

# REQUEST FOR QUALIFICATIONS

*Design/Build Services*

*New Administrative Offices and Fleet Garage*

*Office of Administration, Division of General Services*

*Jefferson City, Missouri*

Date Issued: February 3, 2026

Project No.: O2548-01

**STATE of MISSOURI**

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**OFFICE of ADMINISTRATION**  
Facilities Management, Design & Construction

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## REQUEST FOR QUALIFICATIONS (RFQ) FOR DESIGN/BUILD SERVICES

### OWNER:

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

### PROJECT TITLE AND NUMBER:

Design/Build Services  
New Administrative Offices and Fleet Garage  
Office of Administration, Division of General Services  
Jefferson City, Missouri  
**Project No.: O2548-01 (“Project”)**

### SUBMISSION OF STATEMENTS OF QUALIFICATIONS:

Until: **1:30 PM CST, Wednesday, March 4, 2026**

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 SQQ 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 Technical Questions:

**Andy Carroll**, R.A., OA-FMDC Project Manager  
Phone: (573) 751-8913 | Email: [Andy.Carroll@oa.mo.gov](mailto:Andy.Carroll@oa.mo.gov)

Proposers must direct all contact and questions regarding this RFQ and the Project to the point of contacts listed above. **Proposers are prohibited from directly or indirectly communicating about this RFQ or the Project with any other state employee or agency during this procurement process.** Any violation of this provision will result in disqualification of the Proposers from the procurement 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> or for a small download fee at American Document Solutions, 1400 Forum Blvd., Suite 7A, Columbia, Missouri 65203, Phone (573) 446-7768 or Fax (573) 355-5433.

## **GENERAL INFORMATION:**

The State of Missouri, Office of Administration, Division of Facilities Management, Design and Construction (referred to herein as “Owner” or “OA-FMDC”) is requesting Statements of Qualifications (referred to herein as “SOQ”) from qualified and interested Design/Build Teams (collectively referred to herein as the “Team” or “Design Builder” or “Proposer”) to provide Design/Build Services. For the purposes of this request, a “Team” is defined as a collaboration between a general contractor and a design firm.

The selection process of a Design Build Team will take place in **three steps**, in accordance with **Sections 8.285 through 8.291, 8.690, and 67.5060** of the Revised Statutes of Missouri (RSMo).

**Step One** will consist of issuance of this Request for Qualifications (“RFQ”), followed by a review and evaluation of submitted statements of qualifications (“SOQ”).

At least two, but no more than five teams will be pre-qualified and shortlisted to proceed to Steps Two and Three and issued the Request for Proposal (“RFP”).

**Step Two** OA-FMDC will ask the pre-qualified Proposers only to submit a Proposal, and all other information defined in the RFP.

**Step Three** will be the cost proposal providing a firm, fixed cost of construction, accompanied by a Bid Security and all other information defined in the RFP.

**Steps Two and Three** will be submitted concurrently at the time and place specified in the RFP. Step 3 cost proposals shall be opened only after Step 2, design proposals, have been evaluated and assigned points.

Details of each step and the selection process are further outlined in this RFQ.

Proposers desiring to provide Design/Build services for the project shall submit statements of qualifications containing the documents and information indicated herein. **Failure to include all required information may result in the qualifications being rejected and not scored.**

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

## **1.0 PROJECT INFORMATION**

**1.1 Overview:** It is the Owner's intent to obtain professional design-build services for the design and construction of a new State facility that will include administrative offices and fleet garage for OA Division of General Services:

**1.2 Background Information:** The existing facility includes an office building and warehouse originally constructed in 1990, with a warehouse addition completed in 1995. Both structures are single-story and constructed using masonry and/or steel-framed systems. The combined estimated area of the buildings is approximately 254,651 square feet.

