INVITATION TO SUBMIT STATEMENT OF QUALIFICATIONS (SOQ)

Release Date: 9/21/23

SOQ Due Date: 10/12/23

Selection Committee: 10/16/23- 10/20/23

Interviews: 10/23/23-10/25/23

Final Selection: 11/14/23

1. St. Francois County Board for the Developmentally Disabled, SFCBDD, is pleased to extend this invitation to submit Statement of Qualifications, SOQ, for Architectural/Engineering services for proposed renovations to the SFCBDD’s property located at 815 E. Main St. Park Hills, MO.
   1. The potential project scope may include:
      1. Tearing down existing walls to open work area and maximize space for on-site day habilitation services.
      2. Remodeling of existing bathrooms to enlarge and make ADA compliant to meet the needs of the individuals serviced by SFCBDD.
      3. Create a kitchen area and a laundry area, for individuals and staff to develop and enhance independent living skills.
      4. Create and update office spaces to house Service Coordinators, serve as Employment Services classrooms and workspaces, etc.
      5. Leveling of floors as necessary to make one smooth surface with minimal transitions.
2. The purpose of this SOQ is to evaluate and quantify a firm to serve as the lead planning and design architect for the proposed project. The actual scope of work will be determined by SFCBDD and the selected architect following a process of evaluation of the facility’s existing conditions and the intended facility use. The selected architect will work with SFCBDD to determine the best method of achieving the desired outcomes and maximizing the use of the facility.
3. All questions regarding this Invitation to Submit SOQ should be submitted via email to Amanda Newberry at [anewberry@sfcbdd.com](mailto:anewberry@sfcbdd.com).
4. SOQ’s must include the following information:
   1. Architect’s Resume, or Firm’s Profile, Philosophy, Copy of Current Architect License in Missouri.
   2. Availability of Architect or Firm to start the project.
   3. Projected completion timeline of initial plans and/or drawings after project is awarded to Architect or Firm.
   4. Personnel assigned to the project.
   5. Architect's, or Firm’s, experience with similar projects.
   6. Architect’s or Firm’s, experience with working with similar Governmental Entity.
   7. Reference list including three (3) references from similar projects. References need to include Project Name, Contact Person Name, and current phone and/or email for contact person.
   8. Information on any intended contractors that you intend to contract with or are affiliated with.
   9. Any other pertinent information as to why SFCBDD should select you/r firm.
5. SOQ’s must be sealed and submitted to SFCBDD, at the following address, no later than 4:00PM on Thursday, October 12, 2023. Late submissions will not be accepted. SFCBDD shall not be held responsible for mail delivery issues that may delay the delivery of the SOQ. SOQ packets may be mailed or dropped off in-person to the following address.

Attention: Amanda Newberry, Executive Director

St. Francois County Board for the Developmentally Disabled

P.O. Box 652

2068 N. Washington St.

Farmington, MO 6340.

1. SOQ’s will be opened by the SFCBDD’s designated committee of Board Members and SFCBDD Administrative staff on a tentative date of 10/17/23.
2. Interviews will be tentatively held the week of 10/23/23.
3. Final selection to be made Tuesday, November 14th, 2023.
4. SFCBDD reserves the right to reject any and all proposals, waive informality and any technicalities or clerical error in any proposal as the interest of these entities may require, and they will select the proposal which, in their judgment, best meets the requirements of the project. All costs incurred in the preparation of the response to this Request for SOQ’s will be the sole responsibility of, and borne entirely by, the submitter. All responses to this Request for SOQ’s become the property of SFCBDD and will be part of public record.
5. SFCBDD will attempt to negotiate and contract for services described in this RFQ solicitation with the most qualified firm(s). If an agreement cannot be reached, there will be an attempt to negotiate a contract with the next most qualified firm(s). This process will continue until an agreement is reached.