

Qualifications Based Selection (QBS): RFP/RFQ

A general guide to the value added to communities with QBS

What is QBS?

- Above all, it's the selection of a consultant team based on their qualifications.
- Other benefits:
 - To negotiate a fair and reasonable method of compensation
 - To have thorough and objective screening and selection processes
 - To establish clear and consistent criteria for selection
 - To be open and fair in providing opportunities for consultant preparation



Typical Terms & Acronyms

- **Request for Proposals (RFP)**
 - A request for proposal (RFP) is a document that solicits proposal, often made through a bidding process, by an agency or company interested in procurement of a commodity, service, or valuable asset, to potential suppliers to submit business proposals.
- **Request for Qualifications (RFQ)**
 - It is typically used as a screening step to establish a pool of vendors (businesses or individuals to provide a product or service) that are then qualified, and thus eligible to submit responses to a request for proposals (RFP). In this two-step process, the response to the RFQ will describe the company or individual's general qualifications to perform a service or supply a product but generally will not include specific details or price proposals.
- **Request for Quote (RFQ)**
 - A process in which a company or public entity requests a quote from a supplier for the purchase of specific products or services.



When to Use

- Follow your procurement policy
 - Should encumber:
 - Projects with significant design effort
 - Any project of significant construction costs
 - Projects of significant community value
 - Projects with significant political attention
- Need to develop a procurement policy?
 - APWA Red Book has guidelines for public agencies to aid in development

Why QBS?

- In 1973, the American Public Works Association (APWA) recognizing the importance of QBS published “Guidelines for Retaining Consultants to Provide Architectural and Engineering Services”
- In 1990, they followed that publication with a more comprehensive booklet: Selection and Use of Engineering and Architectural Consultants: Guidelines for Public Agencies – also dubbed The Red Book
- The Red Book has since been updated and its 5th Edition was issued in 2022

Why QBS?

- QBS places public health, safety and welfare above all other considerations
 - Skilled services that impact public safety such as those provided by medical and design professionals are simply too critical to leave to the lowest bid.
- QBS protects taxpayers
 - Design services are only a small percentage of the overall construction costs. A properly designed project will reduce construction and operational challenges, better adhere to timelines and budgets, reduce change orders, and decrease long-term maintenance costs.
- QBS fosters innovation
 - Encouraging owners to define a clear scope creates opportunities for innovative design solutions.

Contents of an RFP

- Project Title
- Desired goals of the project
- Scope of services definitions
- Expectations of the consultant to be provided as part of the response & scoring criteria
 - Understanding of project needs
 - Proposed approach
 - Staff assigned
 - Summary of similar experience
 - References
 - Fees

REQUEST FOR PROPOSALS
GREAT BEND SPORTS COMPLEX
NEW ARTIFICIAL TURF BASEBALL AND SOFTBALL FIELDS

CITY OF GREAT BEND
Great Bend, Kansas

Bid Submittal Deadline:

March 19, 2021
12:00 pm Noon

REQUEST OF PROPOSALS:

The City of Great Bend
P.O. Box 1168
1209 Williams
Great Bend, KS 67530

Option 1:

The City of Great Bend, KS ("Owner") is soliciting proposals from qualified turf firms (Contractors) to convert the current five (5) natural grass infields, aprons and bullpens located at Great Bend Sports Complex and Langrehr Field to synthetic turf. (Field 1, Field 2, Field 3, Field 4, Langrehr Field)

Infields Turf Only, Bullpens (Minimum Square Footage)

- (a) Baseball Infield 1 (+37,070 SF)
- (b) Softball infield 2 (+14,940 SF)
- (c) Softball Infield 3 (+14,615 SF)
- (d) Softball Infield 4 (+14,640 SF)
- (e) Baseball Infield 5 (+27,970 SF)

Option 2:

The City of Great Bend, KS ("Owner") is soliciting proposals from qualified turf firms (contractors) to convert the current three (3) natural infields, aprons and bullpens located at Great Bend Sports Complex and Langrehr Field to synthetic turf. (Field 3, Field 4, Langrehr Field) Also to convert Field 1 and Field 2 from natural infields and outfields, including aprons and bullpens to synthetic turf for the entire playing field and support areas.

