



# REQUEST FOR QUALIFICATIONS

*Professional Design Services  
as the “Lead Design Firm”*

*New Kansas City Mental Health Hospital  
Kansas City, Missouri*

Date Issued: January 14, 2025

Project No.: M2522-01

STATE *of* MISSOURI

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OFFICE *of* ADMINISTRATION  
Facilities Management, Design & Construction

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**REQUEST FOR QUALIFICATIONS (RFQ)  
Professional Design Services as the “Lead Design Firm”**

**OWNER:** The State of Missouri  
Office of Administration,  
Division of Facilities Management,  
Design and Construction (“OA-FMDC” or “Owner”)  
301 West High Street, Room 730  
Jefferson City, Missouri

**PROJECT TITLE AND NUMBER:**  
Professional Design Services as the “Lead Design Firm”  
New Kansas City Mental Health Hospital  
Kansas City, Missouri  
Project No.: M2522-01 (“Project”)

**SUBMISSION OF STATEMENTS OF QUALIFICATIONS:**

Until: **1:30 PM CST, February 13, 2025**

To: State of Missouri, Office of Administration  
Division of Facilities Management,  
Design and Construction  
Attn: Becky Mitchell  
301 West High Street, Room 730  
Jefferson City, Missouri 65101

**POINT OF CONTACTS:** RFQ and Statements of Qualifications Inquiries:  
**Becky Mitchell**, OA-FMDC Contract Services Manager  
Phone: (573) 751-8884, Email: [Becky.Mitchell@oa.mo.gov](mailto:Becky.Mitchell@oa.mo.gov)

Project Specific and Technical Questions:  
**Jared Cook, P.E.**, OA-FMDC Senior Project Manager  
Phone: (573) 690-6733, Email: [Jared.Cook2@oa.mo.gov](mailto:Jared.Cook2@oa.mo.gov)

**Michael Varhola**, OA-FMDC Project Manager  
Phone: (816) 797-3442, Email: [Michael.Varhola@oa.mo.gov](mailto:Michael.Varhola@oa.mo.gov)

**Firms must direct all contact and questions regarding this RFQ and the Project to the point of contacts listed above. Firms are prohibited from directly or indirectly communicating about this RFQ or the Project during this contract process with any other state employee, agency, or University Health employees, unless otherwise authorized by OA-FMDC.**

**Any violation of this provision will result in disqualification of the Firm from the selection process.**

Request for Qualifications (RFQ) information and addenda may be obtained at no cost for electronic sets on the OA-FMDC website at <https://oa.mo.gov/facilities/bid-opportunities/bid-listing-electronic-plans>.

## 1.0 GENERAL INFORMATION

The State of Missouri, Office of Administration, Division of Facilities Management, Design and Construction (referred to herein as “Owner”) is requesting statements of qualifications (referred to herein as “SOQ”) from qualified and interested firms to provide Design Services as the Lead Design firm (referred to herein as “Designer” or “Consultant” or “Firm(s)”) for the **New Kansas City Mental Health Hospital, Kansas City, Missouri, Project No. M2522-01 referred to herein as (“Project”)**.

The selection process for Design Services is a formal Qualification Based Selection (referred to herein as “QBS”) process in accordance with sections 8.285 through 8.291 of the Revised Statutes of Missouri (RSMo). The following is a brief description of the process, further details are outlined within this Request for Qualification (referred to herein as “RFQ”).

**Step One** will consist of issuance of this RFQ, followed by an evaluation of submitted SOQ’s. **Three firms will be shortlisted to proceed to Step Two.**

**No official site visit will be offered to firms during the RFQ process.**

**Step Two** will consist of interviews between the three (3) shortlisted Firms and the Owner. Further information regarding the interview process can be found within this RFQ.

**Step Three** will consist of the Owner scoring each Firm by combining the average points assigned to the three shortlisted Firms in Steps One and Two. The Firm receiving the highest total points being considered QBS #1, the next highest scorer will be considered QBS #2, and so on.

QBS #1 will be issued an official Request for Proposal (referred to herein as “RFP”) by the Owner and will proceed with contract negotiations with the Owner. If contract negotiations fail with QBS #1, in the sole discretion of the Owner, negotiations shall be terminated and the Owner shall then undertake negotiations with QBS #2. If negotiations fail with QBS #2, in the sole discretion of the Owner, the Owner shall then undertake negotiations with QBS #3. Negotiations shall continue until an agreement can be issued or until negotiations fail with all QBS selections.

