



Request for Qualifications

City of Sedalia Downtown Building Inspections

Introduction

The City of Sedalia, Missouri is seeking proposals from Engineering Firms with experience in historic building maintenance to perform comprehensive inspections of downtown buildings.

In December 2013 the Sedalia City Council passed an ordinance requiring all structures within the Sedalia Downtown Commercial District to obtain a certificate of inspection. For commercial, industrial, or mixed-use structures a comprehensive inspection and certificate of comprehensive inspection to determine the structural integrity of these structures shall be required prior to April 1, 2025.

The District is defined as the area bounded by the Union Pacific Railroad line on the north, south along South Moniteau to Fourth Street, east on Fourth Street to Kentucky Street, south on Kentucky Street to Broadway Boulevard, east on Broadway Boulevard to Massachusetts Avenue, north on Massachusetts Avenue to the Union Pacific Railroad line. (see attached map) The district includes approximately 225 structures with varying square footage.

Scope of Work

The following is a general description of the tasks to be required of the consultant. In preparing the proposal, the consultant is free to modify, revise or otherwise amend the list of tasks to best satisfy the requirements of the Ordinance.

- Site visit will be made by at least one licensed professional engineer in order to provide a Structural and Roof Assessment of the subject properties, as deemed appropriate and relevant, and in accordance with established practices and format.
- Inspection must include the following building elements related to structural maintenance conditions: Roof, Masonry, Foundation, Building Openings (windows, doors, and skylights), Guttering, and General exterior weatherproofing features of the building.
- Develop a standard check list for internal use in follow-up inspections.
- Provide staff training of inspectors for subsequent inspections.
- Scheduling and notification of owners should be completed by the consultant. The City of Sedalia will provide a list of addresses with all available contact information.

Specific Written Reporting Expectations

An electronic written report, plus any digital photo color images and/or attachments must be submitted in PDF format. Hard copies should be included in a project binder(s) with a table of contents with the number of volumes necessary. The binder system should begin immediately and should be submitted on a routine basis as deemed appropriate.

Project Timing

Listed below are specific and estimated dates and times of actions related to this RFQ. In the event that the City finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFQ. There may or may not be a formal notification issued for changes in the estimated dates and times.

TIMELINE

Date	Event
November 7, 2023	Date of issue of the RFQ
December 8, 2023 – 2:00 p.m.	Qualification Submittal Deadline
December 18, 2023	Recommendation to City Council
December 20, 2023	Notification of selected vendor.

Contents of Proposal

All proposals shall be in written form not to exceed 25 pages and should include:

- The names, respective titles, and years of service of all persons who will be responsible for management and coordination of all work on the project.
- A narrative or other statement explaining the firm's qualifications for the proposed project.
- A brief statement of the availability of key personnel to undertake the proposed project.
- The name and telephone numbers of persons who can be called as references regarding the firm's past performance on similar projects.
- Written description of approach to the project, proposed scope of work, definition of individual tasks, and schedule.
- A statement that the proposal is binding for not less than 75 days after the proposal due date.
- A limited copyright release in order for City Staff to make copies of any copyrighted materials submitted within the proposal.

Consultant Selection Process and Criteria

The proposals will be scored using the following criteria:

Description	Percent
General requirements	
a. Completeness and thoroughness of proposal.	10
b. Favorable references from former recipients of provider's services.	20
Technical requirements	
a. Understanding of the mission and needs of the City of Sedalia.	20
b. Provider's experience with similar analyses. Experience and appropriateness of contractor's staff assigned to the project as documented in resumes.	20
c. Approach and services to be rendered.	<u>30</u>
	100

Compensation

Following the selection of a firm and the successful negotiation of an agreement, a contract shall be negotiated between the City and the successful firm. Reimbursement shall be made according to an agreed upon schedule, specified within the contract for a maximum not-to-exceed amount.

Proposal Submittal Deadline: **2:00 p.m., December 8, 2023**

The City of Sedalia reserves the right to waive any informalities or minor irregularities, reject any and all proposals which are incomplete, conditional, or obscure, accept or reject any proposal in whole or in part with or without cause, and accept the proposal which best serves the City of Sedalia.

All consulting firms interested in submitting formal proposals for the project described herein must submit an **original and three (3) copies** of all required information to:

Devin Lake
Chief Building Official
City of Sedalia
200 South Osage
Sedalia, Missouri 65301

For further information on this RFQ contact Devin Lake at 660-851-7637.