Key features of the existing site include:

- A covered loading dock adjacent to the office building
- A shipping and receiving area of approximately 8,300 square feet adjacent to the print shop, equipped with six (6) overhead doors
- Twelve (12) loading docks with levelers located on the southeast end of the warehouse

The site also includes three paved surface parking lots:

- Primary Lot: Concrete-paved, approximately 60,000 SF
- Employee Lot: Located near the Scruggs Station Road / S Country Club Drive intersection, approximately 29,000 SF
- Third Lot: Fronting along Fairgrounds Road, approximately 45,000 SF

**1.3 Owner's Objectives:** The Owner's objective is for the design and construction on the developed site that includes:

- a. A 10,000 SF administrative office building
- b. A 20,000 SF maintenance garage
- c. Provide a drive-through enclosed corridor connecting the two buildings that accommodates vehicle passage and ensures secure, weather-protected connectivity between the office and garage.
- d. Provide transition to an adjacent 100,000 SF State fleet parking area

### **1.4 Minimum Design Criteria:**

#### **1.4.1. Administrative Office Building (Approx. 10,000 SF)**

The office building shall include:

- a. 14 workstations
- b. 22 offices
- c. File and storage areas
- d. Two restrooms per code
- e. 1 conference room
- f. 1 break room
- g. Reception and waiting area
- h. Mechanical room

#### **1.4.2. Fleet Maintenance Garage (Approx. 20,000 SF, Climate-Controlled)**

The garage shall be fully heated and air-conditioned and include:

- a. 8 body shop bays
- b. 12–14 main shop bays
- c. 1 pull-through bay for large vehicles
- d. 9 overhead bay doors, each 12' wide x 14' tall

**Interior Spaces:**

- e. Parts shop/storage area
- f. Body shop office
- g. Main shop office
- h. Main office
- i. 8 workspaces
- j. 2–3 additional offices
- k. Two accessible restrooms, plus two additional restrooms near the shop/tire area.
- l. 1 lunch/break room
- m. 1 tool room
- n. 2 utility rooms
- o. 1 waiting room
- p. Service Bay Bathroom with Washer and Dryer
- q. Separate Bay Breakroom

**Additional Features:**

- r. A loft/mezzanine level above the parts storage and auto offices for additional storage
- s. All shop-related offices must have direct visibility into the work areas
- t. The facility must include all required safety equipment per applicable codes (e.g., eyewash stations, emergency showers, etc.)
- u. Automated Single Bay Carwash

**1.4.3. Design and Code Compliance Requirements:**

The facility must meet or exceed the following standards:

- a. High-efficiency HVAC, electrical, data, and security systems
- b. Fire alarm and suppression systems
- c. Domestic hot water system with water softener system
- d. Architectural and engineering systems compliant with:
  - a. ASHRAE 90.1 (latest edition)
  - b. 2010 ADA Standards for Accessible Design
  - c. International Building Code (IBC), National Electrical Code (NEC) — 2018 editions or newer
- e. All applicable local, state, and federal codes and regulations

**1.4.4. Other Minimum Requirements:**

- a. A localized paging system shall be installed for internal communication.
- b. Interior and exterior color schemes must be consistent with other OA General Services Facilities.
- c. All lighting throughout the facility shall be LED.
- d. Low-speed, high-volume (LSHV) fans are required in each shop area to ensure proper air circulation.
- e. The HVAC system shall include high efficiency units
- f. Building Automation System (BAS) for centralized control and monitoring
- g. All utilities (water, sewer, electric, gas, data, etc.) shall be extended to the site as required.
- h. A minimum of 10 vehicle lifts shall be installed in the maintenance shop.
- i. A paint booth shall be provided, approximately 21' wide x 18' tall x no less than 30' long, and include: Exhaust system Make-up air unit as required by code
- j. No interior structural beams shall be lower than 16 feet in height to allow for unobstructed vehicle and equipment movement.

- k. A vehicle exhaust extraction system shall be installed in both the Body Shop and Main Shop areas.

## 1.5 Other Project Information:

- a. Allowable for Construction:  
The “Total Allowable for Construction” for this project will be **\$6.3 Million**.  
Definition of “Allowable for Construction” includes the total cost to design and construct all elements of the project, as well as any expenses beyond the physical construction of the building including but not limited to, any site work, permitting, and professional service fees including Design/Build fees and subcontractor fees.
- b. Step 3 Cost Proposals **exceeding ten percent (10%)** of the Allowable for Construction will be considered non-responsive and those Proposers will be ineligible to receive any form of stipend payment.
- c. The Total Combined Costs of all Betterments **may not exceed 15%** of the Allowable for Construction.
- d. Anticipated Construction Start:  
Construction is expected to begin in the **Spring of 2026**.
- e. Expected Project Duration and Completion Date:  
This project is expected to be completed in 12-14 months. The Design/Builder will be required to **substantially complete the project no later than October 30, 2026**.
- f. Liquidated Damages: **\$1,200**
- g. Funding: This project is fully state funded; no federal terms or conditions will apply to the resulting Contract, if awarded.
- h. Location of Project:



## **2.0 Definitions**

### **2.1 Design/Builder Definition:**

The term Design/Builder is defined as any individual, partnership, joint venture, or corporation subject to a qualification-based selection that offers to provide or provides design services and general contracting services through a design-build contract in which services within the scope of the practice of professional architecture or engineering are performed respectively by a licensed architect or licensed engineer and in which services within the scope of general contracting are performed by a general contractor or other legal entity that furnishes architecture or engineering services and construction services either directly or through subcontracts or joint ventures.

### **2.2 Betterment Definition:**

The term Betterment is defined as items offered by the Proposer exceeding the minimum requirements of the RFP. Proposed Betterments shall be clearly defined in the narrative and identified in the Step 2 Design Proposal documents and included in the project schedule as appropriate. Evaluation of each Betterment will be based on the desirability of the Betterments proposed. The Owner reserves the right to accept or reject a Betterment based on desirability, project needs and budget. The Owners reserves the right to accept or reject any Betterment without discussion. **NO reference to costs shall be included in the Step 2 documents, all cost information for the proposed Betterments shall be included in the Step 3 Cost Proposal.**

## **3.0 Design/Builder Selection Process**

### **3.1 Step One – Scoring and Criteria (RFQ):**

The first step in the selection process shall consist of the review and ranking of each firm's qualifications and responses to the selection criteria in this RFQ. **Statements of Qualifications should not contain any reference to price or fees.** This shall be a competitive process with points awarded for each category of the selection criteria, as set forth below. The Owner will utilize an evaluation committee to evaluate the offerings and establish a ranking of each SOQ received. At least two, but no more than five Proposers with the highest average scores based on the firm's responses to the selection criteria will be shortlisted to proceed to Steps 2 and 3 with the issuance of the RFP.

**Points assigned in Step 1 of the evaluation process shall not carry forward to Steps Two and Three.**

### **3.2 Request for Proposal (RFP):**

#### **a. Step Two RFP – Design Proposal:**

In the second step, the RFP documents will be issued to the Proposers selected as most qualified based on evaluation of Statements of Qualifications in Step One. At least two, but no more than five, Proposers with the highest evaluation scoring will be shortlisted to Proceed to Steps 2 and 3.

#### **b. Step Three RFP – Cost Proposal:**

In the third step, the shortlisted Proposers shall provide a firm, fixed cost of design and construction, as well as costs for no more than 3 Betterments. The proposal shall be

accompanied by bid security and any other items as defined in the RFP or as modified via written Addenda only.

**Proposals for Steps Two and Three shall be submitted concurrently, but in separate envelopes.**

- c. Step Three Cost Proposal will be opened only after Step Two design proposals have been fully evaluated, scored, and rankings finalized and released to Proposers and posted on the Owner's website at <https://oa.mo.gov/facilities/bid-opportunities/bid-listing-electronic-plans>. Step Three, Cost proposals shall be opened and read aloud at the time and place specified in the RFP or as modified via written Addenda only.
- d. Shortlisted Proposers will be required to participate in mandatory work sessions with members of the evaluation committee. These workshops are intended to give the Design/Build Teams the opportunity to present and receive feedback on preliminary design ideas. Schedule of work sessions will be assigned upon issuance of the RFP to shortlisted Proposers. We anticipate each session to be two (2) hours in duration for each Proposer.

### **3.3 Evaluation and Scoring:**

#### **a. Step 1 Qualifications – Available Points and Scoring; (100 points)**

Following receipt and opening of Statements of Qualifications, the evaluation committee will score and establish a ranking of Proposers based on their written responses to the selection criteria outlined in the RFQ. The final evaluation and short-listing of the Design/Build Teams Statements of Qualifications will be based on a 100 total point system, broken down as follows:

<b>4.0 - Step 1 Qualification Selection Category</b>	<b>Available Points</b>
Section 4.1 - Cover Letter	-
Section 4.2 – Tab 1 – Team Experience and Past Performance	25
Section 4.3 – Tab 2 – Project Management	25
Section 4.4 – Tab 3 – Architects' and Engineers' Design Experience	20
Section 4.5 – Tab 4 – Qualifications of Key Personnel/Team Organization and Experience	20
Section 4.6 – Tab 5 – Safety Program	10
	<b>Available Points</b>
	<b>100</b>