Full Fields 1, 2, Infields 3,4,5 Bullpens (Minimum Square Footage)

- (f) Baseball Infield 1 (+136,640 SF)
- (g) Softball infield 2 (+54,200 SF)
- (h) Softball Infield 3 (+14,615 SF)
- (i) Softball Infield 4 (+14,640 SF)
- (j) Baseball Infield 5 (+27,970 SF)

Alternate:

An infill product for artificial turf to reduce turf surface temperatures that does not need watered may be proposed as an alternate for Option 1 and Option 2

Site Address:
Great Bend Sports Complex
41 McKinley
Great Bend, KS 67530

SUBMISSION OF PROPOSALS

The City of Great Bend (Owner) hereby solicits bids from qualified companies (hereby called Respondents) to provide the Owner the products/services described herein, all in accordance with the terms and conditions stated elsewhere in this solicitation document.

Sealed proposals shall be submitted in an envelope or container marked clearly on the outside with the Respondent's name and address. Owner will date stamp the container with the submission date and time. In addition, the sealed container in which the Bid is submitted should be labeled: GREAT BEND SPORTS COMPLEX TURF PROJECT

Submission must be hand delivered or sent via return receipt delivery effected by certified mail, priority mail, commercial courier service, overnight delivery service or other reliable personal delivery service to the City of Great Bend's referenced address. Electronic submissions will NOT be accepted. Submissions received after the specified time and date will be returned.

Faxed responses will not be accepted. All completed bids and accessory documents should be mailed or delivered to:

**Shawna Schafer, City Clerk
City of Great Bend
P.O. Box 1168
1209 Williams
Great Bend, KS 67530**

Inquiries for electronic Bid Documents, Bid Submission requirements may be directed to the Owners Representative: Kendal Francis, City Administrator, City of Great Bend kfrancis@greatbendks.net Office: (620) 793-4111 ext. 223 Cell: (620) 617-2240

Proposals must be received no later than Friday, March 19, 2021 @ 12:00 pm (Noon) CST.

Proposals shall not be opened and read publicly. Proposal contents shall be kept confidential until final negotiations are completed. Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the published date and time. Proposals received after the published time and date cannot be considered and will be returned unopened. Owner reserves the right to contract in the best interest of Owner, and to reject all proposals at any time prior to Award.

All proposals must remain open for ninety (90) days from the opening date pending acceptance by Owner.

One original and two (2) copies of each Response shall be submitted to:

Shawna Schafer, City Clerk, City of Great Bend, before 12:00 on (Noon) on Friday March 19, 2021, (3/19/21). Responses must be delivered sealed in an envelope and clearly marked with the name and address of Respondent and the project name. Faxed or emailed submissions will not be accepted. Responses received after the due date and time will not be considered.

Before Submitting an offer to this solicitation, Respondent shall familiarize themselves with all parts of this solicitation because these parts become a part of any resulting contract.

Respondent shall familiarize themselves with existing conditions in the material and labor markets prior to submission of an offer.

Respondent is expected to examine the specifications, standard provisions, and all instructions. Failure to do so will be at the Respondents risk. Offers submitted on other than authorized forms or with different terms or provisions may be non-responsive.

Respondent shall provide typewritten or written in ink proposals. officials of corporation shall designate their official title, partners or sole owners shall so state, given the names of all interested parties. The person signing the proposal shall initial all corrections or erasures.

The City of Great Bend shall not be liable for any costs incurred by submitting a proposal.

VENDOR INQUIRIES

All inquiries to this proposal requirements are to be directed, in writing to the contact person(s) below no later than 5 days prior to bid closing date.

General Inquiries on Proposal Submission:

Contact: Kendal Francis, City Administrator, City of Great Bend
kfrancis@greatbendks.net
Office: (620) 793-4111 ext. 223
Cell: (620) 617-2240

Field Specifications/Work Contact: Chris Umphres, Asst. Superintendent, Great Bend Recreation Commission
umphresc@gbrec.net
Office: (620) 793-3755
Cell: (620) 282-7369

PRE-BID MEETING will be held at the Great Bend Sports Complex on Wednesday March 10, 2021 at 1:00 pm CST. Bidders are required to attend. The purpose of the meeting will be to inspect the site and review any specific questions.

WORK START AND COMPLETION SCHEDULE

Work shall start approximately on this date: No sooner than August 1, 2021.

Installation completed no later than this date: February 1, 2022.

