

## **REQUEST FOR QUALIFICATIONS – PROFESSIONAL ENGINEERING SERVICES for THE HUB STORIES PHASE 3 IMPLEMENTATION**

Professional Engineering Services – The Downtown Community Improvement District  
Columbia, MO

**Date of Advertisement: March 5, 2024**

**Date of Final Submission: April 19, 2024 at 4:00pm (CST)**

The Downtown Community Improvement District (CID) in the City of Columbia, Missouri, is advertising a request for qualifications (RFQ) for professional engineering services for further implementation of The District Gateway Master Plan - The Hub Stories. The Downtown CID is an independent organization dedicated to keeping Columbia's downtown – The District – vital.

The District encompasses 50 square blocks, more than 300 individual properties, 5000 residences and over 600 businesses, nonprofits and government entities. (Refer to Exhibit A) Bounded by 3 Universities and Colleges and City Government buildings, the area offers both a strong day and night economy.

It is the policy of The District to negotiate contracts for professional services on the basis of demonstrated competence and qualifications for the professional services required and such services shall be at fair and reasonable prices.

### **1) Introduction**

The District conducted a master plan study in 2013-2014 for a Gateway Master Plan, to enhance the identity of downtown, strengthen directional wayfinding and promote economic development for The District. The master plan involved extensive public involvement and civic engagement resulting in a thorough master plan with a hierarchy of proposed infrastructure and public art improvements. The master plan was formally adopted by The District Board in August 2014 and received a resolution of support from the City of Columbia in April 2015 (The master plan can be viewed on The District's website: <http://discoverthedistrict.com>)

The Request for Qualifications (RFQ) for Professional Engineering Services pertains to the preliminary and final design of the Hub Stories phase 3 of the master plan. The Hub Stories are a number of public art installations throughout downtown Columbia. Conceptually, the Hub Stories reflect collective stories of the downtown, reflected in the public art of the installation. The installations are proposed to be prefabricated globes, suspended above a local street. The globes will be designed by an artist. Engineering services are required for the design of the support structures of the Hub Stories. (Refer to Exhibit B)

The RFQ is to utilize the professional engineering services in the design of three (3) of the Hub Stories, collaborating with a public artist, who will be contracted separately by The District. The location and composition of the three (3) Hub Stories will be determined by The District. The professional engineering services requested by The District includes:

1: Structural Engineering

2: Electrical Engineering

3: Civil Engineering

4: Construction Administration (limited services during construction of proposed Hub Stories)

## **2) Desired Qualifications**

Engineering firms interested in working on the Hub Stories Phase 3 Implementation should have the following qualifications:

- a) Professional experience in working with local municipal government.
- b) Professional experience in working with public artists.
- c) Professional experience in working on local street infrastructure projects.
- d) Professional experience in working on public infrastructure projects which receive public review and comment.

## **3) Scope of Services**

Engineering firms interested in working on the Hub Stories Phase 3 Implementation will provide the following services:

- a) **Preliminary Design:** Development of preliminary plans, specifications, and cost estimates of the structural, electrical and civil engineering elements of the Hub Stories Phase 3 improvements.
- b) **Final Design:** Development of final plans, specifications, and cost estimates of the structural, electrical and civil engineering elements of the Hub Stories Phase 3 improvements. Final design includes submission of plans, specifications and estimates to the City of Columbia for permits. Plans, specifications, and estimates should be signed and sealed documents of a Professional Engineer (P.E.) licensed to practice in the State of Missouri.
- c) **Bidding Documents:** Development of bidding documents of the plans, specifications, and cost estimates of the structural, electrical, and civil engineering elements of the Hub Stories Phase 3 improvements for the solicitation of construction bids from local contractors.
- d) **Collaboration:** Attend a maximum of five (5) meetings with the District, program manager and selected artist in the development of the preliminary and final design of the Hub Stories Phase 3 Improvements.
- e) **Construction Administration:** Provide periodic construction administration services during the construction of the three Hub Stories Phase 3 Improvements. Services will include the following:
  - a) **Site visits:** Conduct a maximum of two (2) site visits to each of the three (3) project sites for compliance of the construction to the plans, specifications, and estimates.
  - b) **Shop Drawings:** Review and approve shop drawings and product data.
  - c) **RFI's:** Address any Request for Information (RFIs) from the contractor.
  - d) **Punch List:** Conduct punch list walk through of the project sites with the contractor to verify compliance with the plans, specifications, and estimates.