**b. Step 2 Design Proposal - Forty percent (40%) (100) points:**

The submitted designs shall be evaluated and assigned points in accordance with the criteria below:  
**Under no circumstances should the design proposal contain any reference to the cost of the proposal.**

**Proposers are allowed to show up to three (3) Project Betterments that will be evaluated as part of Step 2. Each Betterment has one (1) bonus point available to the overall Step 2 Design score.**

Criteria Number	Step 2 Design Proposal Criteria	Points Available
#1	Proposer's design meets all criteria set forth in the RFP	20
#2	Ability of Proposer to meet the substantial completion date	20
#3	Interior/Exterior Aesthetics	15
#4	Cohesiveness and compatibility of Proposer's Team	15
#5	Site Plan/Layout and Utilities	15
#6	MEPF Systems and Equipment	15
	<b>Available Points</b>	<b>100</b>
	<b>Bonus Points Available</b>	
#7	Project Betterment #1	1
#8	Project Betterment #2	1
#9	Project Betterment #3	1

**c. Step 3 Cost Proposal - Sixty percent (60%) (100) points:**

The lowest, responsive, responsible bidder for base bid only shall be awarded the total number of points assigned in Step 3 of 100. For all other bidders, cost points shall be calculated by reducing the maximum points available of 100 by one percent for each percentage point by which the bidder exceeds the lowest bid and points assigned shall be added to the points assigned for Step 2 for each Design/Builder.

**Betterment costs will not be factored into Step 3 Cost Proposal Scoring and shall be listed in the appropriate location on the Proposal Form, along with a detailed narrative.**

Cost evaluation points shall be determined using the following formula:

Lowest Responsive Vendor's Price	X	maximum cost points	=	Cost evaluation points
Compared Vendor's Price				

**d. SDVE Bonus Points (3 points)** Three (3) bonus points will be added to the final score of a Proposer that is a Service Disabled Veteran Business Enterprise doing business as Missouri firms, corporations, or individuals, or which maintain Missouri offices or places of business in accordance with section 34.074, RSMo. The bonus points are available only to a certified SDVE firm that is proposing to directly contract with the Owner as a Design/Builder, not for use of an SDVE subcontractor or supplier.

e. **Award:** If the Owner decides to award the project, the lowest, responsive, responsible design.builder with the highest number of points shall be awarded the contract.

**3.4 Anticipated Procurement Timeline:** The Owner's anticipated timeline for the selection process is as follows (subject to change):

RFQ Release	2/3/2026
Deadline for RFQ Questions	2/17/2026
Distribute Final RFQ Addendum	2/19/2026
<b>Statements of Qualifications Due</b>	<b>3/4/2026</b>
Notify Shortlisted Proposers   Issue RFP	3/11/2026
Mandatory Pre-Proposal Meeting Location: Harry S Truman State Office Building, Conference Room 750, followed by Onsite Walkthrough, 4720 Scruggs Station Road	3/19/2026
Mandatory Work Sessions for Shortlisted Proposers Location: Harry S Truman State Office Building, Room 730 (exact time assigned upon issuance of the RFP)	3/20/2026
<b>Proposals Due</b>	<b>4/15/2026</b>
Evaluation Results of Step 2 Released to OA-FMDC Website by 11:00AM Public Opening to read aloud Step 3 Cost Proposals at 1:30PM Location: Harry S Truman State Office Building, Room 510 or a Webex option will be provided	4/23/2026
Intent to Award issued to Successful Design/Builder	4/30/2026

**3.5 Evaluation Team:** The evaluation team for Steps 1 and 2 shall consist of three (3) representatives from FDMC and two (2) representatives of the agency, and a sixth member who will serve as chairperson to facilitate the evaluation process and vote only in case of a tie. The evaluation team may consist of professional architects, engineers, OA-FMDC or agency, leadership or facilities personnel. Names of evaluators will not be released.

**3.6 Stipend:** The Owner intends to offer a stipend of **\$30,000** to unsuccessful short-listed proposers invited to Proceed to Steps 2 and 3 that submit responsive proposals to encourage each team's efforts and convey ownership of each proposal to the Owner. Teams may elect to reject the stipend and retain the rights to the design. Stipend award criteria and procedures will be included in the Design/Build RFP. Stipend payments do not reduce the amount of the Total Allowable for Construction defined in this RFQ.