BID SECURITY BOND

Bid security bond in the amount of five percent (5%) of the greatest amount proposed will be required.

Bid security bond must be one of the following: (1) certified check or cashier check; or (2) a bid bond payable to the Owner.

PERFORMANCE BOND

The Contractor shall provide a performance bond in an amount equal to 100% of the Contract price prior to beginning the work.

LABOR AND MATERIAL PAYMENT BONDS

Must be provided in the total amount of the contract.

CONTRACT CHANGES

During the period of the Contract, no changes can be made to the Contract without the written acceptance of the Owner or Owners Representative. Should the Responder uncover conditions that make such a change necessary, it shall immediately contact the City Administrator for consideration and decision on proposed changes.

SALES TAX

Sales tax is not to be included in the contract. The City of Great Bend is exempt from sales tax. A project exemption certificate will be provided by the City of Great Bend.

INSURANCE

Before the work can begin, the Contractor must furnish acceptable insurance certificates representing the following limits and policies:

Commercial General Liability	\$1,000,000 each occurrence
Bodily Injury	\$1,000,000 aggregate
Property Damage	\$1,000,000 aggregate
Vehicle Liability	\$1,000,000 Combined Single Limit, Bodily Injury, Property Damage

STATE LAW

It is understood and agreed that any contracts or orders placed because of the Proposal shall be governed under state laws. The rights and obligations of the parties shall be determined in accordance with the laws of the State of Kansas.

QUALIFICATIONS REVIEW COMMITTEE

Review of responses will be by a committee composed of representatives from City of Great Bend, Great Bend Recreation Commission, and USD #428.

RESERVATION OF THE CITY OF GREAT BEND TO REJECT PROPOSALS

The City of Great Bend reserves the right to reject all proposals or any part of any Proposals, to waive minor defects or technicalities, or to solicit new Proposals on the same project or on a modified project which may include portions of the originally proposed project as the City of Great Bend may deem necessary in its best interest. The City of Great Bend also reserves the right to negotiate with any vendor, all or part of any Proposal that is in the best interest of the city.

TERM MODIFICATIONS

The City of Great Bend reserves the right to modify the terms of this request for bids at any time and the right to cancel at any time.

CONFIDENTIALITY OF DOCUMENTS

All responses to the request of proposal submitted by vendors shall be deemed public documents at the time opened by the City of Great Bend. If proprietary information is submitted as part of the proposal, such information is labeled proprietary and be accompanied with a request that the information is to be returned by the City to the submitter. Any information submitted that would prohibit or limit public inspection shall be considered non-responsive and shall be rejected.

CORRECTION OR WITHDRAWAL OF BIDS; CANCELLATION OF AWARDS

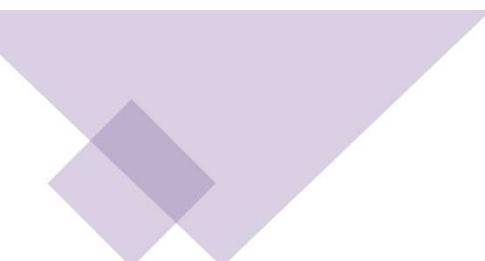
Bid Acceptance and Bid Evaluation. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Correction or Withdrawal of Bids; Cancellation of Awards. Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, the following provisions shall apply:

1. A low bidder alleging a material mistake of fact may be permitted to correct its bid if the mistake is clearly evident on the face of the bid document and the intended correct bid is similarly evident.
2. A low bidder alleging a material mistake of fact may be permitted to withdraw its bid:
 - (1) If the mistake is clear on the face of the bid but the intended correct bid is not similarly evident, or
 - (2) If the mistake is not clear on the face of the bid but the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made, in which case the bidder must show the nature of the mistake and the bid price intended.

No changes in bid prices or other provisions of bids prejudicial to the interests of the City or fair competition shall be permitted. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the City Administrator.

AWARD

The proposal shall be awarded with reasonable promptness by written notice to the lowest responsible bidder whose bid meets the requirements and criteria set forth in the invitation for bid, subject to the right of the City to reject all bids. Award contracts in excess of \$25,000 shall be forwarded to the City Council for approval and execution of the contract.