**The Owner’s ability to enter into a design contract with any Firm will be contingent on the Owner’s ability to identify and acquire real property located in Kansas City, Missouri suitable for the construction of the Project.**

The Owner is not responsible for any costs incurred during the procurement process by a Firm for any work performed relative to the preparation or the response to this RFQ or any subsequent work performed during the contract negotiation stage or the RFP process.

## 2.0 PRELIMINARY PROJECT INFORMATION

### 2.1. Preliminary Scope of Work:

It is the Owner’s intent to obtain professional design services for a new mental health hospital in Kansas City, Missouri.

The Owner’s objectives for this project are to provide a hospital to modernize treatment spaces, increase number of patients served, and provide adequate space to better deliver high quality recovery-based and trauma informed behavioral health care.

A more detailed scope of work will be available in the RFP.

### 2.2. Preliminary Amount Allowable for Construction: \$230 Million

The “Total Allowable for Construction” means the amount budgeted by the Owner for the total cost to construct all elements of the Project designed or specified by the Consultant. The Total Allowable for Construction does not include the compensation of the Consultant, the Construction Manager-at Risk, cost of any land, easements, site remediation, right-of ways, financing, or other costs that are the responsibility of the Owner.

### 2.3.Expected Project Duration: 2 years for design, 4 years for construction

### 2.4.Anticipated Project Location: Northwest Corner of Paseo and Independence Drive



### 3.0 Step One - Scoring and Criteria:

The evaluation team for Steps 1 and 2 shall consist of three (3) representatives from OA-FDMC, one (1) representative of the Department of Mental Health (“DMH”), and one (1) representative from University Health (“University”).

### 3.1 Request for Qualifications (RFQ):

Following receipt and opening of the Letters of Interests and the Statements of Qualifications, the evaluation committee will score and establish a ranking of Firms based on each Firm's written response to the selection criteria outlined below. The three Firms with the highest average scores will be shortlisted and proceed to the interview process.

### 3.2 Available Points and Scoring (100 points)

Evaluation of Step One Statements of Qualifications will be based on a 100 total point system based on the following criteria:

Section Reference	Tab Number	Step One (1) Statements of Qualification Requirement	Points Assigned
3.3	-	Cover Letter of Interest	-
3.4	1	Team Organization and Proposed Project Team	20
3.5	2	Team Capacity and Experience	25
3.6	3	Team Methodology	25
3.7	4	Past Performance	10
3.8	5	Proximity and Familiarity	5
3.9	6	Current Project Workload	10
3.10	7	Financial Stability	5
		<b>Available Points Step One:</b>	<b>100</b>

Each firm shall provide, at a minimum, the information requested below. **If the required information is not provided the RFQ will be deemed non-responsive.**

### 3.3 Cover Letter of Interest, including the following certification:

Each firm shall include a brief statement of their interest in this project along with the following information:

- a. Name and Address of Firm:
- b. Authorized Person (printed) along with a Signature
- c. Title/Position:
- d. Telephone Number:
- e. E-mail Address:
- f. Name, Telephone and E-mail of Primary Point of Contact regarding this RFQ Certification (the text of the following certification must be included in the Cover Letter): *"I certify that I am authorized to represent the firm named below and that the statements contained in this Letter of Interest and submitted qualifications are true and correct."*

### 3.4 Tab 1 – Team Organization and Proposed Project Team:

- a. Provide a Firm organizational chart that outlines personnel associated with ownership, management, and/or supervisory roles, and day-to-day Project workflow.
- b. Identify the proposed Project team including any major subconsultants with individual roles explained.
- c. Provide a bar chart illustrating the timing, duration, and percentage of all the Firm's personnel assigned to the proposed Project team.
- d. Provide evidence of common experience between the key team members of the proposed Project team on past projects of similar scope and complexity.

### **3.5 Tab 2 – Team Capacity and Experience:**

- a. Provide a resume (one page maximum) describing relevant education, experience, and professional certifications of each personnel who will be assigned to the proposed Project team.
- b. Provide additional resumes of alternate personnel and explanation of the Firm’s capacity to substitute key positions in the event of unavoidable personnel changes.
- c. Provide list of previously completed and/or ongoing projects, within last ten (10) years, which utilized the Construction Manager at Risk method and the proposed Project team members involved with each project.

