



Johnson County Commission

Densil Allen

Presiding Commissioner

John L. Marr

Commissioner, Eastern District

Charles Kavanaugh

Commissioner, Western District

Diane Thompson

County Clerk

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

REQUEST FOR QUALIFICATIONS

Johnson County Courthouse Entryways Assessment and Design

September 9, 2021

NOTICE IS HEREBY GIVEN that Johnson County, Missouri, is requesting qualifications for the Johnson County Courthouse Entryways 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(s) to complete the following project:

1. Perform professional services consistent with an assessment, to include structural integrity, of the current Courthouse East Entryway – Stairway, East Entryway – ADA Doorway, and West Entryway with overarching consideration for the historical and cultural significance of the building and grounds for the purpose of review and, ultimately, plan approval by the Missouri State Historic Preservation Office (SHPO).

For the purposes of this assessment and design and unless otherwise described, the “East Entryway – Stairway” will be limited to the following:

- *the exterior approach to the stairs from the sidewalk,*
- *ascending the exterior stairway to include stone railings on both sides and metal handrail,*
- *across the exterior landing and through the exterior aluminum/glass framing,*
- *across the interior landing,*
- *ascending the interior stairway, and;*
- *ending just past the interior (second set) aluminum/glass framing and preserved wooden doorways.*

For the purposes of this assessment and design and unless otherwise described, the “East Entryway – ADA Doorway” will be limited to the following:

- *the exterior approach to the Americans with Disabilities (ADA) public access door from the sidewalk,*
- *across the threshold and onto the interior landing, to include overhead clearance,*
- *down the ADA ramp, to include the steps and handrail,*
- *ending at the interior doorframe approximately 3 feet from the end of the ramp.*

For the purposes of this assessment and design and unless otherwise described, the “West Entryway” will be limited to the following:

- *the exterior approach to the stairs from the parking lot,*
- *ascending the exterior stairway to include stone railings on both sides and metal handrail,*
- *across the exterior landing and through the exterior aluminum/glass framing,*
- *across the interior landing,*
- *ascending and descending interior stairways, and;*
- *ending just past the interior (second set) aluminum/glass framing and preserved wooden doorways and at the bottom of the interior descending stairway.*

2. Provide an emergency temporary repair plan for a section of loose tread and magnitude of costs for the West Entryway external stairway in advance of cold weather, if possible, as needed. If this timeline isn't possible, provide a viable recommendation for proper blockage of the area to avoid potential hazards and allow code compliant access, as needed.
3. Provide a minimum of two (2) viable design options and magnitude of costs for each of the following: East Entryway – Stairway, East Entryway – ADA Doorway and West Entryway. Design options have generally focused on the materials and methods used to reconstruct the stairways such as a “concrete option” and “limestone option,” however, others may be considered.
4. For the two (2) design options and magnitude of costs for the East Entryway – ADA Doorway include the potential for a hands-free weather protected doorway with secure digital access system and code compliant interior landing, overhead clearance and ramp, as needed.
5. Provide a list of viable funding options to include grants, loans and other financial assistance for the renovation/construction/improvements of all entryways that the Professional firm has experienced and/or been successful in securing on behalf of clients like Johnson County, Missouri, and similar projects.
6. Should all or a portion of the project move forward to renovation/construction, provide bidding assistance, construction and installation oversight, on-site inspections, and maintenance plan for proper care of the newly renovated entryways.

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 historic preservation education and 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 in the form of documentation that the firm and/or staff meet all 36 CFR Part 61 requirements for Historic Preservation Professionals set forth by the Federal Advisory Council on Historic Preservation
- 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 assessment work before December 31, 2021, and 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.

Evaluation criteria are as follows:		Max. Score
1.	Introductory Letter	5
2.	Demonstrated understanding, initiative, specialized experience and technical competence of the Professional Firm with respect to details of this project	10
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 in the form of documentation that the firm and/or key project staff meet all 36 CFR Part 61 requirements for Historic Preservation Professionals set forth by the Federal Advisory Council on Historic Preservation	20
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 assessment work before December 31, 2021, and 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 by providing minimum of three (3) references from equal or similar projects	20
Total		100

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. A cost for the

bidding assistance, construction and installation oversight, on-site inspections, and maintenance plan for proper care of the newly renovated entryways will be negotiated separately from the cost for the assessment and design.

To save postage and paper, a copy of this RFQ and the County's required Master Agreement for Professional Services is available on the on the County's website at: <http://www.jococourthouse.com/bids.html>

Five (5) SEALED signed statements of qualification and electronic version (.pdf) on a USB drive marked "Courthouse Entryways" is to be received **NO LATER THAN 4:00 P.M. (LOCAL TIME) ON THURSDAY, OCTOBER 7TH, 2021, to:**

**Johnson County Commissioners
Attention: Diane Thompson
Johnson County Clerk
300 N. Holden Street, Suite 201
Warrensburg, MO 64093
Telephone: (660) 747-6161
Email: dthompson@jococourthouse.com**

INQUIRIES:

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

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

All questions must be received by email no later than 4:00 PM on Thursday, September 30, 2021. Questions will not be accepted via telephone. Any questions received after this deadline may not be answered.

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.

REQUEST FOR ONSITE PROJECT REVIEW:

An onsite project review in advance of submittal by the Professional Firm is not required. However, should a Professional Firm wish to complete an onsite project review, an appointment will be required. Professional Firms without an appointment will not be accommodated. Onsite project reviews will not be completed after 4 p.m. on September 30.

To make an appointment for an onsite project review, please contact:

Tracy E. Brantner

Johnson County Economic Development Corporation (JCEDC)

Direct: (660) 747-0244

Email: brantner@growjocomo.com

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.

TERMS AND CONDITIONS:

- 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 upon the selection criteria provided above. Johnson County Commissioners reserve the right to select from the qualifications and request subsequent interviews.
- 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 Firms submitting qualifications to clarify its understanding of the 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 and a complete electronic version in .pdf format on a USB drive.**
- 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 that names 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.
- Any firm wishing to be a qualified provider to the County will enter into the Master Agreement for Professional Services and supply the required supplemental materials. Submission of a Statement of Qualifications indicates a willingness to enter into this Master Agreement for Professional Services.

CERTIFICATION:

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

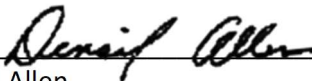
The Professional Firm shall only utilize licensed professional personnel who have had their qualifications submitted as part of the Professional Firm's Qualifications document (or subsequent updates).

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.


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.

CONCLUSION:

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



Densil Allen
Presiding Commissioner



John L. Marr
Commissioner, Eastern District

ABSENT

Charles Kavanaugh
Commissioner, Western District