## **4.0 Statements of Qualification Requirements**

Each firm shall provide the following information, at a minimum, in its Statement of Qualifications:

### **4.1 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. Include the domicile state of the firm:  
*(A bidder is considered domiciled in Missouri if its principal place of business headquarters or main office) is located within the State of Missouri.*
- c. Joint Ventures (“JV”) shall indicate the domiciled state for each firm comprising the JV.
- d. Title/Position:
- e. Telephone Number:
- f. E-mail Address:
- g. Name, Telephone and E-mail of Primary Point of Contact regarding this RFQ
- h. 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:”*
- i. Authorized Person (printed) along with a Signature

### **4.2 Tab 1 - Team Experience and Past Performance:**

This section will be evaluated based on the Design/Build Team’s demonstrated experience on comparable projects, including collaboration history and project outcomes.

- a. Identify and summarize the firm’s four (4) most recent and relevant Design/Build projects that are comparable in size, type, scope, and complexity to this project. Include a brief discussion of project outcomes, challenges encountered, and lessons learned.
- b. For each project, include a general description of the scope of work, contract amounts, schedules, and contact information of the Owner (names, addresses, email addresses and telephone numbers).
- c. The proposed architectural/engineering design team and contractor/construction team shall list projects they have completed together as a Design/Build team. Identify one or more individuals who held key roles on those projects and are proposed for this project. Provide owner references for each cited project.
- d. Provide a record of disputes, claims, or litigation on past projects within the last 5 years. Include the nature of the issue, parties involved, resolution approach, and outcome. Describe how your firm(s) proactively manages risk and resolve conflicts.
- e. Summarize the firm’s track record in completing projects on time and within budget. Highlight specific successes and explain any deviations from original schedules or budgets, including corrective actions taken.

#### **4.3 Tab 2 - Project Management:**

This section will be evaluated on the Team's proposed management approach, strategies for schedule and budget control, and ability to address project challenges proactively.

- a. Provide a summary of the firm's methodology and practices that will be utilized in managing and executing this project in all phases, including meeting the completion schedule and within the available budget. Include strategies for maintaining the project schedule and staying within the available budget.
- b. Describe any unique management strategies, tools, services, and value that the proper management will bring to the project. Highlight how these approaches will enhance quality, efficiency, or collaboration.
- c. Identify and describe critical issues or challenges anticipated during design, construction, and closeout phases. Explain how your team plans to proactively address these issues.

#### **4.4 Tab 3 – Architects' and Engineers' Design Experience:**

This section will be evaluated on the design team's technical expertise, creativity, and ability to deliver functional, compliant, and cost-effective solutions.

- a. The proposed 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. Describe the team's approach to materials selection, including considerations for durability, sustainability, cost-effectiveness, and aesthetic value.
- c. Explain the team's methodology for controlling project costs and maintaining schedule during the design phase. Include tools, processes, and examples from past projects.
- d. Architectural and Engineering Services will be evaluated in accordance with the requirements of Sections 8.285-8.291, RSMo. Any person or firm performing architectural, engineering, landscape architecture, or land-surveying services for the Design/Builder shall be duly licensed or authorized in the State of Missouri to provide such services as required by Chapter 327 RSMo.

#### **4.5 Tab 4 – Qualifications of Key Personnel/Team Organization and Experience:**

This section will be evaluated on the qualifications, availability, and roles of key personnel, as well as the clarity and effectiveness of the proposed team structure.

- a. Identify all key personnel proposed for this project. Address their current and project availability throughout the duration of the project. Attach a one-page resume for each key team member, including relevant education, project experience, and professional certifications or licenses.
- b. Provide a clear description of each Design-Build Team member's role and responsibilities. Include a team organization chart that identifies reporting relationships and the main point of contact for the Project. Shortlisted teams may not make significant changes to the composition of member teams, personnel assignments, or individuals' roles and

responsibilities without prior written approval from the Owner.

- c. Include a bar chart illustrating the timing, duration, and percent Full Time Employee (FTE) involvement of each individual throughout the project life cycle.
- d. Provide resumes for alternate personnel who may be substituted in key roles if necessary. Describe the firm's capacity and approach to maintaining continuity in the event of unavoidable personnel changes.
- e. Provide evidence of prior collaboration between key member firms and individuals on projects of similar scope and complexity. Highlight specific roles and outcomes from these projects.

