



## **Johnson County Commission**

**William H. Gabel**  
Presiding Commissioner

**John L. Marr**  
Commissioner, Eastern District

**Charles Kavanaugh**  
Commissioner, Western District

**Diane Thompson**  
County Clerk

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Johnson County Courthouse, 300 N Holden, Warrensburg, MO 64093  
(660) 747-6161 - Fax 747-9332  
[www.jococourthouse.com](http://www.jococourthouse.com)

### **REQUEST FOR QUALIFICATIONS**

#### **Johnson County Courthouse HVAC Assessment and Design**

**September 21, 2020**

NOTICE IS HEREBY GIVEN that Johnson County, Missouri, is requesting qualifications for the Johnson County Courthouse HVAC Assessment and Design. The Johnson County Courthouse is located at 300 N. Holden Street, Warrensburg MO 64093 and is listed on the National Register for Historic Places.

The objective of this solicitation is to select the most qualified Professional Firm to complete the following project:

1. Perform professional services consistent with an assessment of the current Courthouse building systems (heating, ventilation and air conditioning) and ancillary building systems (electrical, plumbing) with overarching consideration for the historical and cultural significance of the building and grounds
2. Provide a minimum of two (2) viable HVAC and ancillary building systems replacement/upgrade options and rationale in order to provide indoor comfort combined with operating cost efficiencies
3. Should the project move forward, provide engineering and design services for the selected HVAC and ancillary systems.
4. Should the project move forward, provide bidding assistance, construction and installation oversight, on-site inspections, and new system commissioning services

Responses to questions/clarifications will be placed on the County's website at:

<http://www.jococourthouse.com/bids.html>

Check this website frequently for updates and any addendum that are issued.

Professional Firms must submit their Qualifications for review and consideration.

Qualifications must include, but not limited to, the following:

- i. Demonstrated understanding, initiative, specialized experience and technical competence of the Professional Firm with respect to details of this project
- ii. Overview of the Professional Firm and proposed project team
- iii. Professional capacity and project team’s relevant experience with a focus on historic buildings like the Courthouse
- iv. Key personnel qualifications with respect to similar projects and approximate percentage of this project for each team member
- v. The capability of the Professional Firm to begin work before December 31, to perform the assessment phase and to be completed within six (6) months of the Notice to Proceed.
- vi. Professional Firms proximity to and familiarity with the area or building in which the project is located
- vii. The Professional Firm’s past record of performance with respect to similar projects, including control of costs, quality of work and ability to meet schedules in the last 5 years
- viii. Provide a minimum of three (3) references from previous clients of related work on historic buildings with the Professional Firm/team within the past five (5) years

Proposals will be evaluated and reviewed by the Johnson County Commissioners. Further steps in the selection process may include interviews with selected Professional Firms and will be at the discretion of the Johnson County Commission. Any evaluation criteria, weighing of criteria, or ranking is used only as a tool to assist in selecting the most qualified Professional Firm for this project.

<b>Evaluation criteria are as follows:</b>		<b>Max. Score</b>
1.	Introductory Letter	5
2.	Demonstrated understanding, initiative, specialized experience and technical competence of the Professional Firm with respect to details of this project	15
3.	Overview of the professional firm and proposed project team	5
4.	Professional capacity and project team’s relevant experience with a focus on historic buildings like the Courthouse	15
5.	Key personnel qualifications with respect to similar projects and approximate percentage of this project for each team member	15
6.	The capability of the Professional Firm to begin work before December 31, 2020, to perform the assessment phase and to be completed within six (6) months of the Notice to Proceed.	15
7.	Professional Firms proximity to and familiarity with the area or building in which the project is located	10
8.	The Professional Firm’s past record of performance with respect to similar projects, including control of costs, quality of work and ability to meet schedules in the last 5 years	20
<b>Total</b>		<b>100</b>

The Professional Firm will be selected based on the above criteria. Once the Johnson County Commission has selected the Professional Firm that best meets the needs of the County, a finalized scope of services and cost will be negotiated and an agreement will be executed. Execution of an agreement is dependent upon successful negotiation of price. If the parties fail to agree on price, the County reserves the right to negotiate with the next most qualified Professional Firm.