### **3.6 Tab 3 – Team Methodology:**

- a. Provide a summary of the Project team’s methodology and practices that will be utilized in managing and executing this Project in all phases, including meeting completion schedule and staying within the available budget.
- b. Describe any unique management strategies, services, and value the Project team will contribute, such as architectural design, client communications, site planning, environmental design considerations, and design of building systems.
- c. Describe any critical issues anticipated during all phases of this Project and what methods the proposed Project team would use to address possible issues.
- d. Identify cost and schedule control methodology.

### **3.7 Tab 4 – Past Performance:**

- a. Identify, summarize, and provide references on a minimum of three (3), but no more than five (5) projects of similar size and scope completed within the last ten (10) years by the Lead Firm.
- b. Provide list of major subconsultants used in the projects identified.
- c. Provide at least three (3) photos of each project referenced.
- d. For all projects identified, include a general description of the scope of work, initial and final construction contract amounts, schedules, and contact information of the Owner (names, addresses, email addresses, and telephone numbers are required).

**Note: References will be contacted as part of the evaluation process in Step 2 for the three (3) shortlisted Firms.**

### **3.8 Tab 5 – Proximity and Familiarity**

- a. Provide the domiciled location (City and State) of Firm and the location of any satellite offices in proximity to the Project for coordination and services.
- b. Provide detailed work history of projects within the Kansas City, Missouri area.

### **3.9 Tab 6 - Current Projects and Workload:**

- a. List all projects (ongoing and awarded) that the Firm and all proposed subconsultants are currently involved with.
- b. List all personnel assigned to each of the referenced projects to demonstrate current workload and future capacity for this project.

### **3.10 Tab 7 – Financial Stability:**

- a. Provide current balance sheet and income statement as evidence of the Firm’s financial stability and capacity to support the Project.



- b. Provide evidence from the lead Firm’s insurance carrier supporting their ability to provide adequate Professional Liability Insurance to cover the Allowable for Construction costs.

**3.11 Format for SOQ Submissions:**

The following format must be utilized and the items must be included in the SOQ submission.

- a. **One electronic copy on a flash drive**
- b. **Ten (10) spiral bound hard copies** consisting of a maximum of forty (40) double-sided 8 ½ x 11 pages, not including the letter of interest, table of contents, organizational chart and bar chart, personnel resumes/qualifications, financial information, covers and dividers.
- c. Each hard copy submission shall be spiral bound with hard stock covers front and back, tabbed, and clearly labeled in the order of the selection criteria outlined above.
- d. Financial information is to be included under a separate sealed envelope with the company name clearly identified.

**4.0 Step Two – Interviews - Scoring and Criteria; (100 points):**

Three (3) firms will be shortlisted and invited to Interview.

Each Team will be allowed up to two (2) hours for presentation/interview, along with a questions and answer period. Respective date and time for each shortlisted Firm will be communicated when final scoring is released for Step One. Interviews will be held at the Harry S. Truman State Office Building, Jefferson City, Missouri.

Key personnel from the Firm and any major subconsultants who will be directly involved with the Project are expected to attend the Interview.

Following the Interview, the evaluation committee will score each Interview, calculate an average score for each Firm, and establish an average ranking of Firms based on their Interview. The scoring of each Interview will be based on the following criteria:

<b>Step Two (2) – Interview Scoring Category</b>	<b>Available Points</b>
Past Performance Based on References provided	10
Firm demonstrated relevant experience and technical expertise on similar facility types	15
Subconsultants demonstrated relevant experience and technical expertise on similar facility types	15
Firm demonstrated a pragmatic design approach and methodology to complete design in a timely manner and limit construction changes	20
Firm demonstrated a management approach and methodology for implementing and administering all phases of the project	15
Firm demonstrated past performance on staying within required budget on projects of similar scale	15
Firm demonstrated cohesiveness and capability as a team	10
<b>Available Points – Step Two</b>	<b>100</b>

**\*At no time during Step One or Step Two shall any proposed fees be discussed\***

**5.0 Anticipated Procurement Timeline:**

The Owner’s anticipated timeline for the selection process is as follows (subject to change):