#### **4.6 Tab 5 - Safety Program:**

This summary should demonstrate proactive measures and compliance strategies to maintain a safe work environment.

OA-FMDC places a high priority on safety and expects all Design/Build Teams along with any lower tier subcontractors to demonstrate a strong commitment to maintaining a safe work environment throughout the duration of the Project.

- a. Provide the firm's Workers' Compensation Experience Modification Rate (EMR) and OSHA Total Recordable Incident Rate (TRIR) for each of the past three (3) years.
- b. Provide a summary of the safety program that will be implemented for this project. Include the following:
  - i. Overview of the Proposer's safety philosophy and culture
  - ii. Oversight and coordination of subcontractor safety compliance on-site
  - iii. Methods and frequency for engaging workers in safety practices (e.g. toolbox talks, incentives, reporting systems, etc.)

### **5.0 Submittal**

#### **5.1 Format:** Each firm shall submit:

- a. **One electronic copy on a flash drive**
- b. **Six spiral bound hard copies** consisting of a maximum of forty (40) double-sided 8 1/2 x 11 pages, not including the letter of interest, table of contents, organizational chart and bar chart, and personnel resumes/qualifications.
- c. Each hard copy submission shall be spiral bound with hard stock covers front and back arranged in the order of the RFQ selection criteria as outlined in Section 4.0 of this RFQ.
- d. Tab dividers separating selection criteria items 1 through 5, shall be included and shall be clearly labeled to indicate the material following.
- e. Covers and dividers shall not count toward the forty (40) page maximum.

**5.2 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 Proposer is solely responsible for submitting a response on time. It is the responsibility of the Proposer to ensure that submissions are received by the deadline.

**Late proposals will not be considered**

#### **5.3 Responsibility of Proposer to Provide Clear Information**

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

## **6.0 Questions and Communication**

6.1 Questions, requests for clarification or requests for modification of the RFQ should be submitted in writing to Becky Mitchell at [Becky.Mitchell@oa.mo.gov](mailto:Becky.Mitchell@oa.mo.gov) no later than the date specified in the Selection Schedule. At its option, OA-FMDC may issue addenda to modify or clarify the RFQ in response to submitted questions or comments. No verbal interpretation made to any Proposer regarding the meaning of the RFQ shall be binding on OA-FMDC.

6.2 Proposers must restrict all contact and questions regarding this RFQ to the contacts listed in this RFQ. Proposers are prohibited from directly or indirectly communicating about this RFQ or the Project with any other State employee or agency, except for communication initiated by OA-FMDC in order to obtain information or clarification needed to evaluate a response. **Any violation of this provision may result in disqualification of the Proposer from the selection process.**

## **7.0 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 Proposer in conjunction with the RFQ becomes the property of OA-FMDC, and are subject to disclosure pursuant to the Missouri Sunshine Law. The Proposer 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 Proposer 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.

## **8.0 State's Rights Reserved**

- a. OA-FMDC reserves the right to reject any and all submissions, and the right to reissue this RFQ if the submissions received are not acceptable to OA-FMDC.
- b. OA-FMDC reserves the right to waive technical defects in this RFQ or any submission.
- c. OA-FMDC reserves the right to request additional information and data from any Proposer. Any request for information by OA-FMDC to the Proposer 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.

## **9.0 Modifications to RFQ**

This RFQ is subject to revision after the date of issuance via written addenda only. Any addenda will be posted on OA-FMDC's website at <https://oa.mo.gov/facilities/bid-opportunities/bid-listing-electronic-plans> and at American Document Solutions at <https://www.oafmdeplanroom.com/jobs/public>. It is the responsibility of each Proposer to check for any RFQ addenda prior to submitting its Statement of Qualifications.

## **10.0 Notice of Legal and Contractual Requirements**

### **10.1 Business Registration**

To be awarded a contract, any Proposer 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 Proposer is doing business in the State of Missouri under a fictitious name, the Proposer must have a current Registration of Fictitious Name. If the Proposer is an entity formed in another State, the Proposer must have a Certificate of Authority to do business in Missouri. The Owner will typically ascertain the Proposer'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 Proposer prior to award of a contract. The Proposer 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 Proposer fails to provide such information upon request, the Owner shall not award a contract to the Proposer, and the Owner will not be under any further obligation to the Proposer.