CHANGES IN SCOPE OF WORK

A change in scope of work is considered a modification or amendment that alters the project from what was originally envisioned. Any modification or amendment of an existing contract's scope of work that increases the total compensation in an amount to exceed \$25,000 must be approved by the City Council prior to work commencing. Changes in scope that do not cause the total contract amount to exceed \$25,000 may be executed by the City Administrator.

PERMITS AND CODES

The Proposer shall obtain all permits necessary for any/all aspects of the work from the City of Great Bend governing such work. Evidence of such permits shall be made available to the Owner or Owner's representative upon request before commencement of work. The Contractor shall observe all Federal, State, and Local laws and regulations.

PAYMENTS TO PROPOSER (CONTRACTOR)

The Proposer/Contractor shall be paid, upon submission of proper invoices to the City Clerk shown in the Contract or on the Purchase Order, at the prices stipulated for items delivered and accepted, or services rendered. Unless otherwise specified, payment will not be made for partial deliveries. The Contract will provide the owner with a Schedule of Values prior to the commencement of work.

MINIMUM SPECIFICATIONS

The City of Great Bend has identified minimum specifications and scope of project best meeting the needs of the Great Bend Sports Complex.

EVALUATION PROCESS

Evaluation Criteria

After the conclusion of Bid Openings, an evaluation committee will grade and evaluate the vendors based on the following criteria. This evaluation will provide the basis for a more complete assessment of the Turf companies. We encourage companies to present (1) one informational proposal for the appropriate scope of work, that provides the following information in order shown below:

Synthetic Turf Companies

BUSINESS VIABILITY	Total Points 25
Business Resources/Tenure	20%
Customer References	20%
Experience	20%
Post Installation Support	10%
Meets Timeframe for Completion (Include: Construction Sequence Schedule)	40%
SUBMITTALS	Total Points 20
Evidence of Warranties	25%
Meets Turf Specifications	60%
Customer Focus/ Meets Minimum Standards	15%
TURF EVALUATION SAMPLES	Total Points 15
Rubber Infill Sample	20%
Raw Turf Sample	30%
Turf Sample with Infill	50%
PROJECT PROPOSAL/PRICE	Total Points 40
Bid Price (\$) Financial Stability/Bonding Capacity	50%
Base Construction Partner/Qualifications	25%
Turf Manufacturer/Installation Crew Qualifications (50% if no Base Partner)	25%
SCORE	
Total Points Possible	100.00



Required Criteria for Proposal(s)

The following are mandatory requirements. Responses not clearly demonstrating that they meet them will receive no further consideration during the qualification review.

Initial next to each item to indicate compliance. Documentation to substantiate the below may be required.

- Attended mandatory pre-bid meeting.
- Enclosed required bid security.
- Cover Letter with pricing is provided. State bid options and alternatives separately. Include payment and performance bond.
- The proposal received by the specified closing date and time.
- Must have installed a minimum of twenty-five (25) full size baseball or softball installations in the last five (5) years.
- Vendor must have a proper contractor's license and authority to do business in the state, which have never been revoked.
- Respondent must have been in business a minimum of ten (10) years under the same name.
- Have not had a Surety or Bonding Company finish work on any contract within the last ten (10) years.
- Have not been disqualified or barred from performing work for any public Owner or other contracting entity in the last ten (10) years.
- Respondent must submit a list of all fields that have been replaced under warranty by the synthetic turf manufacturer. A maximum of five (5) fields can have been replaced under warranty by the synthetic turf manufacturer.
- Neither respondent nor synthetic turf manufacturer shall be currently involved with any patent or trademark litigation, specifically being sued, or suing for patent infringement.
- Respondent must self-perform 100% of the athletic field construction including laser grading of the stone, curb work, drainage work and all other site work associated with the construction of the synthetic turf field.
- Check this if the Bidder manufactures its own sports turf for the past ten (10) years.
- Respondent shall submit third party heavy metal analysis showing that infill meets US Consumer Product Safety Commission limits for Antimony, Arsenic, Barium, Cadmium, Chromium, Mercury, Lead and Selenium.
- Respondent shall submit specifications and promotional literature on proposed synthetic turf and infill. Respondent shall submit two assembled samples of synthetic turf and infill, minimum 12" x 12".
- Construction superintendent must have been employed by Respondent for a minimum of five consecutive years.
- Turf Foreman must have been employed by Respondent for a minimum of five (5) consecutive years.
- Respondent must be a member of the Synthetic Turf Council.
- Responses to Qualifications and Financial Information provided.
- Must provide liability insurance policy with aggregate umbrella liability coverage of \$10,000,000.
- Provide a full eight-year third party insured warranty on turf and base construction. Submit a copy of the warranty.
- Sign and submit questionnaire.

