addition)

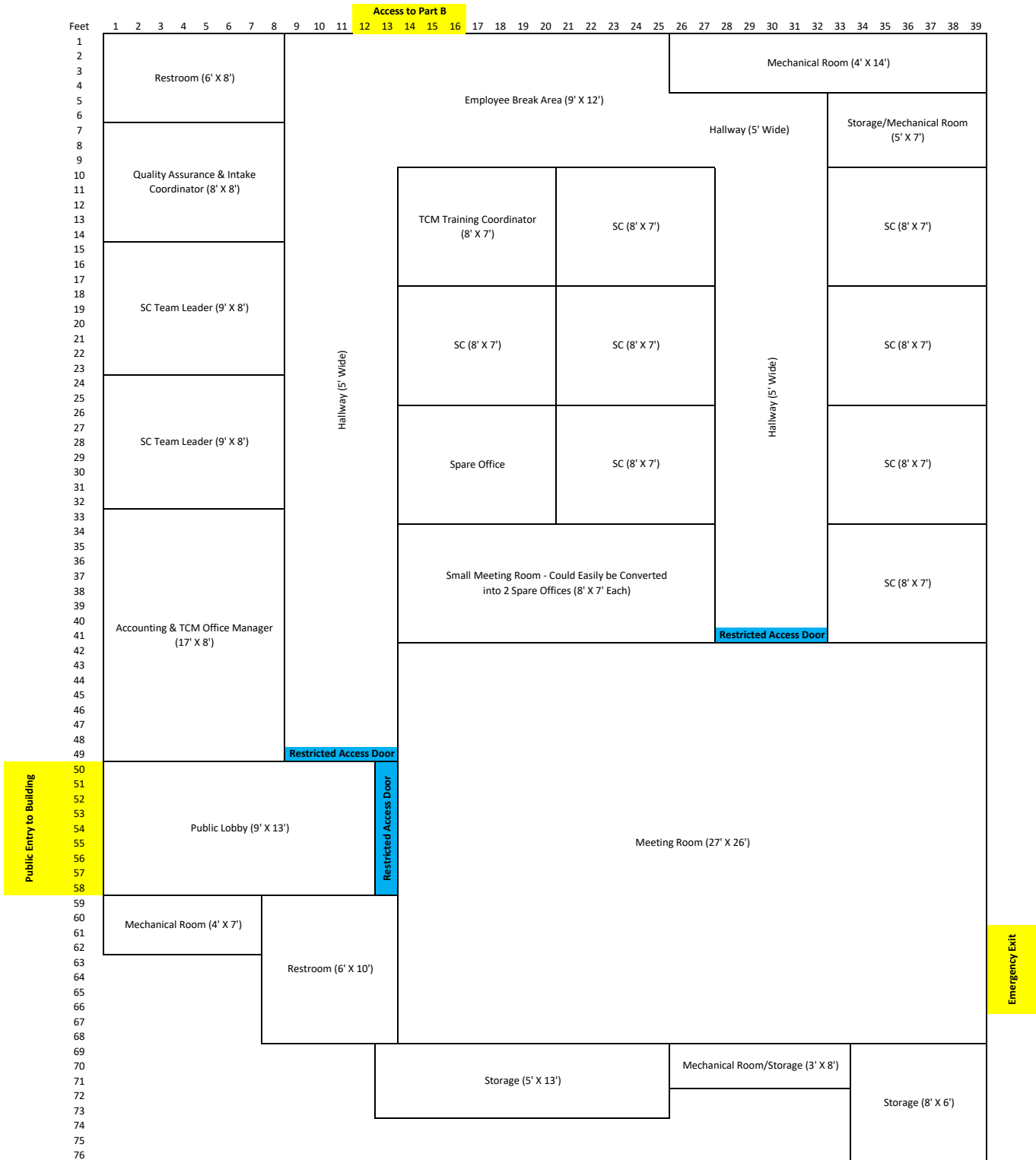


# Appendix “B”

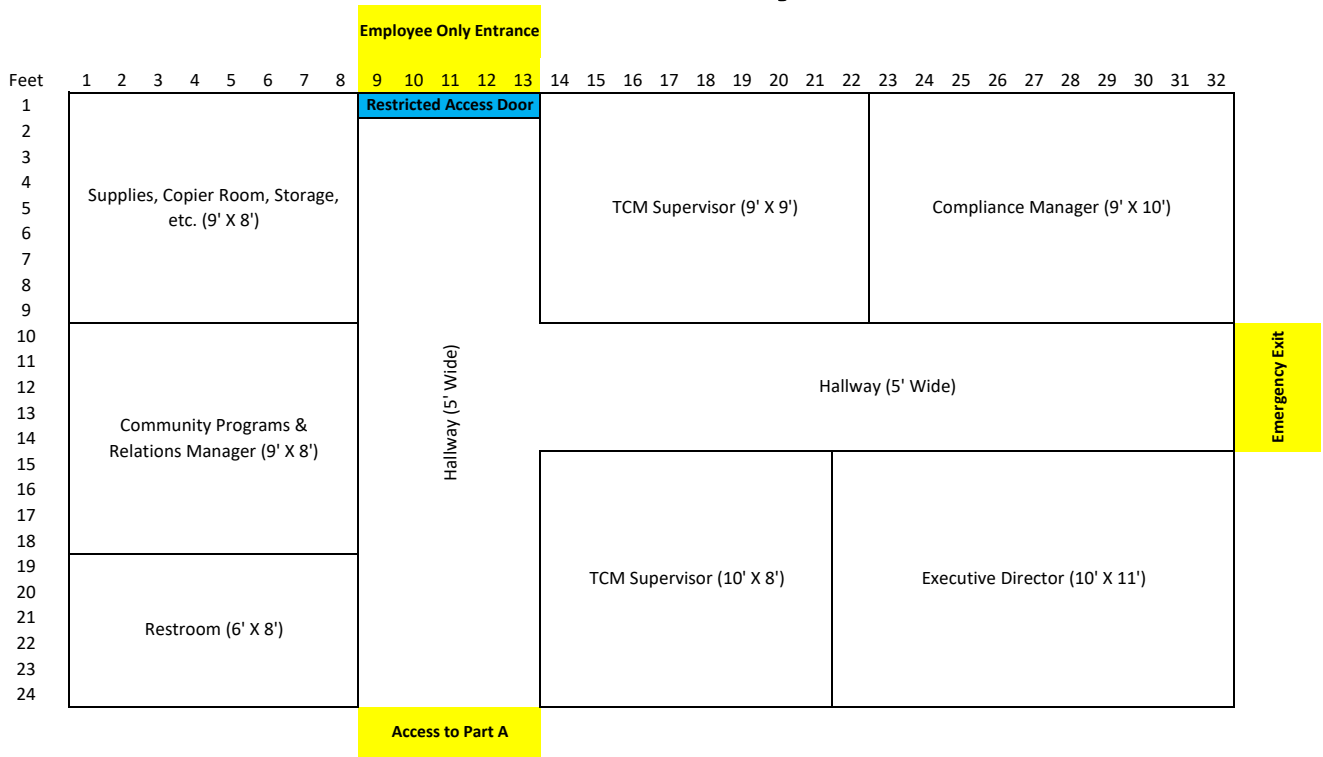
# Entire Building (Existing Space Only)



# Part A Only



# Part B Only





# Appendix “C”

# Camden County, MO



## Legend

- Highway
  - Interstate Highway
  - US Highway
  - Numbered State Highway
  - Lettered State Highway
- Road
- Address Point
- Condo Point
- Parcel
- Corporate Limit Line
- Land Hook
  - DASHED LAND HOOK
  - SOLID LAND HOOK
- Original Lot
- Section
- County Boundary

## Notes

160.1      0      80.04      160.1 Feet

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

# Appendix “D”

# General Concepts

- Expand parking areas to accommodate an additional entrance, designated area for OATS' bus parking, employee parking, and visitor parking
- Create solid surface parking wherever feasible and practical
- Create solid surface, accessible parking at main entrance and employee only entrance of building
- Create accessible sidewalks and entryways to main entrance and employee only entrance
- Create designated dumpster pad for appropriately sized waste disposal container
- Improve existing drainage along roadway
- Determine current septic system and water delivery capacities and expand, if necessary, to accommodate additional accessible restrooms
- Maximize indoor office and additional spaces to accommodate all employees with additional office expansion opportunities and meeting spaces
- Maximize sound-proofing between offices and other indoor spaces
- Expand and maximize HVAC systems to include appropriate ventilation in each office, corridor, etc.
- Expand and maximize electrical capacities to ensure all office equipment and other additional devices can be utilized appropriately
- Maximize and utilize state of the art networking capacities and capabilities to ensure all office equipment and other devices can be utilized efficiently
- Ensure all accessibility components meet, but preferably exceed, ADA requirements
- Utilize Universal Design Concepts when planning for doors, corridors, fixtures, etc.
- Utilize state of the art mechanical, plumbing, and electrical systems and equipment when and where feasible
- Ensure energy efficiency is maintained
- Ensure lighting is sufficient and mitigates human sensitivity as much as possible throughout the inside of the building
- Ensure appropriate lighting in parking and building exterior areas
- Develop and utilize state of the art meeting and presentation capabilities for the larger meeting room
- Develop and utilize state of the art security features at facility entry points and internal restricted area entry points
- Maximize all existing/new space utilization indoors and outdoors without sacrificing accessibility features (as much as possible)

**(NOTE: This list is not meant to be an exhaustive list; however, it represents several features desired in an effort to maximize and improve overall facility accessibility, efficiencies, comfort, and general utilization)**