

## REQUEST FOR QUALIFICATIONS (RFQ) PROFESSIONAL ENGINEERING SERVICES

The City of Dexter located in Dexter, Missouri, is requesting qualifications for engineering/architect services to address the addition of new gym space. The engineering/architect services required would include planning, survey, design, permit acquisition, geotechnical engineering, design plans production, and contract administration of the project. Facility plans and engineering reports should adhere to 10 CSR 20-8.110 Engineering – Reports, Plans, and Specifications. Funding for the project could possibly be through the Missouri Department of Natural Resources' Financial Assistance Center and various other funding mechanisms.

### Rating Criteria with Weighted Values:

- A. Project understanding and innovation with respect to the type of services required (25 points);
- B. The past record of performance of the firm with respect to such factors as control of costs, quality of work, ability to meet schedules, and ability to provide a competent solution (25 points);
- C. The qualifications of personnel assigned to the project; (20 points);
- D. The firm's professional experience in designing gym/recreational systems (10 points).
- E. The firm's proximity to and familiarity with the area in which the project is located (10 points); and
- E. The accessibility of the firm and the staff assigned to the project (10 points).

The above information should be submitted by standard mail or by email no later than 2:00 pm on January 31, 2024 to the attention of:

David Wyman, City Administrator  
301 East Stoddard  
Dexter, MO 63841  
[david.wyman@cityofdexter.org](mailto:david.wyman@cityofdexter.org)

**Selection Process:** Once the City of Dexter Parks and Recreation selects the most qualified firm based on the above qualification evaluation, an engineering agreement will be negotiated. The engineering agreement may include services other than planning, design, and/or construction management including, but not limited to, assistance with securing project financing, assistance with attaining easements or real property, user rate analysis, geotechnical analysis, surveying, or other services as needed.

The City of Dexter is an Equal Opportunity Employer.

Evaluation Committee: An evaluation committee established by the City of Dexter Park Department will review the Submission of Qualifications (SOQ) in accordance with the Evaluation Criteria set within this RFQ. The committee may ask the respondent to supplement their SOQ with additional information. The committee will consist of approximately five (5) members from within and/or outside the City.

Interviews: The City of Dexter has chosen to conduct interviews as part of the selection process.

Interviews can be scheduled as either in-person or virtually through MS Teams.

Interviews should be limited to a 10-minute introduction, 20-minute presentation, and allow 20 minutes for a question-and-answer session.

#### Tentative Schedule

Solicitation Posted	12/04/2023
Letters of Interest Due	01/31/2024
Notification of Short List	02/08/2024
Short List Interviews complete	02/22/2024
Notification of Selection	02/29/2024
Contract Negotiations complete	03/28/2024
Execute contract	04/11/2024
Conceptual Facility Plan submitted	05/16/2024
Preliminary Plan submitted	07/15/2024
Final Plan submitted	09/20/2024

Additional work on this project will be subject to availability of funds for construction. It is anticipated that once the Facility Plan has been submitted, the chosen firm will be asked to provide further detail design, followed by project letting, and construction administration.

Additional information is available by request. Any questions regarding this solicitation should be directed toward:

David Wyman, City Administrator	Jamie Rowe, Park Director
Phone: 573.624.5959	Phone: 573.624.8244
Email: <a href="mailto:david.wyman@cityofdexter.org">david.wyman@cityofdexter.org</a>	Email: <a href="mailto:jamie@dexterpark-rec.com">jamie@dexterpark-rec.com</a>

#### Design Parameters for Facility Plan:

This project will follow all Dexter City Ordinances for construction as well as the ICC 2021 Guidelines for Construction. The key elements for the Facility Plan include: (A) a four court regulation basketball/volleyball system-the minimum would be a three court system. This court design will include court dividers, portable seating, player benches, score tables, retractable goals & adjustable goals, volleyball systems, PA system and scoreboards. (B) Large storage area with interior double doors and a tall roll up door one inside and a large roll up exterior door and exterior walk door. (C) Large concession facility with stock storage. Concession area to have a dining area possibility with the entrance area (D)

Large restroom Men's/Women's. (E) Officials Room to include a shower, restroom, lockers, washer/dryer, sitting area. (F) Walking track preferably 400 M to be marked for indoor track practice multiple lanes, (G) a multipurpose room with kitchenette, (H) large meeting room, (I) Camera system for the Facility Plan in an office room.

DBE Goal for Total Project:

The DBE Goal for this project will be 5% of the total project cost. Please explain how your firm will achieve this goal based on the type of design chosen and the cost estimate determined.