Contents of an RFQ

- Project Title
- Desired goals of the project
- Scope of services definitions
- Expectations of the consultant to be provided as part of the response & scoring criteria
 - Understanding of project needs
 - Proposed approach
 - Staff assigned
 - Summary of similar experience
 - References
 - Fees

REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES

NEW POLICE STATION & MUNICIPAL
COURT & THE RELOCATION &
RENOVATION OF CITY HALL

CITY OF GREAT BEND, KANSAS

ISSUED: JUNE 23, 2021

RFQ RESPONSE DUE: NO LATER THAN 2:00 PM, JULY 16, 2021

A. INTRODUCTION

1. General Information. The City of Great Bend, Kansas (hereinafter referred to as the "City") is requesting Qualification Statements from interested architectural firms (hereinafter referred to as the "Architect") for the following Project:

Name: New Police Station and the Relocation and Renovation of City Hall

Owner: City of Great Bend, Kansas

Contact: Kendal Francis
City Administrator
Address: City Hall
1209 Williams
Great Bend, KS 67530
Telephone: 620-793-4111
e-mail: kfrancis@greatbendks.net
2. Obtaining a Copy of the Request for Qualifications (RFQ). Architect must request a copy of the RFQ from the City Administrator via e-mail using the above address.
3. Questions and Clarifications. Questions and requests for clarifications must be submitted via e-mail to the City Administrator, kfrancis@greatbendks.net. No inquiries will be accepted after 2:00 p.m. on July 7, 2021.
4. Facility Tours. Architects may tour the existing facilities and new sites by e-mailing City's contact shown above and scheduling a time.
5. Project Budget. The preliminary Project budget (including, but not limited to, construction cost and contingencies) is \$7,900,000.
6. Project Delivery Method. Delivery method for the Project will be Construction Manager At-Risk. City desires to create a cooperative team environment to achieve the Project goals, and to work with a design and construction team with demonstrated successful history of completing projects in a highly collaborative environment.
7. Construction Start. March 1, 2022 (tentative)

B. PROJECT DESCRIPTION

1. Existing Facilities

Police Station. The existing Police Station, located at 1217 Williams Street, has housed the police department since its construction in 1938. The building is approximately 8,000 ft² and serves both the police department and municipal court, housing a total complement of 40; 33 sworn officers, 4 civilian staff and 3 municipal court personnel.

The current facility, in addition to other deficiencies, does not meet the Police Department's space or functional needs, has significant infrastructure challenges, and does not adequately address modern law enforcement standards.

City Hall. The existing City Hall is located at 1209 Williams Street. This building serves many functions. It currently houses 10 full-time administrative and 2 Public Lands staff members, serves as city council chambers, as well as housing the city's IT servers.

The current facility, in addition to other deficiencies, does not meet City Hall's space or functional needs, has significant infrastructure challenges, and does not adequately support the interests of the citizens of Great Bend.

2. New Site Locations

Police Station Site: Construct a new law enforcement facility on the City-owned parking lot at 12th and Baker in Great Bend, Kansas. A municipal water well exists on the site and must remain. The city desires to blend the existing structure into the overall design scheme of the station.

City Hall Site: Renovate approximately 21,000 square feet of existing unused two-story office space within the Great Bend Events Center/Convention and Visitors Bureau located at 3111 10th Street, Great Bend, Kansas.

3. Goals and Objectives. City has established the following goals and objectives for the New Police Station and for the Relocation/Renovations of City Hall:

a. New Police Station and Municipal Court:

- 1) Provide a design that ensures high functionality and efficiency of operations.
- 2) Provide a design that gives the Police Department the ability to address current needs as well as anticipated but reasonable future growth.
- 3) Provide a design that addresses current and future parking needs.
- 4) Incorporate current industry standards and best practices for law enforcement.
- 5) Address health, safety, security and confidentiality for staff, the public, victims, and detainees.
- 6) Provide a high-quality facility with durable, long-lasting materials.
- 7) Provide a design that has suitable civic character.
- 8) Address energy efficiency to the greatest degree possible where financially feasible.
- 9) Adhere to the budget and schedule established for the Project.

