

REQUEST FOR QUALIFICATIONS

The City of Rolla is requesting qualification statements from firms desiring to provide professional services for the following concerning the Centre facility:

Evaluate Existing Facility

The City of Rolla is seeking professional services to assist in the evaluation of the existing Centre Facility not including the Natatorium. The existing facility is 25+ years old and needs evaluation of all building envelope, mechanical, electrical, and plumbing systems.

Identify Potential Projects

Multiple Upgrades for the facility are being considered including but not limited to HVAC replacement/upgrades, lighting, building envelope repairs, roof repairs and aesthetic upgrades.

Energy Efficiency

The chosen consultant shall evaluate improvements with respect to energy efficiencies and estimate cost savings.

Comprehensive Design and Project Management

The chosen consultant shall prepare plans and specifications for the chosen upgrades/repairs, provide bidding services, and provide project management during construction. The construction must be completed with minimal interruption to the ongoing operations of the Centre. All construction should be completed within a reasonable timeframe based upon market availability of materials and resources while minimizing impacts to operations. Project completion within twelve months of initiation is anticipated.

EVALUATION CRITERIA

All submitted Statements of Qualifications will be evaluated by a City of Rolla review panel based on the following criteria. The City reserves the right to request additional information or clarification from any respondent during the evaluation process.

Criteria	Description	Maximum Points
1. Firm Qualifications and Experience	Demonstrated experience in facility evaluations. Includes relevant project history and references.	25
2. Technical Approach and Understanding of Scope	Clarity, completeness, and feasibility of the proposed approach to meeting the City's technical and operational requirements	20
3. Key Personnel and Team Structure	Qualifications and experience of proposed team members, including project manager and technical staff. Includes organizational structure and roles.	15
4. Evaluation of energy efficiency	Demonstrated ability to think "out of the box" for energy efficiency upgrades. Includes relevant project history and references.	20
5. Project Management and Timeline	Ability to meet the project timeline, including a clear plan for coordination with City staff. Includes proposed schedule and milestones.	10
6. Responsiveness and Quality of Submission	Overall quality, clarity, and organization of the proposal. Responsiveness to all RFQ requirements.	10

Total Possible Points: 100

SELECTION PROCESS

The City may invite top-ranked firms for interviews or presentations as part of the final selection process. Final selection will be based on the best overall qualifications, fit with the City's needs.

SUBMITTAL INFORMATION & INSTRUCTIONS

A. Tentative RFQ Schedule & Services Timeline

The following is a tentative schedule of the RFQ key dates. While the City will attempt to apply the necessary resources to maintain this schedule, the following dates are merely projections, and the City reserves the right to modify this schedule as needed to accommodate the completion of this RFQ process.

Item	Due Date
RFQ Published	3/20/26
Deadline to Submit Questions	3/30/26
Answers to Questions Published	3/31/26
Deadline to Submit Qualifications	4/10/26
Evaluation & Selection of Qualified Vendors	Week of 4/13/26
Interviews with Qualified Vendors	Week of 4/20/26
Review and Finalization of Selected Proposal	4/24/26
Negotiation of Professional Services Contract	Week of 4/27/26
City Council Approval	TBD

B. Questions, Answers & Addendum to RFQ

All questions pertaining to this RFQ should be submitted directly to the Public Works Director, Darin Pryor, at dpryor@rollacity.gov until 3/30/2026, at 5:00 PM CST. Responses to all questions submitted will be posted on the City's Bids and RFPs webpage at the address below on 3/31/2026. Changes to the RFQ itself shall only be made by the City via a formal written addendum and shall become a part of the RFQ document.

https://rollacity.gov/how_do_i/bids_rfps.php

C. Submittal Process

Qualifications are due to the Public Works Director Darin Pryor on 4/10/2026, by 5:00 PM CST. Qualifications will only be accepted in Portable Document Format (PDF). No exceptions to this requirement will be considered. Qualifications submitted by any other method, such as hard copy or by mail, will be disqualified. Failure to submit the required documents by the deadline shall

result in disqualification for consideration. Qualifications may be submitted at any time prior to the RFQ submittal deadline.

IX. TERMS & CONDITIONS

- The City of Rolla reserves the right to accept or reject any or all submittals, waive any informalities or irregularities, and modify or cancel this RFQ in part or in its entirety at any time.
- The City reserves the right to request clarification, additional information, or supplemental materials from any respondent during the evaluation or selection process.
- All responses become the property of the City of Rolla and are subject to disclosure under Missouri Sunshine Laws.
- Any costs incurred by respondents in preparing or submitting a response to this RFQ, including interviews, presentations, or contract negotiations, shall be borne solely by the respondent.
- Submittal of qualifications does not obligate the City to award a contract, nor will any respondent be entitled to claim any compensation for participation.
- The City makes no guarantees regarding the amount of work or value of services to be awarded as a result of this RFQ. Award of a contract does not guarantee any minimum volume of services or exclusivity.
- Selection will be based on demonstrated competence and professional qualifications. Cost may be considered during contract negotiations, but it shall not be the sole or primary factor in the selection process.
- The City reserves the right to disqualify any respondent that is debarred, in litigation with the City, or has previously failed to perform under a contract with the City.
- Submission of a response to this RFQ shall not create any legal or contractual rights for the respondent. Only execution of a formal agreement approved by the City Council shall bind the City.
- By submitting a response, the respondent certifies that its proposal is made without prior understanding, agreement, or connection with any other entity submitting a proposal for the same services, and that it is in all respects fair and without collusion or fraud.