#### **4) Qualifications Format**

To be considered for selection, please submit the following information in keeping with the following format and identifying each item by number and letter:

- a) Letter of Introduction: Describe your understanding of the project and proposed professional team. (One 8.5x11 maximum)
- b) Firm Profile: Profiles of the firm, including number of employees, location(s) and professional services provided by the firm.
- c) Organizational Chart: Listing of proposed professionals, their respective project roles and an identified project manager.
- d) Resumes: Resumes of proposed professionals.
- e) Project Examples: Project descriptions of a maximum of five (5) projects, similar in scope and scale, of other public infrastructure or public art projects.
- f) References: Provide a contact name, telephone number and email address of a client whom the firm has provided professional services for on past projects.

#### **5) Evaluation of Qualifications**

Qualifications Submissions will be screened by a committee for adequacy of content, technical competency, and experience.

Criteria for the selection shall be as follows:

- a) Qualifications Submission content
- b) Background and similar experience
- c) Capacity and capability of professional firm to perform the work required, including specialized services
- d) Experience of key people, including project specific experience for each person
- e) Satisfactory references
- f) Past record of performance for professional firm with respect to such factors as control of costs, quality of work and ability to meet deadlines.
- g) Sensitivity to context of Columbia, Missouri

The District reserves the right to reject any qualification and/or modify the requested qualifications as deemed necessary by The District.

#### **Contract Conditions**

The acceptance of any proposal and selection of any Vendor shall be subject to, and contingent upon, the execution by the CID of a Contract. The contract shall contain, among other terms, certain provisions required by law and by policies of the CID including, without limitation, the following providing that the Vendor:

- i. Shall defend, indemnify and hold harmless the CID, including employees and directors, against any claims or damages relating to its acts and omissions;
- ii. Shall maintain financial and other records relating to the Contract, including, without limitation, payroll records for a period of seven (7) years from the end of the Contract Term, and shall make such records available for inspection and audit;
- iii. Shall maintain insurance with insurers licensed or authorized to provide insurance and in good standing with the State of Missouri, such policies shall be in a form acceptable to, and include

- any conditions reasonably required by the CID, and naming the CID, employees and directors as additional insured's;
- iv. Shall be licenses to conduct business in the State of Missouri;
  - v. Shall represent and warrant that neither it nor any of its directors, officers, members, or employees has any interest, nor shall they acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the Services as set forth in the Contract. Further, the Vendor must agree that it shall employ no person having such a conflict of interest in the performance of the Services; and
  - vi. Shall agree to Boone County, Missouri as the venue in any legal action or proceeding between the Vendor and the CID.

### **State Sunshine Law**

All Submissions submitted to the CID in response to this request may be disclosed in accordance with the standards specified in the Sunshine Law. The CID is a "public governmental body" pursuant to said Sunshine Law, therefore, all proposals may be disclosed.

### **Costs**

The CID shall not be liable for any cost incurred by the respondent in the preparation of this Qualifications Submission or for any work or services performed by the respondent prior to the execution and delivery of the Contract. The CID is not obligated to pay any costs, expenses, damages, or losses incurred by any respondent at any time unless the CID has expressly agreed to do so in writing.

### **CID Rights**

This is a "Request for Qualifications" and not a "Request for Bids". The CID shall be the sole judge of whether a proposal conforms to the requirements of this RFQ and of the merits and acceptability of the individual proposals. Notwithstanding anything to the contract contained herein, the CID reserves the right to take any of the following actions in connection with this RFQ: amend, modify or withdraw this RFQ; waive any requirements of this RFQ; require supplemental statements and information from any respondents to this RFQ; award a contract to as many or as few or none of the respondents as the CID may select; to award a contract to entities who have not responded to this RFQ; accept or reject any or all proposals received in response to this RFQ; extend the deadline for submission of proposals; negotiate or hold discussions with one or more of the respondents; permit the correction of deficient proposals that do not completely conform with the RFQ; waive any conditions or modify any provisions of this RFQ with respect to one or more respondents; reject any or all proposals and cancel this RFQ; in whole or in part, for any reason or no reason, in the CID's sole discretion. The CID may exercise these rights at any time, without notice to any respondents or other parties and without liability to any respondent or other parties for their costs, expenses or other obligations incurred in the preparation of this proposal or otherwise. All proposals become the property of the CID.

### **Applicable Law**

This RFQ and any Contract, Subcontract or any other agreement resulting henceforth shall be governed by the Laws of Missouri, and are subject to all applicable laws, rules, regulations and executive orders, policies, procedures, and ordinances of all Federal, State and City authorities, as the same may be amended from time to time, including, without limitation, equal employment opportunity laws.