b. Relocated and Renovated City Hall:

- 1) Provide a design that ensures high functionality and efficiency of operations.
- 2) Provide a design that gives the City the ability to address current needs as well as anticipated but reasonable future growth.
- 3) Provide a design that addresses current and future parking needs.
- 4) Incorporate current industry standards and best practices for municipal government.
- 5) Address health, safety, security, and confidentiality for staff, elected officials, and the public.
- 6) Provide a high-quality facility with durable, long-lasting materials.
- 7) Update facilities to comply with current building code.
- 8) Building service life (after renovations) complies with generally accepted standards.
- 9) Renovations remain within the footprint of the existing facility.
- 10) Provide a design that has suitable civic character.
- 11) Address energy efficiency to the greatest degree possible where financially feasible.
- 12) Adhere to the budget and schedule established for the Project.

C. MINIMUM QUALIFICATION REQUIREMENTS

Architect must show successful renovation or new construction of five (5) law enforcement facilities and three (3) municipal facilities including, but not limited to, city halls, fire stations, courts, or libraries of similar scope and complexity within the past ten (10) years. Projects currently in design or under construction may be included. Qualification Statements submitted without the minimum specified experience indicated above may be rejected without review or reviewed and scored accordingly by the Selection Committee.

D. SELECTION PROCESS

1. A qualification-based process will be utilized for selection of Architectural Services for the Project.
 2. Qualification Statements will be evaluated and scored by the City's Selection Committee composed of staff from the Police Department (two), Administration (three), and Building Inspections (one). The Selection Committee will (a) independently review and score each qualification statement, (b) meet and discuss the Qualification Statements, and (c) adjust scoring based on discussions. The three highest scoring firms may be shortlisted for interviews.
 3. Shortlisted firms given the opportunity to interview with the Selection Committee should elaborate on their qualifications. Format and content for the interview will be at the discretion of the shortlisted firm. Thirty minutes will be allocated for presentations plus 15 minutes for questions from the Selection Committee.
- Interviews will be an opportunity for the Selection Committee to (a) clarify items presented in the Qualification Statement, (b) understand synergies between the Architect and the Architect's subconsultants, and (c) assess individual personalities.
4. The Selection Committee will revise their scoring based on information gathered during the interviews and determine the highest ranked Architect.
 5. A contract will be negotiated with the selected Architect. If the City and the selected Architect are unable to reach a mutually agreeable contract, the City will terminate said negotiations and begin negotiations with the second ranked Architect.
 6. The Selection Committee will make a recommendation for contract award to the City Council. If approved by the City Council, the Mayor will be authorized to sign the contract.
 7. Schedule for selecting Architectural Services is shown in the following table:

Issue Request for Qualifications	June 23, 2021
Facility Tours	Refer to Section A - Introduction
Deadline for Submittal of Questions	July 7, 2021, 2:00 p.m.
Issue Final Clarifications	July 9, 2021, 5:00 p.m.
Submit Qualification Statements	July 16, 2021, 2:00 p.m.
Evaluate Qualification Statements	July 19, 2021, through July 23, 2021
Notify Shortlisted Firms	July 23, 2021
Interview (if needed)	July 26, 2021, and July 27, 2021
Architect Selection Notification	July 28, 2021
Contract Negotiations	July 28, 2021, through August 10, 2021
City Council Award	August 16, 2021
Notice to Proceed	August 17, 2021

