

HISTORIC ARCHITECTURE PROFESSIONAL

CITY OF FAYETTE, MISSOURI

**REQUEST FOR QUALIFICATIONS FOR
HISTORIC ARCHITECTURE PROFESSIONAL**

RESPONSE DUE:

ON OR BEFORE

SEPTEMBER 25, 2026 at 4:00 p.m.

**AT
CITY OF FAYETTE CITY HALL
117 S. MAIN,
FAYETTE, MO 65248**

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GENERAL

DESCRIPTION & OVERVIEW

The City of Fayette is seeking a 36 CFR Part 61 qualified historic architecture professional for renovations to the south two bathrooms and pump room at the historic Wesley Bintz/WPA swimming pool located in the City Park. The pool is listed individually on the National Register of Historic Places under Criteria C for Architecture and Criteria A for Entertainment/Recreation and serves as Howard County's World War I Memorial. In addition, it has been designated a Local Landmark by the Fayette Historic Preservation Commission, and further designated as such by Ordinance dated December 6, 2011, by the Fayette Board of Aldermen. The Pool is located on Park Road, Fayette, MO.

Describes:

It is the City's intent to develop a short list of as many as three qualified firms to be interviewed from which one firm will be selected. Following the City's selection of one firm, the City will negotiate separate project specific task agreements on a non-exclusive, as-needed, and as-requested basis. Each task agreement will identify the type of services, work scope, fee, and terms of payment for services. For specific projects, the City may determine that additional expertise is required. The City can elect to assemble or augment project teams to cover all required disciplines. A Certificate of Appropriateness will need to be issued by the Fayette Historic Preservation Commission. The task agreement will be approved by the Mayor and City Board of Aldermen and the Grants Management Section of the Department of State Parks.

The Fayette City Park Swimming Pool Phase 1 hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this RFQ, individuals will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, creed, sex, age, ancestry or national origin in consideration for an award. Federal Land and Water Conservation Funds are being used in this project, and all relevant federal, state and local requirements apply.

The schedule for the selection process is as follows:

Activity	Target Date
Advertise RFQ	September 9, 16, 23, 2026
Proposals Due	September 25, 2026
Completion of Proposal Evaluations	October 9, 2026
Prioritized Short list, possible interviews	October 23, 2026
Select Consultant	November 13, 2026
Agreement Awarded from the City	November 24, 2026
Recommend Contract Approval to City Council	November 24, 2026
Documentation of completed report	December 23, 2026

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SCOPE OF SERVICES & DELIVERABLES

PROFESSIONAL SERVICES

The scope of services and deliverables that the City seeks may found in Attachment A.

SUBMITTALS PROCESS/REQUIREMENTS

PROPOSAL SUBMITTAL

It is the responsibility of each proposer to be familiar with all of the specifications, terms, and conditions of this RFQ. By the submission of qualifications, proposer certifies that if awarded a contract they will make no claim against the City based upon ignorance or misunderstanding of the specifications.

1. All submittals must be SEALED and must be received to the City Administrator at the City Hall NO LATER THAN 4:00 pm on September 25, 2026.
 - a. Submittals will be received only at the address shown below. Any submittals received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the proposer unopened.
 - b. Any submittals, whether delivered by an employee of proposer, U.S. Postal Service, courier or package delivery service must be received and time stamped at the stated address prior to the time designated. The City of Fayette's time stamp shall be considered the official timepiece for the purpose of establishing the actual receipt of submittals.
2. Submittals are to be addressed and delivered as follows:
Historic Architecture Professional
City Administrator
Attn: Deanna Cooper
117 S. Main
Fayette, MO 65248
3. Proposer's name and return address must also appear on the mailing package.
4. No telegraphic, e-mail, or facsimile submittals will be considered.
5. By submission of its proposal, proposer agrees and acknowledges all RFQ specifications, terms and conditions and affirms ability to perform.
6. All costs required to prepare the proposal shall be borne by proposer.
7. Only one submittal response will be accepted from any one person, partnership, corporation, or other entity per service to be provided.
8. All information in the submittal responses will be held as confidential until such time as the City Evaluation Committee has completed their evaluations.
Proposers will receive mailed notification on whether they have been short listed for an interview.

PROPOSAL FORMAT

Submittal responses are to be straightforward, clear, concise, and specific to the information requested. Submit in 8 ½" x 11" format one (1) original plus three (3) copies

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of the submittal. Additionally, a copy shall be submitted on a read-only email in “PDF” format to administrator@cityoffayettemo.com. The original submittal is to be clearly marked and is to be loose leaf in a binder, not bound. All proposals submitted shall be printed double-sided. Text font size of printed proposals must be 12 or greater. In order for submittals to be considered complete, the proposer must provide all information requested.

PROPOSAL CONTENT

For consistency in proposals, the content should be arranged in the order listed in the table below. Note the maximum number of pages allowed for each section. Each side of paper is considered one (1) page.