Five (5) SEALED signed statements of qualification marked "Courthouse HVAC" is to be received **NO LATER THAN 4:00 P.M. (LOCAL TIME) ON THURSDAY, OCTOBER 15<sup>TH</sup>, 2020, to:**

**Johnson County Commissioners  
Attention: Diane Thompson  
Johnson County Clerk  
300 N. Holden Street, Suite 205  
Warrensburg, MO 64093  
Telephone: (660) 747-6161  
Email: [dthompson@jococourthouse.com](mailto:dthompson@jococourthouse.com)**

**SPECIAL PANDEMIC NOTE:**

Due to the pandemic, access to the Johnson County Courthouse is limited. Public must enter the Courthouse on the eastside lower level and proceed through a health screening checkpoint. Face covering is currently required for access and should be worn at all times inside the building.

**QUALIFICATION INQUIRIES:**

Any questions regarding this Request for Qualifications may be presented to:

Jennifer Powers  
Johnson County Chief Deputy Clerk  
Email: [jpowers@jococourthouse.com](mailto:jpowers@jococourthouse.com)  
Telephone: (660) 747-6161

All questions must be received by email no later than 4:00 PM on Friday, October 9, 2020. Questions will not be accepted via telephone. Any questions received after this deadline may not be answered. Please note the Johnson County Commissioners and all staff will observe the Columbus Day state holiday on Monday, October 12, 2020. The Courthouse will be closed.

**EQUAL OPPORTUNITY/DISADVANTAGE BUSINESS:**

Johnson County is an Equal Opportunity Employer and encourages the submission of qualifications from minority and woman-owned enterprises.

PROHIBITED CONTACT:

Contact with any representative, other than through the procedure outlined above, and concerning this request for qualifications is prohibited. Representatives shall include, but not be limited to, all elected and appointed officials, and employees of Johnson County, Missouri, and the affiliated agencies within the buildings owned by the County of Johnson County, Missouri. Any Professional Firm engaging in such prohibited communications may be disqualified at the sole discretion of Johnson County Commission.

OPEN RECORDS:

Any and all information contained in or submitted with this request for qualifications becomes a public record subject to the Missouri Sunshine Law when a contract is executed or all proposals are rejected. If the Professional Firm believes that any information contained in or submitted with the proposal is protected by the Missouri Sunshine Law, the firm or its authorized representative must clearly identify what information believes is protected and must also clearly identify the legal basis on which the belief is held.

RIGHTS RESERVED:

Johnson County reserves the right to refuse any and all statements of qualifications and select a Professional Firm, based upon the County Commission's discretion as to which Professional Firm has the best qualifications, based up the selection criteria provided above. Johnson County Commissioners reserve the right to select from the qualifications and request subsequent interviews.

EXISTING COURTHOUSE HEATING AND COOLING:

Heating is provided by two separate gasfired boilers installed in the basement boiler room. Boiler #1 is a Hurst Boiler & Welding Company, Inc. 50 bhp/15 psig, 3-pass wetback firebox team generator boiler installed in 1996. This boiler serves the hot water radiators on the first and second levels. Boiler #2 is a BDP Co. (Division of Carrier) hot water boiler, installed in 1984, which serves the fin-tube radiation in the basement. Hot water is distributed throughout the basement by a fractional horsepower B&G Series 100 inline circulating pump to floor mounted fin-tube radiation. Steam is distributed to the upper floors to cast iron radiators, primarily located adjacent to the windows.

There is no central cooling system, although a partial system was removed in 2006. Cooling is presently provided by 25 PTAC units installed in various windows throughout the building.

PROPOSED SCOPE OF SERVICES:

Once the Johnson County Commission has selected the Professional Firm that best meets the needs of the County, a finalized scope of services and cost will be negotiated and an agreement will be executed. The proposed scope of services outlined below is for informational purposes only. The Johnson County Commission is interested in utilizing the expertise and experiences of Professional Firm selected in order to achieve the most beneficial scope of services possible.