F. SCOPE OF SERVICES

1. Architect will be responsible for providing Programming Services for the Project to assist the City to establish final Project needs. This includes the following:
 - a. Meet with Project stakeholders in initial on-site information gathering work sessions.
 - b. Study routine Police and City operations as required to understand optimal department functions and interactions.
 - c. Identify all necessary spaces and functions required for the facilities.
 - d. Estimate the detailed space needs to account for anticipated future department growth.
 - e. Determine optimal internal adjacencies and depict in diagrammatic form. This will show what spaces and functions are required to be near or adjacent to one another to establish efficiency.
 - f. Establish and document parking needs for the Project.
 - g. Explore and establish probable building configurations, including multi-story options.
 - h. Estimate the construction cost to develop new and improved facilities to meet the programming needs that have been established.
2. Upon approval of the Project program, Architect shall provide Schematic Design Concepts for review and approval by the City.
3. Upon approval of the Schematic Design, Architect shall develop the design and prepare Construction Documents suitable for pricing and construction of the Project.
4. Architect shall act as the City's agent throughout the Project and will provide construction contract administration.
5. Architect shall coordinate and collaborate with the City's construction manager throughout the Project.
6. Architect will be responsible for providing complete Architectural and Engineering Services necessary for the Project. This includes, but is not limited to, surveying, geotechnical investigations, civil engineering, mechanical/plumbing engineering, structural engineering, interior design, cost estimating, and low-voltage (telecommunications, audio/visual, security, surveillance) design.
7. City may elect to contract for some services directly with preferred vendors or through a separate selection process. The final scope of services will be determined during contract negotiations.
8. Form of the agreement between City and Architect will be AIA Document B133-2014 Standard Form of Agreement between Owner and Architect, Construction Manager as Constructor Edition, with mutually agreeable revisions.

G. SCORING CRITERIA

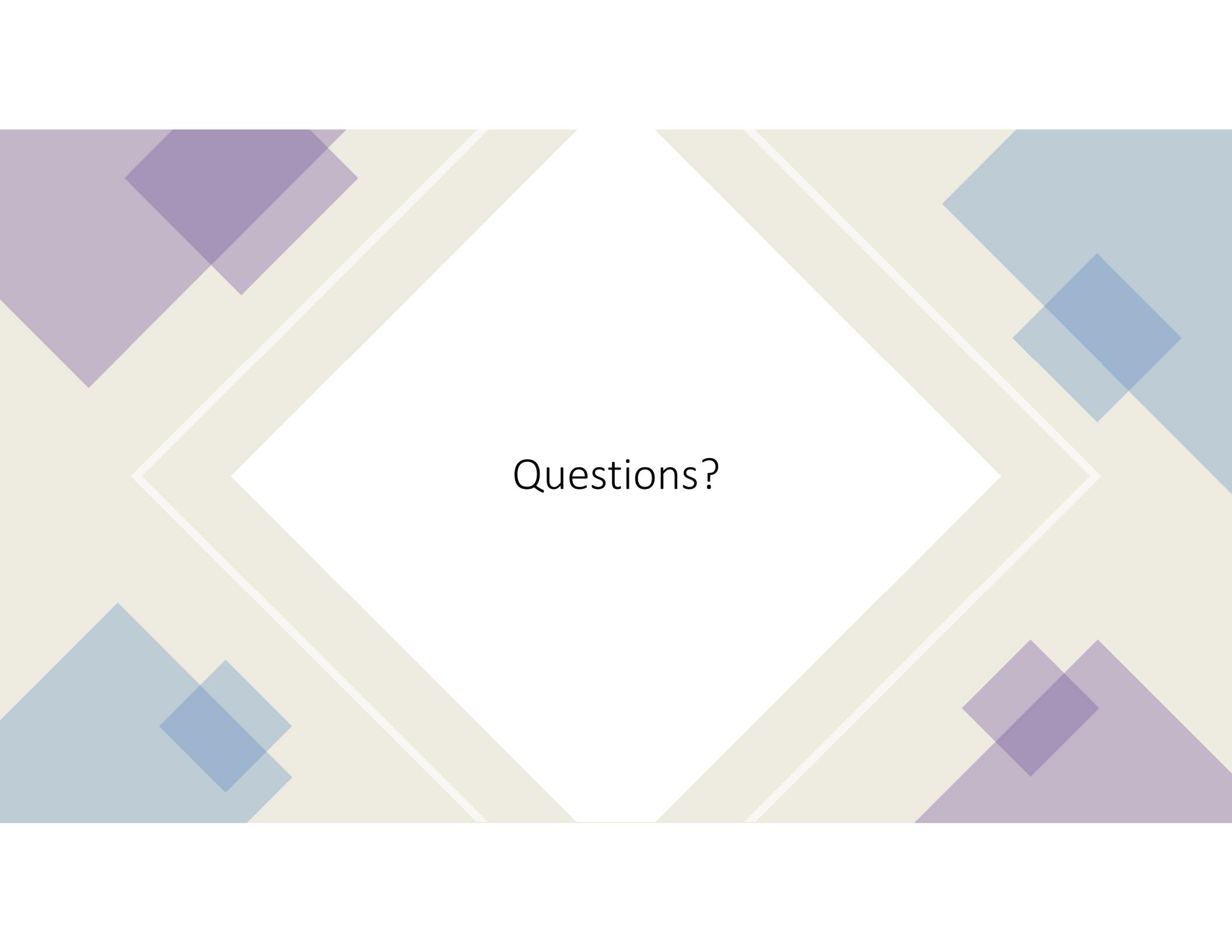
1. **Qualification Statement.** Qualification Statements will be evaluated and scored by the Selection Committee in accordance with the following criteria. Highest available score is 100 points.
 - a. **Project Understanding and Approach (25 points).** Selection Committee will review the proposed Project understanding and approach and determine (a) if the Architect has a good understanding of the Project, (b) Project approach appears reasonable and feasible, (c) Architect noted key issues and concerns, if any.
 - b. **Key Personnel (20 points).** The Selection Committee will (a) determine if Architect has assembled the necessary team of subconsultants to complete all aspects of the Project, (b) determine ability to meet schedules, (c) review number of years of relevant experience, (d) take into consideration previous projects completed for the City of Great Bend, (e) review information obtained from references including professionalism, ability to establish working relationship with their client, and overall client satisfaction.
 - c. **Project Experience (25 points).** Selection Committee will review previously completed projects and consider (a) the number of renovated police stations or public safety facilities, (b) scope and quality of previously completed projects, and (c) assess their ability to complete new Police Station and renovation of the City Hall.
 - d. **Special Qualifications (20 points).** Selection Committee will review the information presented in the Special Qualifications section and determine if the Architect and the Architect's subconsultants may be uniquely qualified to complete the Project.
 - e. **Location Familiarity (5 points).** Selection Committee will evaluate the Architect's knowledge of the Great Bend community, including past work completed within and for the City.
 - f. **Responsiveness to the Request for Qualification (5 points).** Selection Committee will consider (a) all requested information was furnished, and (b) ease of finding information quickly.
2. **Interview.** Following interviews if required, members of the Selection Committee will adjust the scoring for the above criteria and determine the highest-ranked firm.

