

Date: December 19, 2014

SUBJECT: REQUEST FOR QUALIFICATIONS

The City of O'Fallon, MO is interested in obtaining Statement's of Qualifications from Public Art Planning firms. The intent of this project is to provide the City of O'Fallon with a comprehensive long-range public art plan.

Statements of Qualification shall be submitted to the City of O'Fallon, at the office of the Purchasing Agent no later than **Friday, January 16, 2015, at 1:00 P.M. (CST)**.

If you have any questions, please feel free to contact:

Julie Moellering
Purchasing Agent
City of O'Fallon
100 North Main Street
O'Fallon, MO 63366
T. (636) 379-5527
jmoellering@ofallon.mo.us

**Request for Qualifications
(RFQ #15-002)**

PUBLIC ART FUNDING

JANUARY 2015

City of O'Fallon, Missouri



I. INTRODUCTION

This RFQ is being issued by the City of O'Fallon (City) for the O'Fallon Convention & Visitor's Bureau.

The successful Proposer shall evidence through Qualifications and Experience that their Proposal best benefits the City. Responses to this RFQ shall be submitted in accordance with the outline provided herein. The selection of the successful Proposer, as well as the implementation, shall be subject to the approval of the City.

This RFQ does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods and services. The City reserves the right to accept or reject any or all Proposals received as a result of this RFQ, to waive informalities, to negotiate with the selected Proposer, or to cancel in part or its entirety this RFQ, if it is in the vested interest of the City to do so.

II. BACKGROUND

The City of O'Fallon, Missouri's Convention & Visitor's Bureau requested city staff to consider the possibility of bringing a public arts program to the community.

III. SUMMARY

The City of O'Fallon is seeking public art planning firms to submit qualifications that can successfully guide the City into a comprehensive, innovative and effective long range plan for public art within the city limits.

IV. SCHEDULE

The City intends to meet the following schedule. Proposers unable to commit to this timeline will not be considered. The City may elect to hold oral interviews with selected proposers.

	<u>Date</u>	<u>Time (CT)</u>
1. Issue RFQ	December 19, 2014	
2. Questions Due	January 2, 2015	3:00 pm
3. Qualifications Due	January 16, 2015	1:00 pm
4. Written Proposals Reviewed & Evaluated	February 20, 2015	
5. Selection by Committee	February 27, 2015	

V. SUBMISSION OF PROPOSAL

Number of Response Copies

Responses to all the requirements of this RFQ in the formats requested are required, with all questions answered in as much detail as practicable. The Proposer's response is to demonstrate an understanding of the requirements. Proposals must provide a straightforward, concise description of the Proposer's ability to meet the requirements of the RFQ. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

The City is seeking to have the contract completed by March 6, 2015, in order to present the results and sign the contract at the February 13, 2015, City Council meeting.

All questions must be submitted in writing to Julie Moellering, City Purchasing Agent, by 3:00 P.M. on January 2, 2015. The City will respond by the end of day on January 9, 2015 to questions from Proposers. Answers to questions will only be distributed via addendum and posted on our website. <http://www.ofallon.mo.us/bid-opportunities>

Responses to the RFQ must be received no later than 1:00 P.M. on January 16, 2015.

Please submit five (5) bound copies and one (1) electronic copy in Adobe PDF format on CD (no flash/thumb drives). The file submitted on CD shall include all attachments and signatures, where applicable.

The envelope containing the proposals shall be clearly marked RFQ #15-002 PUBLIC ART FUNDING.

Proposers may use mail or courier service at their own risk. The City will not be liable, responsible, or open any late delivery of Responses.

Proposals shall be submitted to:

Julie Moellering, Purchasing Agent
100 North Main Street
O'Fallon, MO 63366
(636) 379-5527
jmoellering@ofallon.mo.us

CONTACT WITH CITY OF O'FALLON PERSONNEL

No contact with other City employees, officials, or City Council members is to be made by responding Proposers throughout the entire process. Any contact will result in immediate disqualification of the Proposer.

Until award of the contract, the Responses shall be held in confidence and shall not be available for public review.

