

**DATE**

## **REQUEST FOR QUALIFICATIONS**

RE: **PROJECT NAME AND PROJECT NUMBER**  
University of Missouri – Campus

The University of Missouri-**CAMPUS** is requesting qualification statements from Design/Build teams (“DBTs”) interested in providing Design/Build Services for an approximately \$?? Million **PROJECT**.

The selected Design/Build team will work with the University's project committee in the design and construction of this important facility. The University intends to pre-qualify 3-5 Design-Build teams showing experience and expertise in:

- Designing and constructing **TYPE OF PROJECT**.
- Designing and constructing facilities with a visible commitment to sustainability and **achieving LEED certification (or Energy Star rating of 90 or higher)**.
- Leading client groups through a systematic analysis and resolution of complex design and construction issues.
- Implementing time-critical projects on schedule.
- Providing timely and accurate cost information integral to the planning process.

The selected DBT must show exceptional experience with similar facilities. DBTs are encouraged to team with recognized experts in the planning and design of **TYPE OF PROJECT**. Teams must be prepared to meet the University’s aggressive schedule for the project, which calls for the project to be completed **no later than DATE**.

This project has a participation goal for Service-Disabled Veteran Business Enterprises (SDVE) of 3% of the contract cost. Your team’s Statement of Qualifications (SOQ) must clearly state how these goals will be met. DBTs are also strongly encouraged to include Missouri-based firms on the team.

Your SOQ should be organized to respond to the following eight (8) key components:

- 1) Team’s Financial Capacity;
- 2) Team’s Experience;
- 3) Architects’ and Engineers’ Design Experience;
- 4) Qualifications of Key Personnel;
- 5) Team Members’ Common Project Experience;
- 6) Knowledge of Design-Build Process;
- 7) SDVE Participation; and,
- 8) Team Members’ Missouri Firm Status.

Other important elements include a summary of your team's history and structure; relevant experience including a description of at least two projects you have completed of similar scope; qualifications of key team members who would be directly involved with this project; specific experience with similar facilities; and any supporting information that would further convey your team's qualifications for this project.

Please limit these materials to a maximum of **NUMBER**(\_\_\_\_\_) 8 1/2" x 11" pages (double sided). **NUMBER OF COPIES** (\_\_\_\_\_) copies of your submittal must be delivered to my attention c/o **NAME, TITLE**, University of Missouri-**CAMPUS**, General Services Building, Room \_\_\_\_\_, **ADDRESS**, by **TIME on DATE**. An electronic version of your submittal is to be sent to me, as a PDF file attachment via electronic mail at **E-MAIL ADDRESS**, on **DATE**.

No more than five (5) firms will be pre-qualified and issued Request for Proposals ("RFP") documents for this Project. Selected firms will be notified by **DATE**. Short-listed DBTs will also be required to participate in mandatory work sessions with the Selection Committee on **DATE**. These workshops are intended to give DBTs the opportunity to present preliminary design ideas to the committee and to receive feedback on those ideas from committee members. Proposals will be due on **DATE** and interviews will be held on **DATE**.

The University intends to issue an Agreement Between Owner and Design/Builder, including the General Condition of the Contract for Design/Build, to the successful firm and incorporate the requirements of the University's Consultant Procedures and Design Guidelines Manual. The University takes no exceptions to these contract forms. These documents may be viewed at the following website:

<https://www.umsystem.edu/ums/fa/facilities/guidelines/>

Please review the enclosed information which describes the project scope, the selection process and submittal requirements. In the interest of fairness, address all questions related to this project to me only.

I look forward to your response.

Sincerely,

NAME  
TITLE

Enclosure

xc:

**Project Statement****[PROVIDE A PROJECT STATEMENT – EXAMPLE BELOW]**

UMKC plans to build a New Student Union to replace and supplement the existing University Center. The existing University Center was constructed in 1959, with a Bookstore Addition completed in 1992. There have been ongoing discussions regarding a renovated and expanded University Center or a New Student Union since 2000. A location for the student center portion of the project has been determined with an emphasis on creating a powerful relationship with the core of campus and the growing residential population on campus.