1. **ASSESSMENT PHASE:** Perform an assessment of the current building systems (heating, ventilation and air conditioning) and ancillary building systems (electrical, plumbing) with overarching consideration for the historical and cultural significance of the building and grounds
  - a. Evaluate the building's heating, ventilation and air condition systems
  - b. Evaluate the building's ancillary systems required to support the HVAC systems such as but not limited to: electrical, plumbing, air handling, windows, temperature control etc.
  - c. Evaluations should be carried out with overarching consideration to the historical and cultural significance of the building and grounds
  - d. Utilizing the assessment information, provide a minimum of two recommendations for building comfort HVAC options and rationale. Rationale must include, but not limited to:
    - i. Brand name of the recommended systems and rationale for each system
    - ii. Details and key specifications for each system
    - iii. Estimated timeline and costs related to design and engineering for each system
    - iv. Estimated timeline and costs related to installation and construction for each system
    - v. Estimated maintenance costs over the life of the equipment for each system
    - vi. Energy usage, utility and cost efficiency considerations for each system
    - vii. Historical and cultural considerations for each system
    - viii. Explain why other potentially viable HVAC systems were not recommended
    - ix. Other important consideration not listed above
  - e. Provide seven (7) copies of a written report detailing the ASSESSMENT PHASE data collection and information

- f. Johnson County Commissioners reserve the right to conclude the project at this point. A written notification to proceed to the DESIGN PHASE will be provided by the Johnson County Commission.
2. **OPTIONAL DESIGN PHASE:** After reviewing all of the materials and recommendations by the professional firm, the Johnson County Commissioners will select one of the recommended HVAC building systems. The professional firm will be required to provide the following:
- a. Complete engineering and design of the selected HVAC system and support systems such as electrical, plumbing, air handling, etc.
  - b. Provide detailed cost and timeline estimates for the designed system:
    - i. Detailed estimated costs related to installation and construction
    - ii. Estimated maintenance costs over the life of the equipment
    - iii. Estimated project timeline
    - iv. Energy usage, utility and cost efficiency considerations for each system
    - v. Historical and cultural considerations for each system
    - vi. Potential financing and grant opportunities for replacement of HVAC systems for the historic Johnson County Courthouse
    - vii. Other important consideration not listed above
    - viii. Johnson County Commissioners reserve the right to conclude the project at this point. A written notification to proceed to the CONSTRUCTION PHASE will be provided by the Johnson County Commission.
3. **OPTIONAL CONSTRUCTION PHASE.** The professional firm will be required to provide the following:
- a. Prepare construction documents and specifications necessary to complete competitive bidding

- b. Assist County with construction bidding, selection of contractor, provide construction administration and observation through the completion of the installation
- c. Review and approve shop drawings as well as respond to requests for information
- d. Execute detailed construction pay forms
- e. Provide commissioning of system to verify systems are balanced and operating as designed. This may be a two-season commissioning, one being in the cooling season, and the other in heating season
- f. Perform a final punch list of the project
- g. Review closeout documentation provided by installation contractor
- h. Other important consideration not listed above.

HISTORIC CONSIDERATIONS:

The Johnson County Courthouse is located at 300 N. Holden Street, Warrensburg MO 64093. The Johnson County Courthouse was built in 1896 and is proudly listed on the National Register for Historic Places. The selected Professional Firm should have a complete understanding of the Department of Interior's Standards for the Treatment of Historic Properties (Secretary's Standards), as well as with Federal, state, and local preservation laws. Only Federal agencies or projects with Federal involvement are required to use the Secretary's standards. The Secretary's standards are neither technical nor prescriptive, but are intended to promote responsible preservation practices and provide consistency to the preservation of historic materials and features of historic properties. The Secretary's Standards for Rehabilitation (hereafter, the "Secretary's Standards") are summarized below:

- ✓ A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- ✓ The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
- ✓ Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- ✓ Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- ✓ Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

- ✓ Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
- ✓ Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- ✓ Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- ✓ New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- ✓ New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired

TERMS AND CONDITIONS:

- Johnson County reserves the right to reject any and all Qualifications.
- All Qualifications will be considered final as submitted. No additions, deletions, corrections, or adjustments will be accepted after the time of Qualification opening. County reserves the right to make inquiry of the Professional Professional Firms submitting qualifications to clarify its understanding of the Professional Professional Firm's submittal.
- The electronic version of this Request for Qualifications is available upon request. The document was entered into WORD for Microsoft Windows. The Johnson County Commission does not guarantee the completeness and accuracy of any information provided in the electronic version. Therefore, respondents are cautioned that the hard copy of this Request for Qualifications on file in the Johnson County Clerk's Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Professional Firms are required to clearly identify any deviations from the specifications in this document.
- **Professional Firms must submit five [5] signed copies of their Qualifications**
- Johnson County will not award any contract to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.



