



**REQUEST FOR QUALIFICATIONS FOR  
ARCHITECTURAL DESIGN SERVICES FOR**

**ST. FRANCOIS COUNTY AMBULANCE DISTRICT (SFCAD)  
PLANNING AND ASSESSMENT STUDY FOR  
NEW AMBULANCE BASE STATION and HEADQUARTERS**

## **SFCAD NEW AMBULANCE BASE STATIONS AND RENOVATIONS**

### **REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL DESIGN SERVICES**

St. Francois County Ambulance District (SFCAD) is requesting Statements of Qualifications from qualified architectural firms seeking to provide design, engineering and contract administration for proposed new facilities to be located within the District's boundaries, in Farmington, as well as various renovations and improvements to existing District facilities. Projects are expected to begin in 2025 and may be phased over several years.

### **PROJECT SCOPE**

SFCAD intends to construct one (1) new, single-level ambulance base structure, consisting of administrative offices, conference room, living quarters and apparatus bay spaces of approximately 12,000 – 13,000 square feet. Along with the new building, site improvements will affect grading, pavement, connections to utilities, security, signage, and water quality control features. SFCAD also intends to affect miscellaneous renovations and improvements to existing District facilities.

Services to be provided by the selected architectural team would include:

- Affirmation of District's space program and conceptual design for base station / scope of renovations
- Conceptual site design(s) for new base stations, for review and approval by the District
- Assistance to District with selection and design of materials, systems and equipment
- Construction documents to be used in the competitive bidding and construction of the project(s)
- Construction administration services during the build-out(s) of all project(s)

### **ESTIMATED BUDGET**

The estimated budget has not yet been determined.

### **QUESTIONS**

All interested parties should contact Administrator, Jason Noel at [jnoel@sfcad.org](mailto:jnoel@sfcad.org) / (573)431-0030 with any questions.

### **SUBMISSION FORMAT AND DUE DATE**

Interested architects shall submit qualifications in three (3) paper copies along with a USB flash drive containing a .PDF copy. Address and deliver qualifications in a sealed envelope to St. Francois County Ambulance District, attention: Administrator Jason Noel, 624 Wallace Rd / Farmington MO 63640. Envelopes shall be labeled in the lower left corner to read '**QUALIFICATIONS FOR ARCHITECTURAL DESIGN SERVICES – SFCAD**'.

Submittals shall be limited to maximum of twenty (20) pages; a page shall be defined as a single side of an 8.5x11 size sheet. Submittals may be single- or double-sided. Interested architects are encouraged to be brief and to the point with their qualifications.

Qualifications will be received until **3:00 p.m. (Central Time) on December 2, 2024**; any qualifications submittals received after the specified time and date will not be opened or considered by the District.

### **EXPERIENCE AND QUALIFICATIONS**

Each architect submitting qualifications shall include the following information:

- The name of the firm and address of all its offices, specifically indicating the principal place of business
- The name and contact for an officer of the firm authorized to submit qualifications on behalf of the firm
- A brief history of the firm, indicating the range of services offered and practice areas covered, and age of the firm along with an indication of the total number of years having provided architectural services
- An organizational chart and brief firm data on all consultant partners proposed by the architect

- Representation of the experience, qualifications, and expertise of the team with similar projects – include a statement about the firm’s technical capabilities and ability to perform services in a timely manner, with regard to team’s current and projected workload
- Indication of the team’s capacity to provide comprehensive architectural services for the project described herein:
  - Deliverables for review and approval by the District at various stages of project development
  - Analysis and consultation with District in the determination of the best construction methods and procurement model for this project
  - Complete Bidding and Construction Documents
  - Construction administration including site construction visits and observation, review of project shop drawings and facilitation of job-site construction meetings at a duration to be approved by District
- Names and phone / email contact for at least three (3) clients who may be contacted for reference
- Indicate the present level of professional and general liability insurance coverage for the firm
- List any terminations or dismissals by a client from contracted service within the past five (5) years
- List and describe any litigation, arbitration, or other alternative dispute resolution proceedings the firm has been involved in with an owner within the past five (5) years
- List and describe any actions taken by any regulatory agency against the firm or its agents or employees within the past five (5) years

**EVALUATION CRITERIA AND SELECTION**

The District will evaluate each RFQ submitted based on overall responsiveness to the project’s needs. SFCAD will consider the estimated project value, the project’s scope and complexity, as well as the professional nature of the services to be rendered. If the District awards a Contract, it will be to the firm which is most responsive to all administrative and technical requirements of the RFQ, who has demonstrated the most competence in the type of services required, and which receives the highest rating based upon the qualifications to perform the services required. Evaluation criteria may also include other criteria at the discretion and prerogative of SFCAD.

**OWNER’S RIGHTS**

The District reserves the right to request additional information which, in its opinion, is necessary to verify that a team’s competence, business organization, and financial resources are adequate to perform the work described herein. The District reserves the right to terminate the qualification process at any time, and / or to change the schedule and dates for responses, interviews and other dates.

The District further reserves the right to waive any irregularities in the submittals, and to not conduct interviews and hire directly from the pool of qualified submittals. Note that submittal of qualifications shall not constitute an agreement of any sort with SFCAD, that by submitting qualifications any and all information therein may be subject to the Public Records law of Missouri, and that all submittals shall become the property of SFCAD upon receipt.

The District reserves the right to not enter into an agreement with any firm.

**CONTRACT AND INSURANCE**

St. Francois County Ambulance District intends to negotiate the terms of a Contract with a qualified, selected firm. If an agreement is reached, the firm will be expected to enter into a written Contract and will perform all work pursuant to that contract. The proposed terms and conditions of the contract shall be as provided in AIA document B101-2017.

Once it has entered into a Contract, a firm shall procure and maintain professional services insurance as required by the Contract documents for the duration of the work, and shall name the District as additional insured.