Issue RFQ	January 14, 2025
Last Day for Questions	February 4, 2025
Last Addendum issued	February 5, 2025
Statements of Qualifications due to the Owner	February 13, 2025
Scoring Released   Shortlisted Firms notified of Interview Schedule	February 26, 2025
Interviews for Shortlisted Firms	March 3 and 5, 2025
Final Scoring of Top 3 released	March 7, 2025
Issue RFP to QBS #1	March 14, 2025
Onsite Pre-Proposal Meeting with QBS#1	Week of March 17, 2025
Proposal Due to Owner	April 18, 2025
Negotiate Proposal with QBS#1	May 2, 2025
Issue Design Agreement to QBS#1 (subject to acquisition of real property)	May 16, 2025

**6.0 Due Date**

Statements of Qualifications shall be delivered to the address provided on the first page of this RFQ by the date and time specified or as modified via written addenda only. The Firm is solely responsible for submitting a response on time. It is the responsibility of the Firm to ensure that submissions are received by the deadline.

**Late submissions will not be considered and will be deemed nonresponsive.**

**7.0 Responsibility of Firm to Provide Clear Information**

It is the sole responsibility of each Firm to provide clear and complete answers and descriptions of the requested information. The Firms qualifications shall be evaluated based solely on the information and materials provided by the firm in response to this RFQ and in an interview, to the extent an interview is requested. Failure to provide all information requested or to provide clear answers may result in a proposal being rejected or may result in lower scoring.

**8.0 Questions and Communications**

All questions, requests for clarifications, requests for modification of this RFQ, and project specific or technical questions must be submitted in writing to **all point of contacts; [Becky.Mitchell@oa.mo.gov](mailto:Becky.Mitchell@oa.mo.gov), [Jared.Cook2@oa.mo.gov](mailto:Jared.Cook2@oa.mo.gov), [Michael.Varhola@oa.mo.gov](mailto:Michael.Varhola@oa.mo.gov)**, no later than the date specified in the RFQ. Firms must restrict all contact and questions regarding this RFQ to the individuals above, unless otherwise authorized by OA-FMDC.

Firms must direct all contact and questions regarding this RFQ and the Project to the point of contacts listed above. Firms are prohibited from directly or indirectly communicating about this RFQ or the Project during this contract process with any other state employee, agency, or University Health employees, unless otherwise authorized by OA-FMDC.

Any violation of this provision will result in disqualification of the Firm from the selection process.



For Firms desiring to participate in an optional guided tour of the Fulton State Hospital's newest mental health facility, Nixon Forensic Center, OA-FMDC and DMH will offer the following date and time. No other dates will be offered.

Date/Time: January 28, 2025, 1:00PM – 3:00PM

Location: All attendees should meet at 600 East 5<sup>th</sup> Street, Fulton, Missouri at 12:45PM. The tour will start promptly at 1:00PM.

RSVP to Jared Cook at [Jared.Cook2@oa.mo.gov](mailto:Jared.Cook2@oa.mo.gov) with the names of all attendees for your Firm by 5:00PM, January 22, 2025.

Attendance is limited to no more than three (3) members from each Team.

No cell phones or cameras will be permitted within the secure perimeter of the facility.

### **9.0 Confidentiality of Submittals:**

OA-FMDC is a public governmental body. The Missouri Sunshine Law (Ch. 610, RSMo) provides that all records of a public governmental body are open unless they may be closed or are closed as otherwise provided by law. All materials submitted by the potential Firms in conjunction with the RFQ becomes the property of OA-FMDC, and are subject to disclosure pursuant to the Missouri Sunshine Law. The potential Firms may mark submitted material as containing confidential trade secrets; however, such label is not binding on OA-FMDC. Only information expressly permitted to be closed pursuant to the provisions of Missouri law, as determined by OA-FMDC's legal counsel or as required by a court, will be treated as a closed record by OA-FMDC and withheld from any public request for records. The potential Firms should presume information provided to OA-FMDC in a proposal will be public following the award of the contract or after rejection of all proposals, and will be made available upon request in accordance with the provisions of state law.

### **10.0 State's Rights Reserved**

OA-FMDC reserves the right to do, but is not required to do, the following:

- reject all submissions and reissue this RFQ if the submissions received are not acceptable to OA-FMDC;
- waive clerical errors in this RFQ or any submission; or
- request additional information and data from any potential Firm.

Any request for information by OA-FMDC to the potential Firms is solely for the purpose of evaluating the statement of qualifications and understanding its terms. Such a request shall not be considered to constitute a binding agreement or commitment by OA-FMDC in any manner.