### **Brokerage Fees or Commissions**

The CID shall not be obligated to pay any fee, cost or expense for brokerage commissions or finder's fees with respect to the execution of this Contract. The Respondent agrees to pay the commission or other compensation due any broker or finder in connection with the Contract, and to indemnify and hold harmless the CID from any obligation, liability, cost and/or expense incurred by the CID as a result of any claim for commission or compensation brought by any broker or find in connection with this Contract.

**Additional Work**

During the Contract, the CID, at its sole discretion, may choose to work with the selected Vendor and/or hire its services for projects other than the Scope of Services or projects that exceed the Scope of Services. The CID's decision to do so may be based on the firm's relevant experience and its successful performance under the contract.

**Insurance**

The Vendor and all approved subcontractors shall carry and maintain, during the Term, insurance issues by insurance companies authorized to provide insurance and in good standing in the State of Missouri. Vendor shall provide certificates of insurance and proof of payment.

**Employment Standards**

Vendor is expected to provide employment standards for recruiting staff, conducting employee background checks, drug testing, grooming and other personnel policies and practices and policies for working in inclement weather.

**Disclaimer**

The CID, and its respective officers, directors, members, and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFQ. Further, the CID does not warrant or make any representation as to the quality, content, accuracy or completeness of the information, text, graphics or any other facet of this RFQ, and hereby disclaim any liability for any technical errors or difficulties of any nature that may arise in connect with any website on which this RFQ has been posted, or in connection with any other electronic medium utilized by the respondents or potential respondents in connection with or otherwise related to this RFQ.

**Questions**

Respondents may submit questions and/or request clarifications from the CID by submitting them in writing to the contact person at the contact person's email address listed below.

**Contact Information for Questions should be via email correspondence only to the following:**

Nickie Davis, Executive Director - ndavis@discoverthedistrict.com

**Qualifications Submissions**

A sealed envelope including three (3) hard copies of Qualifications Submissions and one digital file copy should be delivered to the following:

