

**REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL/ENGINEERING SERVICES
MEADOW HEIGHTS R-II SCHOOL DISTRICT**

The Meadow Heights R-II School District is requesting Statements of Qualifications for services of an Architectural/Engineering Team for grant application assistance, programming, design, construction documents and construction administration services for a FEMA 361 Safe Room to be located at the Meadow Heights R-II School District Campus at Route 5, Box 2365, Patton, MO 63662-9731. The District is currently attempting to obtain grant funding for a FEMA Safe Room.

This project, if approved, will be partially funded through a Federal Emergency Management Agency (FEMA) grant and is subject to requirements established by the Missouri State Emergency Management Agency (SEMA).

Interested Parties should respond to the following:

- Submit information outlining the Company size, location, years in business, nature of work performed, specialized experience and technical competence, including that of partners, associates and consultants, demonstrated either with the District or elsewhere, with respect to the type of services requested.
- Submit planning ability, efficiency and promptness of the firm(s) including the capacity and capability of the firm(s) to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project.
- Submit past record of performance of the firm(s) with respect to control of costs, quality of work, quality control, design, and ability to meet time schedules.
- Submit list of projects, specifically those related to Education and FEMA Safe Rooms that have been completed. Complete contact information for references on listed projects should be included.
- List Project Teams technical knowledge and experience with regards to the design of FEMA 361 Safe Rooms. Include specific completed projects and personal resumes of key team members.

This Project is contingent upon award of a grant. The project will encompass a Tornado Safe Room or may be expanded into a larger project. The project is contingent upon funding by a FEMA Grant. Grant application development is required for this project and will be included in these services and shall be coordinated with the Districts selected Grant Manager and completed by December 1, 2020. The Safe Room will be required to be completed within 30 months of the grant award date.

Companies interested in submitting proposal should NOT make personal contact with members of the School Board. Proposals will be reviewed internally, and interviews may be requested at the discretion of the School District.

Two copies of the Qualification Submittal shall be submitted in a sealed envelope and clearly marked "Request for Qualifications". The submittals must be received in the District Central Office at the address below no later than **2:00 pm, Thursday, October 22nd, 2020**.

Submittals shall be sent to:
Mr. Brian White, Superintendent
Meadow Heights R-II School District
Qualifications for Architectural/Engineering Services
Route 5, Box 2365
Patton, MO 63662-9731

The Meadow Heights R-II School District reserves the right to reject any or all submittals and to waive any informality and irregularity in the qualifications and to select the firm that is in the best interest of the District and in compliance with the terms set forth herein. Meadow Heights R-II School District is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. For additional information contact Mr. Brian White, Superintendent at 573-866-2924 or bwhite@meadowheights.k12.mo.us