The New Student Union Steering Committee has stated the following Mission Statement for the project:

*As the heart of the campus community, the UMKC Student Union offers a welcoming and sustainable environment that values the diversity of all students.*

The project will serve increasing on-campus, undergraduate and full-time enrollments at UMKC. The overall UMKC student population (excluding dual credit high school students) has increased by 24% over the past 10 years (10,169 students enrolled in Fall 1997 to 12,595 students enrolled in Fall 2007). Students' credit hour production has also increased by 33% (106,222 credit hours in Fall 1997 to 140,961 credit hours in Fall 2007). In this same time frame, the Undergraduate student population has increased by 28% and full-time undergraduate enrollment has increased by 45.8%.

UMKC strategic goals include a significant increase in on-campus residential space: in Fall 1997, there were 339 beds available and in 2007 there were 880 beds (an increase of 160%). In the Fall of 2008, Oak Place Apartments opened. With the addition of these 516 beds and housing available in detached homes rented by the campus, UMKC has about 1,500 beds of on-campus residential space.

The three or four story 109,742 GSF New Student Union building will be constructed immediately south of the existing Cherry Street Dorm and will be accessed from Cherry Street and 51<sup>st</sup> Street/University Way. The project will be required to be LEED certified at a minimum, with the possibility of higher levels of sustainability being strongly encouraged from the DBTs. The project will significantly expand spaces for student organizations and government, student related services and activities, meeting spaces and will include the UMKC Bookstore.

**Program Summary**

**[PROVIDE A BRIEF PROGRAM SUMMARY OF THE PROJECT – EXAMPLE BELOW]**

Space	Net Assignable Square Feet
Food Service	11,000
Meeting Rooms	11,700
Bookstore/Retail	14,400
Auditorium/Theatre	4,650
Recreation/Entertainment	8,000
Computer Lab	870
Student Organizations	9,830
Student Affairs/Services/Admin.	10,890
TOTAL NET ASSIGNABLE SQUARE FEET	71,340
TOTAL GROSS SQUARE FEET	109,742
NET/GROSS RATIO	65%

Planning studies were completed in 2004 and 2007 and the project is reflected in the Campus Master Plan. Detailed information supporting the development of this program and the Student Union concept will be provided to the short-listed teams; respondents to this RFQ will not be provided any materials beyond what is included in this document.

**Procedures for Selection**

The University intends to select up to five (5) teams from those having responded to this RFQ to be pre-qualified and issued Request for Proposals (“RFP”) documents for this Project. The pre-qualified proposing teams will be asked to submit proposals that will be evaluated based on a scoring system to be published in the RFP.

The requirements for the SOQ are described in more detail below. After receipt of all SOQ’s, the University will review and determine a preliminary point score for each submittal. Requests for Information (“RFIs”) and additional data, if required, can be made by the Owner at this time. After receipt and review of the clarifications and additional data, each prequalification submittal will receive a final point score.

**[STIPEND SHALL BE A MINIMUM OF 0.5% OF PROJECT COSTS]**

The University intends to offer a stipend of \$ \_\_\_\_\_ to unsuccessful short-listed proposers that submit responsive proposals to encourage each team’s efforts and convey ownership of each proposal to the University. Teams may elect to reject the stipend and retain the rights to the proposal. Stipend award criteria and procedures will be included in the Design-Build RFP.

Scoring of prequalification submittals / proposing teams will be determined by the application of an established rating system to the following information:

### 1) **Financial Capacity**

- a. All firms shall be licensed and registered to perform design and construction services in the State of Missouri.
- b. All firms shall indicate their form of business, (e.g., corporation, partnership, joint venture, or sole proprietorship). The proposing Design/Builder shall provide a copy of their last financial statements, and quarterly updates if available. If the design-builder is a joint venture, all team members shall provide their financial statements.
- c. All firms shall disclose their arbitration and litigation claims history. Claims that are unresolved but still pending are not required to be submitted.
- d. All firms shall provide the evidence of their bonding capacity for the amount of at least \$\_\_\_\_\_ million. This evidence shall be in the form of a letter from a licensed bonding company or from an agent normally representing the firm.
- e. All firms will prove ability to provide Professional Liability Insurance in the amount of \$5 million.
- f. The ability to execute the University's standard contract without exception.

If the Design/Builder is not a public company, all financial information shall be held in confidence and shall be examined only by the officials responsible for its evaluation.

