

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 HVAC Assessment and Design

December 27, 2021

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 HVAC (heating, ventilation and air conditioning) building systems 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 May 1, 2022, 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

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. 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>

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	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 May 1, 2022, 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
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 the Master Agreement for Professional Services 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) signed statements of qualification in a single SEALED envelope or package/box clearly marked "DO NOT OPEN - Courthouse HVAC" on the outside is to be received **NO LATER THAN 4:00 P.M. (LOCAL TIME) ON THURSDAY, FEBRUARY 10TH, 2022, to:**

**Johnson County Commissioners
Attention: Diane Thompson
Johnson County Clerk
300 N. Holden Street, Suite 201
Warrensburg, MO 64093**

QUALIFICATION INQUIRIES:

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

Jennifer Powers
Johnson County Chief Deputy Clerk
Email: jpowers@jococourthouse.com

All questions must be received by email no later than 4:00 PM on Friday, February 4, 2022. 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 Martin Luther King Jr. holiday on Monday, January 17, 2022. 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.

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. Please note the Johnson County Commissioners and all staff will observe the Martin Luther King Jr. holiday on Monday, January 17, 2022. The Courthouse will be closed. Onsite project reviews will not be completed after 4 p.m. on Friday, January 28, 2022.

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

Jennifer Powers

Johnson County Chief Deputy Clerk

Direct: (660) 747-6161

Email: jpowers@jococourthouse.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.

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 gas fired 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. Provide a list of viable funding options to include grants, loans and other financial assistance for the design, renovation, construction and improvement of the HVAC and ancillary systems to include, but not, limited to energy efficiency programs. In addition, to this list, provide examples of grants, loans or financial assistance that the Professional firm has experience with and/or been successful in securing on behalf of clients like Johnson County, Missouri, and similar projects
 - e. 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
- f. Provide seven (7) copies of a written report detailing the ASSESSMENT PHASE data collection and information
 - g. 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 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**
- 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.

CERTIFICATION:

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

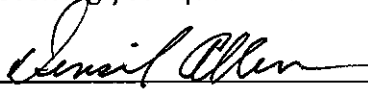
The Professional Firm shall only utilize licensed professional personnel who have had their qualifications submitted as part of the Professional Firm's Qualifications document (or subsequent updates).

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.

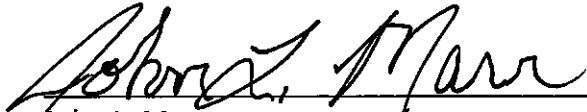
The Professional Firm agrees to fully cooperate with any audit from federal, state, or local auditor or investigation by federal, state, or local law enforcement agencies.

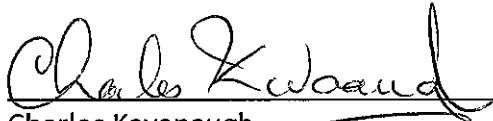
CONCLUSION:

On behalf of the Johnson County Commission, thank you for your interest in the Johnson County Courthouse HVAC 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

Charles K. Woodward
Commissioner, Western District