I. PREPARATION AND SUBMITTAL

1. Please submit one RFQ response via e-mail to the Contact listed in Section A.1. Submittal responses are requested in PDF format (all submittal forms in a single PDF). Hardcopy submittals are neither requested nor required. All submittals are due at the date and time specified in the Procurement Schedule in Section D.7. Late submittals will not be accepted nor considered.
 - a. Electronic file size should be no more than 15MB; One Drive is the preferred electronic delivery method.
 - b. File name shall include the name of the Architecture Firm responding and Great Bend Police-City Hall RFQ.

SPECIAL CONDITIONS

1. **General.** City reserves the right to:
 - a. Reject any and/or all submittals.
 - b. Amend or cancel the Request for Qualifications at any time.
 - c. Waive the interview phase of the selection process.
 - d. Waive informalities and minor irregularities in submittals received.
 - e. Revise the selection schedule.
2. **Staffing.** The Architect and the Architect's subconsultants, if awarded the contract, must utilize the personnel listed in their Qualification Statement as long as the individuals are employed by the company. Any changes in personnel are subject to approval by the City.
3. **Contract Award.** Contract award is subject to the complete and sole discretion of the City Council.
4. **Confidentiality.** All documents submitted in response to this Request for Qualifications will become the property of the City unless expressly identified by the submitting party as proprietary.
5. **Information from Other Sources.** City reserves the right to consider relevant and factual information gained from sources other than the Qualification Statement and interview.
6. **Conflict of Interest.** Architect covenants that at the time of submittal of their Qualification Statement, the Architect has no other contractual relationships which would create any actual or perceived conflict of interest.
7. **Preparation Costs.** City will not be responsible to pay for any costs incurred by respondents in preparing and submitting their Qualification Statement, or for participating in any interviews requested by the City.

The background of the slide features a geometric pattern of overlapping rectangles and lines. It consists of several large, light beige rectangles that overlap each other. On top of these, there are smaller rectangles in two colors: purple and blue. The purple rectangles are located in the upper left, lower right, and middle right areas. The blue rectangles are located in the lower left, upper right, and middle left areas. All the rectangles have thin white outlines. The overall effect is a clean, modern, and abstract design.

Questions?