**RE: REQUEST FOR QUALIFICATIONS – PROFESSIONAL ENGINEERING SERVICES for THE HUB STORIES PHASE 3 IMPLEMENTATION**

Nickie Davis, Executive Director

The District

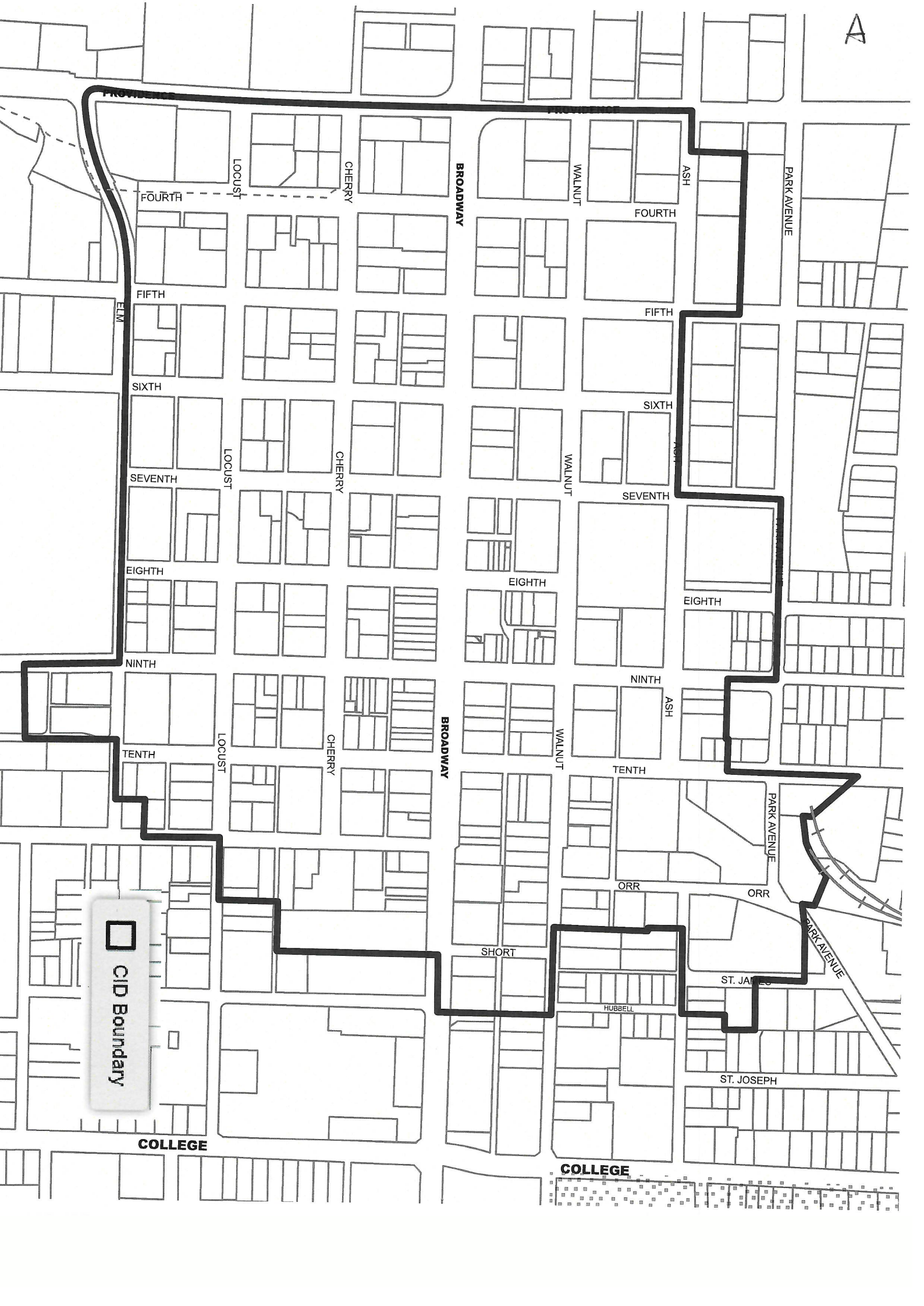
11 S. Tenth St. Columbia, MO 65201

(Note: the digital file copy can be submitted with the hard copies on disc/drive or be emailed to Nickie Davis at [ndavis@discoverthedistrict.com](mailto:ndavis@discoverthedistrict.com))

**All Qualification Submissions are due by 4:00 p.m. (CST) on Friday, April 19, 2024.**

Exhibit A: The Downtown CID (The District) Map:

Exhibit B: The Hub Stories Concept



CID Boundary

PROVIDENCE

PROVIDENCE

FOURTH

FOURTH

FIFTH

FIFTH

SIXTH

SIXTH

SEVENTH

SEVENTH

EIGHTH

EIGHTH

EIGHTH

NINTH

NINTH

TENTH

TENTH

ORR

ORR

SHORT

HUBBELL

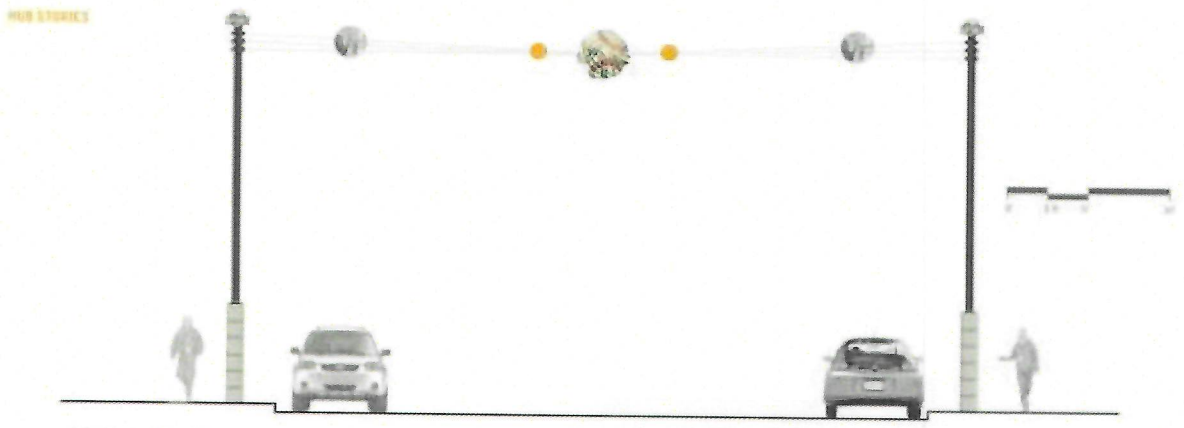
ST. JAMES

ST. JOSEPH

COLLEGE

COLLEGE

**Exhibit B: The Hub Stories Concept**



HUB STORY RENDERING



POTENTIAL HUB STORY CONCEPTS



ARCTURIS