



Request for Qualification and Proposal for Architectural/Design Services

Young at Heart Resources
809 N 13th St PO Box 265
Albany, MO 64402
660-240-9400
www.yahresources.org

Table of Contents

Section 1 – Agency Overview

Section 2- Project Summary & Scope of Work

Section 3- Submittal Instructions

Section 1

Agency Overview

Young at Heart Resources is a not-for-profit planning and service organization whose home office is in Albany, Missouri, with a field office located in Cameron.

We were founded as the Northwest Missouri Area Agency on Aging in 1973 and changed its name to Young at Heart Resources in 2020.

Our client base includes today's seniors, who are often active and vibrant, along with their partners and caregivers, as well as individuals with disabilities.

Our board and staff are committed to the well-being of these clients, and to promoting continued physical, social, and economic self-sufficiency for each of them. With this in mind, we connect consumers to benefits counseling, transportation, advocacy and legal aid, respite care, in-home services, nutrition, healthy living, and more.

Our 18-county service area includes Andrew, Atchison, Buchanan, Caldwell, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Linn, Livingston, Mercer, Nodaway, Putnam, Sullivan, and Worth counties. Since 1973 we've offered exceptional customer care, positive growth, and the trusted, unbiased assistance we're known for here in Northwest Missouri.

Young at Heart Resources is recognized by the State of Missouri as an Area Agency on Aging, one of 10 such organizations in our state, and more than 600 across the United States. We are funded by federal, state, and local resources, as well as individual contributions.

Section 2

Project Summary & Scope of Work

Purpose of RFQ/RFP

Young at Heart Resources invites the submittal of responses to this Request for Qualification/ Request for Proposal from qualified firms interested in providing architectural services in connection with the multipurpose senior center as herein outlined.

Location

Young at Heart Resources (owner) intends to operate a multipurpose senior center and office space at 1003 W. 4th St. Cameron, MO 64429. The building has previously been used as a dialysis facility. Young at Heart intends to renovate the facility and add a commercial kitchen, walk-in coolers, freezers, dry storage space, loading and unloading dock, dining area, and outside patio.

Young at Heart Resources requests that you submit Statements of Qualifications (SoQ) and Fee Proposal for Design services for the project that demonstrate your firm's resources, experience, and qualifications. The proposal should also include estimated costs for design services. The proposal will be received by Michael Stopka, Chief Executive Officer, via email or delivered in hard copy format up to the prescribed date and time.

The successful respondent will be expected to work in a highly collaborative manner with Young at Heart staff and Board leadership to select and oversee the design professionals to develop this important facility.

Building

Building 65 x 125 8,125 overall square feet

Office #1 - 20'x11'

Janitor Closet 9'6" x 5'

Bathroom 5' x 9'

Bathroom 5' x 9'

Conference Room 20' x 12'

Closet 3' x 3'

Office #2 - 9' x 12' with Bathroom 6' x 4'

Office #3 -10' x 15' with Bathroom 6' x 5'

Hall ways are 7 feet wide

Office #4 -10' x 15' with Bathroom 5' x 6'

Reception desk area 12' x 12'

Office #5 - 10' x 15' with Bathroom 5' x 6'
Office #6 - 10 x 15 with Bathroom 5' x 6'
Office #7 - 10 x 15 no Bathroom
Shower Room - 5' x 8'
Storage Room - 4' x 5'
Office #8 - 10' x 8' No window or restroom
Office #9 - 10' x 12' No window or restroom
Sunroom - 8' x 29'

Office #10 - 10' x 9' No window or restroom
Office #11 - 10' x 8' No window or restroom
Breakroom 10' x 16'
Utility Room 10' x 5'
Office #12 9' x 10' window
Electrical Room 6' x 6'
Office #13 7' x 8'
Janitors Closet 10' x 5'
Mechanical Room 10' x 5'
Dining Room could be 45' x 40'

Objective

Young at Heart Resources proposes retaining a highly qualified, capable firm to act as the architect during the planning and execution of the project for not to exceed price as will be determined by the selected firm based upon a detailed scope of work. Young at Heart reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any response on any terms or conditions.

Cameron, MO



1 in. = 207ft.

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyance or the establishment of property boundaries.
THIS MAP IS NOT TO BE USED FOR NAVIGATION



- Legend**
- Road
 - <all other values>
 - Interstate
 - Highway
 - Ramp
 - City Limit Line
 - Parcel

Notes

Proposed Young at Hearts Location.
 Approximately 138 x 320 lot .97 acres
 and Approximately 8,000 sq ft interior space.