### **11.0 Modifications to RFQ**

This RFQ is subject to revision after the date of issuance via written addenda only. Any addenda issued will be posted on OA-FMDC's website at <https://oa.mo.gov/facilities/bid-opportunities/bid-listing-electronic-plans>. It is the responsibility of each Firm to check for any RFQ addenda prior to submitting its Statement of Qualifications. No verbal interpretations or statements made to any Firm regarding the meaning of the RFQ shall be binding on OA-FMDC.

## **12.0 Notice of Legal and Contractual Requirements:**

### **12.1 Business Registration**

To be awarded a contract, any Firm that operates as a legal entity in the State of Missouri must be appropriately registered with the Missouri Secretary of State's office, and such registration must be active and in good standing. If the successful Firm is doing business in the State of Missouri under a fictitious name, the Firm must have a current Registration of Fictitious Name. If the Firm is an entity formed in another State, the Firm must have a Certificate of Authority to do business in Missouri. The Owner will typically ascertain the Firm's standing with the Missouri Secretary of State from the information available on the Secretary of State's website. However, the Owner may, at its discretion, request proof of compliance with this paragraph from the selected Firm prior to award of a contract. The Firm shall provide a certified copy of its Certificate of Good Standing, Certificate of Authority and/or Registration of Fictitious name to the Owner upon request. If the Firm fails to provide such information upon request, the Owner shall not award a contract to the Firm, and the Owner will not be under any further obligation to the Firm.

### **12.2 Missouri Based Businesses**

Preferences owed to Missouri businesses will be given consistent with Chapter 34 of the Revised Statutes of Missouri (RSMo).

### **12.3 Transient Employers**

Transient employers subject to sections 285.230 and 285.234, RSMo (out-of-state employers who temporarily transact any business in the State of Missouri) may be required to file a bond with the Missouri Department of Revenue. The Owner may require the Firm to certify that it has complied with all applicable provisions of sections 285.230 and 285.234, RSMo before awarding a contract.

### **12.4 Work Authorization**

Sections 285.525 and 285.530, RSMo require business entities to enroll and participate in a federal work authorization program in order to be awarded a contract in excess of \$5,000 with the State of Missouri. Firms must submit an Affidavit of Work Authorization prior to being awarded a contract. Firms must also submit an E-Verify Memorandum before the Owner may award a contract to the Firm. Information regarding E-Verify is located at <https://www.uscis.gov/e-verify/>. The Firm shall be responsible for ensuring that its subcontractors or subconsultants enroll in E-Verify.

### **12.5 Anti-Discrimination Against Israel Act**

If selected, the Firm will be expected to provide a certification before being awarded a contract as follows:

- If the Designer meets the definition of a company as defined in section 34.600, RSMo, and has ten or more employees, the Designer shall not engage in a boycott of goods or services from the State of Israel; from companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or from persons or entities doing business in the State of Israel as defined in section 34.600, RSMo.
- If, at any time during the life of the Agreement, the Designer meets the definition of a company as defined in section 34.600, RSMo, and the Designer's company's employees increases to ten or more OR the Designer's business status changes to become a company as defined in section 34.600, RSMo, and the Designer's company has ten or more employees, then the Designer shall submit to the Division of Facilities

Management, Design and Construction a completed Box C of the exhibit titled “Anti-Discrimination Against Israel Act Certification, and shall comply with the requirements of Box C.

### **12.6 Background checks and Photo ID**

If awarded a contract, the Designer’s employees, and the employees of all subconsultants who perform work on the project, will be required to undergo a background check and obtain a State of Missouri identification badge prior to commencement of work.

### **12.7 Licensure**

Current State of Missouri A/E Corporate Certificate of Authority issued by the Missouri State Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects for your firm and all subconsultants will be required prior to Agreement being executed.

### **12.8 Disclosure of Work Performed Outside the United States**

Disclosure of Work Performed Outside the United States Documentation evidencing enrollment/participation in a federal work authorization program (Copy of a Memorandum of Understanding (MOU) from Department of Homeland Security (DHS) is acceptable). If you have not obtained an MOU from DHS, the link to their website is <https://e-verify.uscis.gov/enroll>.

### **12.9 Joint Ventures**

A proposal from a partnership or joint venture shall require only one signature of a partner, an officer of the joint venture authorized to bind the venture or an attorney-in-fact. If the proposal is signed by an officer of a joint venture or an attorney-in-fact, a document evidencing the individual's authority to execute contracts should be included with the proposal.