Content	Maximum No. of Pages
Introductory Letter	1
Insurance Coverage	1
Qualifications of Personnel	4
Past Performance	2
Qualifications of the Firm	2
Litigation History	1
Quality of Client Services/References	1

- Introductory Letter
 - A statement in the introductory letter shall name the person or persons authorized to represent the consultant in any negotiations and sign any contract that may result. A statement providing the type of business entity of the organization and that the business entity can legally operate in the State of Missouri. If any addenda were issued, it shall be acknowledged in this letter.
- Insurance Coverage
 - The City of FAYETTE’s required insurance coverage that includes the following categories of insurance
 - Comprehensive general liability
 - Professional liability
 - Automobile liability
 - Workers’ compensation

Provide a statement indicating that the firm has in effect or can obtain the insurance coverage required by the City (do not provide insurance certificates with the proposal). If the proposer is unable to provide this coverage, the proposer must describe the insurance coverage that can be provided and explain why the City’s preferred coverage cannot be provided. Under such circumstances, proposer shall propose alternative terms and conditions in lieu of the terms and conditions the City has identified in the attached professional services agreement.

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The selected consultant shall provide satisfactory proof of insurance for all coverage. Moreover, on all insurance the selected consultant shall name the City, its officials, employees, and agents as additional insureds (except workers' compensation, professional liability, and professional errors and omissions policies). Affirmatively state that the proposer can comply with these two requirements or explain why such an affirmation cannot be provided.

- Qualifications of Personnel
 - Experience and Organization of Proposed Team
 - Working Relationship with the City
 - Technical Background of Key Individuals on the Team
 - Project Management Approach
- Past Performance
 - Ability to respond during the contract period
 - Past performance on controlling costs
 - Past performance meeting deadlines
- Qualifications of the Firm
 - Specialized experience and technical competencies
 - Responsiveness to City needs and requirements
 - Firm's proximity to and familiarity with the area in which the project is located.
- Quality of Client Services/Reference
 - Long-term client/firm relationships and provide a minimum of three (3) references

EVALUATION CRITERIA/SELECTION PROCESS

COMPLETENESS REVIEW

The City and selection team will perform a preliminary completeness review to identify any patently defective or non-responsive submittals. Submittals not meeting the requirements of the RFQ will be considered non-responsive. City action on a defective or non-responsive submittal may include refusal to evaluate the submittal and elimination of the proposer from the evaluation process. The City reserves the right to take action consistent with the requirements of this document including without limitation, requesting additional information. After receipt and opening of any submittal (and any additional requested information) the City may waive any inconsequential submittal defects.

After the completeness review is performed, those submittals which are deemed "complete" will proceed to the evaluation process. The evaluation process is a two-step process. The first step is the technical evaluation of the submittals, which will be performed by City staff and selection team. The second step will be the oral interviews, which will also be conducted by City staff and selection team.

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SUBMITTAL TECHNICAL EVALUATION

The complete written submittals will be evaluated by City selection team. The evaluation of the submittals shall be within the sole judgment and discretion of the selection team members. The team will evaluate each submittal to determine whether it meets the qualification requirements set forth in this RFQ.

All contact during this evaluation and selection process shall be through the city contact person only. Proposers shall neither contact nor lobby other City consultants, other City staff or officials, members of the city selection team during the evaluation process. Attempts by a proposer to contact and/or influence these persons may result in disqualification of proposer.

The City will submit to proof of the procurement process prior to signing a contract with the firm to Grant Management Section, Missouri State Park for approval. Once Grant Management Section approves, a notice to proceed will be issued.

AWARD

1. The City will recommend award to the proposers who, in its opinion, have provided submittals that best serve the overall interests of the City and attain highest overall point scores.
2. The city reserves the right to reject any or all responses that materially differ from any terms contained herein in form and Exhibit(s) attached hereto and to waive informalities and minor irregularities in responses received.
3. The City reserves the right to award to a single or multiple proposers.
4. The City has the right to decline award of a contract for any reason.
5. The RFQ specifications, terms, conditions, and Exhibits, RFQ addenda and proposer's submittal may be incorporated into and made a part of the contract that may be awarded as a result of this RFQ.

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EXHIBIT A

The City of Fayette is seeking a 36 CFR Part 61 qualified historic architecture professional to evaluate and develop blueprints for the renovation of the two south bathrooms and pump room of the historic Wesley Bintz/WPA Swimming Pool.

Need Demo Sheet for Removal of Urinal

Renovation is to include but Architect Services may not be needed to the following:

- Making the two bathrooms compliant with ADA standards and BOCA Plumbing Code.
- Each bathroom will have one ADA toilet, one ADA wall sink with faucet, one ADA exterior door with ADA hinges, new appropriate window and new ventilation fan.
- The urinals will be removed and replaced/underlying concrete repaired
- The two hot water heaters in the men's bathroom will be removed
- Brick walls and window sills shall be tuck pointed and repaired in both bathrooms.
- The current tile floor drains need to be replaced with a metal drain that is a one-in-one piece which will still allow water to drain but will not interfere with a wheelchair moving across the floor.
- The two interior doors in each bathroom will be replaced appropriately.
- The two interior doors going into the pump room will be removed and replaced with a brick wall which matches the existing brick of the pool structure.
- The exterior door jams of the two bathrooms will be leveled for wheelchair access.