Section 3
Submittal Instructions

Sealed submittals are required. An original and one copy of the responses are to be delivered to:

Michael Stopka, Chief Executive Officer
PO Box 265
809 N 13th Street
Albany, MO 64402

Deadline to submit: Responses to this RFQ/RFP are due in the Young at Heart Office no later than 2:00 pm on 1/19/2024.

Schedule:

Advertisement of this RFQ - 12/4/2023

Pre-submittal meeting and site tour at 1003 W 4th St Cameron -12/18/2023 at 1:30 pm. Please RSVP to Linda Williams at lwilliams@yahresources.org or by calling 660-240-9400.

Proposals due to Young at Heart -1/19/2024 at 2:00 pm

Submittals shall include the following:

1. Qualification Statement

- a. Please describe what makes your firm uniquely qualified to perform architectural services, including any superior qualities.

Company profile

Provide the following information relative to your firm:

- a. Firm name and business address, including telephone and email address.
- b. Year established (include former firm names and year established)
- c. Provide firms type of ownership and if applicable parent company or subsidiaries.

2. Organizational Structure

Describe your firm's organizational structure and discuss how you anticipate organizing your project team for this engagement.

3. References

Each proposer must furnish a minimum of three (3) references. Each reference must identify and describe the project worked on, and specify the originating and final project manager for the party providing the reference. References may or may not be reviewed or contacted at the sole discretion of Young at Heart.

4. Pending Claims

Each Architect must describe any pending or ongoing administrative or judicial proceedings material to its business or finances, including, but not limited to litigation, consent orders, or agreements with state or federal regulatory agencies and any claims whether past, current, or pending, that involve work similar to the work sought by this RFQ/RFP. The nature of any such claim or proceeding must be described, together with its current status, final disposition (if any), and the parties involved.

5. Fee Proposal

Attachment A – Current Missouri Certificate of Good Standing

Attachment B- Business Entity Certification

Attachment C- Proof of Insurance

Expenses and Pre-contract costs: This Request for Qualifications (RFQ) and Request for Proposal (RFP) does not commit the Owner to pay costs incurred in preparation and submission of initial qualifications and subsequent proposals or for other costs incurred prior to the award of a formal contract.

All submissions and questions relating to the RFQ/RFP may be directed to the following:

Michael Stopka
Chief Executive Officer
Young at Heart Resources
Po Box 265
809 N 13th St
Albany, MO 64402
Email: mstopka@yahresources.org

BUSINESS ENTITY CERTIFICATION:

The contractor must certify their current business status by completing either Box A, Box B, or Box C on this exhibit.

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at http://www.dhs.gov/files/programs/gc_1185221678150.shtm.
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency, including Division of Purchasing and Materials Management.

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo. Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (company/individual name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if _____ (company/individual name) is awarded a contract for the services requested herein under Young at Heart Resources and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then, prior to the performance of any services as a business entity,

_____ (company/individual name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Young at Heart Resources with all documentation required in Box B of this exhibit.

Authorized Representative’s Name (Please Print)

Authorized Representative’s Signature

Company Name (if applicable)

Date

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (business entity name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

Authorized Business Entity Representative's Name (Please Print)

Authorized Business Entity Representative's Signature

Business Entity Name

Date

E-Mail Address

As a business entity, the contractor must perform/provide each of the following. The contractor should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program (website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; phone: 888-464-4218; email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the contractor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the contractor's name and the MOU signature page completed and signed, at minimum, by the contractor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the contractor's name and company ID, then no additional pages of the MOU must be submitted; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this exhibit.

AFFIDAVIT OF WORK AUTHORIZATION:

The contractor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (name of business entity authorized representative) as _____ (position/title) first being duly sworn on my oath, affirm _____ (business entity name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (business entity name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

_____	_____
Authorized Representative's Signature	Printed Name
_____	_____
Title	Date
_____	_____
E-Mail Address	E-Verify Company ID Number

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)
_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

_____	_____
Signature of Notary	Date

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that _____ (business entity name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the contractor’s name and the MOU signature page completed and signed by the contractor and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Date of Previous E-Verify Documentation Submission: _____

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation

Submitted: _____

(if known)

Authorized Business Entity Representative’s
Name (Please Print)

Authorized Business Entity
Representative’s Signature

E-Verify MOU Company ID Number

E-Mail Address

Business Entity Name

Date

FOR STATE USE ONLY

Documentation Verification Completed By:

Buyer

Date