



COUNTY OF GREENE, STATE OF MISSOURI  
HIGHWAY DEPARTMENT  
2065 N. CLIFTON  
SPRINGFIELD, MO 65803  
(417) 831-3591

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**REQUEST FOR QUALIFICATIONS #09-2931  
ARCHITECTURAL / ENGINEERING SERVICES  
FOR HIGHWAY DEPARTMENT MAINTENANCE BUILDING**

**RETURN QUALIFICATIONS NO LATER THAN:**

Closing Time: 1:00 P.M.

Closing Date: Monday, September 28, 2009

Contact: Jim Norgren, Project Manager  
Phone: (417) 829-6518  
Fax: (417) 831-5216  
E-Mail: [jnorgren@greencountymo.org](mailto:jnorgren@greencountymo.org)

ADDRESS OR HAND-CARRY TO:  
Greene County Highway Department  
Attn: Jim Norgren, Project Manager  
2065 N. Clifton  
Springfield, Missouri 65803

It shall be the sole responsibility of persons submitting qualifications to read and follow all instructions and specifications contained herein. Failure to do so is at proposers' risk.

The request for qualifications document must be endorsed by a person authorized to legally bind the proposer prior to the closing date and time. Failure to comply with this provision may result in immediate rejection of qualifications.

**NOTICE IS HEREBY GIVEN** that sealed qualifications will be received by the Greene County Highway Department for **Architectural / Engineering Services for Highway Department Maintenance Building** in strict accordance with the

request for qualifications specifications on file at the Greene County Highway Department, 2065 N. Clifton, Springfield, Missouri 65803.

**DATE OF OPENING QUALIFICATIONS:** Qualifications will be received at the Greene County Highway Department **until 1:00 pm on Monday September 28, 2009. All qualifications shall be submitted in sealed envelopes marked on the outside with "RFQ NO. 09-2931 FOR ARCHITECTURAL / ENGINEERING SERVICES FOR HIGHWAY DEPARTMENT MAINTENACE BUILDING."**

Hand-delivered or courier-delivered qualification packages shall be brought to the RECEPTIONIST for the Highway Department located in the Administration Building of the Greene County Highway Department, 2065 N. Clifton, Springfield, Missouri 65803. Mailed qualifications shall be sent to:

Greene County Highway Department  
Attn: Jim Norgren, Project Manager  
2065 N. Clifton  
Springfield, Missouri 65803.

If mailed to the Highway Department, include a label on outside of sealed qualifications **"SEALED QUALIFICATIONS--Do Not Open With Regular Mail."**

**ORGANIZATION OF QUALIFICATIONS:** The Qualifications will be evaluated by the County and shall include, at a minimum, the following information:

○ **EXPERIENCE**

The consulting team must include expertise in all aspects of building design and sitework, including architecture, civil, electrical and mechanical engineering normally associated with design of building facilities suitable to accommodate various maintenance activities, equipment storage and office/breakroom areas. Additionally, prospective consultants must demonstrate previous experience in the evaluation of existing structures for feasibility of rehabilitation versus demolition and reconstruction.

Greene County values sustainability in all aspects of its operation. To that end, the Highway Department is pursuing a minimum Silver LEED designation for all new construction, where practical. The consulting team must include LEED certified designers who can identify sustainable components or processes applicable to this project, evaluate the feasibility of said items, and make recommendations as to their implementation on the project. Applicants should cite examples of similar work experience. Brief non-proprietary project samples (i.e. renderings, schematics, etc.) would be helpful. Information on the qualifications of individual staff members who would be involved in this project should also be included.

- **PERSONNEL**  
This section shall define the experience of the Design Team Project Manager, other key personnel and sub-consultants assigned to the services. The designated Design Team Project Manager shall be the primary contact with the Highway Department during the contract period.
- **REFERENCES**  
Provide references for similar work that your company has provided within the last three (3) years. Include a detailed description of the services, the agency or firm names, contact names and phone numbers, and dates of services performed.
- **SIGNATURE**  
The Qualifications shall be signed by an official authorized to bind the firm.

### PROJECT INFORMATION

The proposed Highway Department Maintenance Building will be located on the site of the existing Maintenance Building "C" on the Highway Department Complex, located at 2065 N. Clifton in Springfield, Missouri. A map of the building is attached as Exhibit 1.

The existing Maintenance Building "C" is primarily a steel-framed metal building. The original portion was built prior to 1984, with the final section being added in the mid to late 1990's. The northern wood-framed portion, currently housing the Sign Fabrication Shop and offices, was constructed by Highway Department forces and has identified structural issues that limit its use.

The functionality of the building is restricted by its interior layout. The way in which it was constructed and altered over the years has led to wiring and plumbing issues. The exterior metal siding, roof and insulation have deteriorated and are in need of extensive repair or replacement.

The Project Design Team, consisting of the architectural / engineering firm and its sub-consultants, will evaluate the existing building, consider options for rehabilitation or replacement, and make a recommendation to the Highway Department Project Management Team. Based on the Project Management Team's directive, the Project Design Team will then design the recommended solution, create construction documents for bidding, assist the Highway Department in letting the project, and oversee construction inspection.

The Project Management Team will evaluate the qualifications, conduct interviews if necessary, and select the Project Design Team. The Project Management Team shall consist of, at a minimum, the Highway Administrator,

Assistant Highway Administrator, Operations Director, Project Manager, Signing & Striping Supervisor and Shop & Warehouse Supervisor. Representative from other County agencies may serve on the Project Management Team, as necessary. The Highway Department Project Manager shall oversee the professional services contract and serve as the point of contact for the Project Management Team.

At this time, funding for construction of this project is anticipated to be budgeted for Greene County Fiscal Year 2010, which begins January 1, 2010. Therefore, it is imperative that the evaluation, recommendation and design process be completed in a timely manner so that construction will be completed during FY2010.

### SELECTION PROCESS

The project management team will review qualifications. Firms will be ranked based on the following primary criteria. In order to evaluate each firm's qualifications, it is asked that you respond to the following in the order presented.

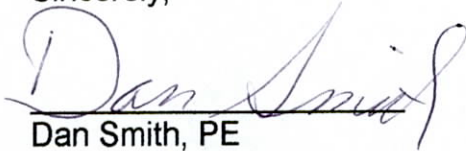
- Experience with projects of this type, as outlined above.
- Overall qualifications of the design team (i.e., multi-disciplinary strengths and experience).
- Experience with LEED building design requirements and standards.
- Understanding of the project based on preliminary information provided herein.
- Ability to complete projects within determined time deadlines.
- Experience with projecting probable construction costs during the programming and design phase, showing comparisons of initial estimates and final construction costs.
- Level of commitment demonstrated by the firm to the project.
- Special consideration will be given to firms located within Greene County.

Qualifications will be scored and ranked by the Project Management Team. If necessary, the Project Management Team will conduct interviews with the top three to five candidates.

PROJECT ADMINISTRATION:

Submit all questions about the Request for Qualifications to Mr. Jim Norgren at (417) 829-6518. One (1) original and two (2) copies of the completed request for qualifications must be enclosed in a sealed envelope and addressed as stated on the cover sheet. The original qualifications must be unbound. Sealed envelopes must be marked with "**RFQ NO. 09-2931 FOR ARCHITECTURAL / ENGINEERING SERVICES FOR HIGHWAY DEPARTMENT MAINTENANCE BUILDING.**"

Sincerely,



Dan Smith, PE  
Highway Administrator

9/11/09  
Date

**Exhibit 1**