### **10.2 Transient Employees:**

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 Proposer to certify that it has complied with all applicable provisions of Sections 285.230 and 285.234, RSMo before awarding a contract.

### **10.3 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. Proposers must submit an Affidavit of Work Authorization prior to being awarded a contract. Proposers must also submit an E-Verify Memorandum before the Owner may award a contract to the Proposer. Information regarding E-Verify is located at <https://www.uscis.gov/e-verify/>. **The Proposer shall be responsible for ensuring that its subcontractors or subconsultants enroll in E-Verify.**

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

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

- If the Design/Builder meets the definition of a company as defined in section 34.600, RSMo, and has ten or more employees, the Design/Builder 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 this Agreement, the Design/Builder meets the definition of a company as defined in section 34.600, RSMo, and the Design/Builder company's employees increases to ten or more OR the Design/Builder's business status changes to become a company as defined in section 34.600, RSMo, and the Design/Builder company has ten or more employees, then the Design/Builder 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.

## **10.5 Background checks and Photo ID**

If awarded a contract, the DBT’s employees, and the employees of all subcontractors and suppliers who perform work on the project, may be required to undergo a background check and obtain a State of Missouri identification badge prior to beginning work, as set forth further in the Site Security and Health Requirements provided in the Request for Proposal.

## **10.6 MBE/WBE/SDVE Project Participation Goals**

The awarded Design/Builder shall be required to obtain MBE, WBE, SDVE participation and/or provide good faith effort waiver in an amount equal to or greater than ten percent (10%) for Minority Business Enterprises (MBE), ten percent (10%) for Women’s Business Enterprises (WBE), and three percent (3%) for Service Disabled Veteran Enterprises (SDVE) unless a Good Faith Effort waiver is granted by the Owner. If the Design/Builder does not meet the participation goals or make a good faith effort to do so, the Owner may deem the Design/Builder in breach of contract. The Design/Builder shall carefully review the requirements of the Contract related to MBE/WBE/SDVE participation prior to submitting a proposal to ensure that the Proposer is able to comply if awarded a Contract. In order to be counted towards the goals an MBE, WBE or SDVE must be certified by the State of Missouri, Official of Equal Opportunity at <https://oeo.mo.gov/> or additionally the SDVE may be certified by the Department of Veterans Affairs’ at <https://veterans.certify.sba.gov/#search>.

## **10.7 Missouri Domicile Preference**

Pursuant to Sections 34.073 and 34.076, RSMo, preference shall be granted to bidders domiciled within the State of Missouri. For evaluation purposes, out-of-state contractors may be subject to a reciprocal disadvantage equal to any in-state preference provided by their home state.

**A bidder is considered domiciled in Missouri if its principal place of business headquarters or main office) is located within the State of Missouri.**

Reciprocal disadvantage is a pricing adjustment applied during bid evaluations to ensure fairness when out-of-state contractors benefit from in-state preferences in their home state.

For joint venture bids, if any JV partner is domiciled in a state that grants an in-state preference, the entire JV bid will be subject to a reciprocal disadvantage equal to the highest percentage preference granted by any state represented in the JV. Each JV must provide documentation verifying its domiciliary status and the location of its principal place of business.

Example: If a bidder from State X, where a 5% in-state preference is granted, submits a bid of \$1,000,000, OA-FMDC will evaluate and adjust that bid to \$1,050,000 for evaluation purposes. The adjusted amount is used solely for evaluation. If the bidder is determined to be the lowest, responsive, and responsible bidder, the actual contract award will be based on the original bid amount (\$1,000,000), not the adjusted figure.

OA-FMDC reserves the right to request documentation or other information necessary to verify reciprocal preference status. Any misrepresentation by a contractor may result in disqualification from the procurement process.

Bidders are advised that pursuant to Section 8.657, RSMo, no construction corporation, partnership, company or contractor domiciled outside the state of Missouri may be awarded a

contract by this state for a construction project until it has complied with all requirements of Sections 351.572 to 351.604 if the entity is a foreign corporation, Sections 359.491 to 359.501 if the entity is a foreign limited partnership, or, in all other cases, Sections 417.200 to 417.210.

## **10.8 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.

## **10.9 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>.