VI. PROPOSAL RESPONSE FORMAT

Proposals submitted for consideration should follow the format and order or presentation described below:

1. **COVER LETTER:** The cover letter should exhibit the Proposer's understanding and approach to the project. It should contain a summary of Proposer's ability to perform the services described in the RFQ and confirm that the Proposer is willing to perform those services and enter into a contract with the City of O'Fallon, Missouri.

The cover letter should also:

- Identify the submitting Proposer;
 - Identify the name, title, address, telephone number, fax number and email address of each person authorized by the Proposer to contractually obligate the Proposer;
 - Identify the name, address, telephone number, fax number, and email address for technical and contractual clarifications throughout the evaluation period.
2. **TABLE OF CONTENTS:** Organized in the order cited in the format contained herein.

3. QUALIFICATIONS AND CAPABILITIES

General Firm Information

- 1) Type of Firm (corporation, partnership, sole proprietorship, joint venture)
- 2) Year Firm Established. Number of years has your firm been in business under its present business name
- 3) Parent Company. If applicable, state name, address, former name if applicable, tax identification number
- 4) Number of Employees and approximate payroll in the State of Missouri

4. FINANCIAL AND LEGAL INFORMATION

- a. Financial Statement. Attach your firm's most recent financial statement or annual report for each of the last three years.
- b. Provide current bond rating and bonding capacity.
- c. Identify bonding agent by name, phone number and rating and letter of intent to bond.
- d. Describe any litigation arising from any previous performance contracts. Please provide the City, date, and resolution. Failure to provide this information will result in disqualification.

5. EXPERIENCE OF FIRM

1. Years in Public Art Planning Business. State the number of years your firm has been involved in the public art planning business.

As an attachment to this section, please include contracts where the Proposer has been selected or has completed a similar project in the last 12 months:

Project Identification. Name of project owner.

Project Information. Brief description.

References. Provide three (3) Names and contact information of owner(s') representatives who can serve as reference.

2. Number and Value of Contracts. Indicate the dollar volume of contracts actually implemented by your firm, each year for the past 5 years.
3. Project Team. List qualifications of key personnel working on this project
4. Firm shall comply with Section 285.525 – 285.550 RSMo regarding enrollment in a federal work authorization program. **A signed, notarized affidavit (attached) and supporting documentation affirming enrollment in a federal work authorization program must be submitted with proposal. Failure to comply with this provision may result in rejection of proposal.**
E-VERIFY: Company shall be E-verify compliant and shall provide documentation to support this requirement within the proposal including the memorandum of understanding (MOU) and the electronic signature page completed in its entirety.

6. TECHNICAL APPROACH:

Illustrate and describe proposed technical solution and compliance with the RFQ requirements.

Items that must be addressed, but are not limited to:

- Ability and experience in planning and implementing long-range planning for public art initiatives.
- Development of mission/vision statements.
- Creation and implementation of clear, obtainable goals
- Understanding of community development principals and fostering the community's involvement in the project process.
- Establishment of concrete policies and procedures
- Financial and staffing recommendations.
- Other services or benefits that qualify your firm.

VII. PROPOSAL EVALUATION CRITERIA

The City shall accept and evaluate all responses and determine which firm best meets the qualifications set in the RFQ and maximizes the benefits to the City. Proposals will be ranked by the following criteria:

QUALIFICATIONS AND CAPABILITIES	20%
FINANCIAL AND LEGAL INFORMATION	10%
EXPERIENCE WITH THE SIMILAR AGENCIES/REFERENCES	30%
TECHNICAL APPROACH	40%

WORKER ELIGIBILITY VERIFICATION AFFIDAVIT

STATE OF _____)
) ss
COUNTY OF _____)

On the _____ day of _____, 20____, before me appeared _____,
Affiant name

personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, stated as follows:

- I, the Affiant, am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the City to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.

- I, the Affiant, am the _____ of _____, and I am duly
title business name

authorized, directed, and/or empowered to act officially and properly on behalf of this business entity.

- I, the Affiant, hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by the City of O'Fallon. I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

- I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection with any services contracted by the City, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

- I, the Affiant, am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

- I, the Affiant, acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

Affiant Signature

Subscribed and sworn to before me in _____, _____, the day and year first above-written.
city (or county) state

My commission expires:

Notary Public

[Attach documentation of enrollment/participation in a federal work authorization program]