### 2) **Team Experience**

- a. The architectural/engineering design team and Contractor/construction components of the proposed Design/Build team shall each, *separately*, have a minimum of two (2) built and occupied **TYPE OF PROJECT** projects with a program similar to this project in the \$\_\_\_\_\_M to \$\_\_\_\_\_M (in 20\_\_\_\_\_ dollars) construction cost range for a college or university client. The teams shall identify one or more individuals who held responsible positions on the cited projects and shall provide owner references for each cited project.
- b. The architectural/engineering design team and Contractor/construction components of the proposed Design/Build team shall list projects they have completed as a Design/Build Team. The teams shall identify one or more individuals who held responsible positions on the cited projects and shall provide owner references for each cited project.

### 3) **Architects' and Engineers' Design Experience**

- a. The proposing teams shall demonstrate broad knowledge and experience in areas such as: architectural design, client communications, site planning, environmental design considerations, design of building systems, landscape design and client communication.
- b. The proposing teams shall demonstrate their design excellence and creativity with respect to **TYPE OF PROJECT** projects including design awards.
- c. The firms shall also demonstrate their expertise in materials selection.
- d. Cost and schedule control methodology shall be presented.
- e. Experience in managing successful LEED Certification processes.

**4) Qualifications of Key Personnel**

- a. Key personnel members for this project shall be identified in the Statement of Qualifications and the current/projected availability for these personnel throughout the duration of the project schedule should be addressed. A resume (one page maximum) describing relevant education, project experience, and professional certifications of key team members shall be attached.
- b. The SOQ should include a clear description of DBT members' roles and responsibilities, including a team organizational chart.
- c. After the RFQ phase, the selected Semifinalist teams may not make any significant changes in the composition of the team's member firms, personnel assignments, and individuals' roles and responsibilities without the owner's written approval.

**5) Team Members' Common Project Experience**

The firms shall provide evidence of common experience between the key member firms and individuals on a project of similar scope and complexity.

**6) Knowledge of Design-Build Process**

- a. The firms shall demonstrate their experience with the design-build delivery method including familiarity with the process, risks, responsibilities, and types of participants on both the owner's and proposing teams.
- b. The evidence shall include a portfolio of the firm's projects that utilized the design-build delivery method with contact references.
- c. A Summary Schedule outlining the DBT's approach for achieving the University's requirement of substantial completion on/or before **DATE** is required.

**7) SDVE Participation**

- a. Identify all SDVE consultants, contractors, subcontractors, and suppliers and their certification status.
- b. Demonstrate the team's efforts and plan to achieve the University's SDVE Participation Goal for this project.

**8) Team Member's Missouri Firm status**

- a. The University desires to contract with a Missouri firm and has a preference for teams that include Missouri firms.

Each Statement of Qualifications shall follow the order of the selection criteria above and shall not exceed **NUMBER** ( \_\_\_\_\_) pages (double-sided if necessary). The scoring system shown in the next session will be used in evaluating the Statements of Qualifications.

**Selection Criteria for Consultant Selection**

Up to five (5) teams with the highest scores will be pre-qualified and invited for the RFP phase of the project. The following selection criteria will be used in the evaluation of the Statements of Qualifications:

**[EXAMPLE]**

<b>Highest Score Possible</b>	<b>Selection Category</b>
30	Financial Capacity
30	Team Experience
30	Architects’ and Engineers’ Design Experience
20	Qualifications of Key Personnel
20	Team Members’ Common Project Experience
20	Knowledge of Design-Build Process
15	SDVE Participation
5	Missouri Firm status
<b>170</b>	<b>Total Possible Points</b>

Proposing teams will be notified whether they have or have not been pre-qualified after the Owner’s Evaluation Committee evaluates the Statements of Qualifications. All costs associated with Statements of Qualification issuance and submittal will be borne by the submitting teams.

Owner’s Current Schedule

Issue RFQ	<b>DATE</b>
Receive Statements of Qualification	<b>DATE</b>
Notification of Shortlisted Teams	<b>DATE</b>
Issue RFP & Pre-proposal Meeting	<b>DATE</b>
Receive Submittals	<b>DATE</b>
Interview finalists	<b>DATE</b>
Notice of Intent to Award	<b>DATE</b>

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