- Qualifications received after the designated time of the receipt of the sealed Qualifications will be considered as “No Qualification” and “Void” and will not be opened.
- The successful Professional Firm is specifically denied the right of using in any form or medium the names of Johnson County or any division, department or bureau of Johnson County for public advertising unless express written permission is granted.
- Award will be made to the Professional Firm with Qualifications which will best serve the County.
- Award is dependent upon successful negotiation of price. If the parties fail to agree on price, the County reserves the right to negotiate with the next most qualified Professional Firm.

**INSURANCE:**

The Professional Firm selected will be expected to provide the following insurance documents in advance of the contract award:

- **Errors and Omissions (Professional Liability):** with limits of not less than \$1.0 million per claim/\$3.0 million aggregate covering all services provided by the Contract. Coverage to be written on a claims-made basis.
- **Commercial General Liability (CGL):** \$1,000,000/\$3,000,000 including Products/Completed Operations. CGL coverage shall cover all liability arising from premises, operations, independent contractor and personal injury and liability assumed under an insured contract.
- **Automobile Liability:** covering liability arising out of the use of any owned, hired, leased or non-owned vehicle in an amount of no less than \$1,000,000 per occurrence.
- **Workers Compensation/Employer’s Liability:** Statutory WC limits as required by the Statutes of the State of Missouri, (or a qualified self-insurer) and Employers Liability in an amount of no less than \$1.0 million.
- **Excess Umbrella:** liability with a limit of no less than \$1,000,000 in excess of the above policies.
- ✓ All insurance to be written through a company duly authorized to do business in the State of Missouri with an A.M. Best Rating of A-IX or higher.
- ✓ The Professional Liability, CGL, Automobile and Umbrella policies shall be endorsed to include the County as an additional insured and provide for 30 days advance written notice of any material change.

- ✓ A Waiver of Subrogation in favor of the County shall be endorsed on each of the policies.
- ✓ The required insurance provided by the professional Firm shall be primary insurance with respect to any other insurance or self-insurance programs maintained by the County.
- ✓ A Certificate of Insurance evidencing the above coverage(s) together with a copy of the required endorsements shall be provided to the County prior to the commencement of any work.

**CERTIFICATION:**

The Professional Firm understands and agrees that by signing the statement of Qualification document, the Professional Firm certifies the following:

The Professional Firm shall only utilize licensed professional personnel who have had their qualifications submitted as part of the Professional Firm's Qualifications document (or subsequent updates). All personnel utilized must be authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

If the Professional Firm is found to be in violation of this requirement or applicable federal, state and /or local laws and/or regulations, and if the County of Johnson has reasonable cause to believe that the Professional Firm has knowingly employed individuals who are not eligible to work in the United States, the County shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the Professional Firm from doing business with the County.

The Professional Firm agrees to fully cooperate with any audit from federal, state, or local auditor or investigation by federal, state, or local law enforcement agencies.

**Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)**

As a condition for the award of any contract or grant in excess of five thousand dollars by Johnson County to a business entity (Professional Firm), the business entity shall, by sworn affidavit and provision of documentation\*\*, affirming its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program.

government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with Johnson County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this Qualification request. Professional Firms may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: Johnson County, Attn: Diane Thompson, Johnson County Clerk, 300 N Holden Street, Suite 201, Warrensburg MO 64093 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a Qualification solicitation response.

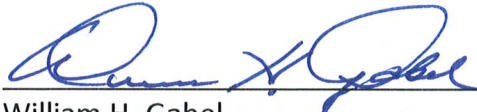
These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for **one year** from the date of the notarized affidavit.

**\*\* PLEASE NOTE: Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Professional Firm, and the Department of Homeland Security - Verification Division. The online address to enroll in the E-verify program is:**

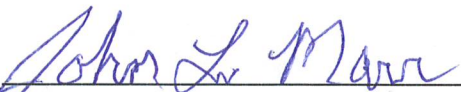
**<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>**

**CONCLUSION:**


On behalf of the Johnson County Commission, thank you for your interest in the Johnson County HVAC Assessment and Design request for qualifications. We look forward to receiving your qualifications for this important project.



William H. Gabel  
Presiding Commissioner



John L. Marr  
Commissioner, Eastern District



Charles Kavanaugh  
Commissioner, Western District