

REQUEST  
FOR  
QUALIFICATIONS

PROFESSIONAL ARCHITECTURAL DESIGN SERVICES

FOR PLANNING & DESIGN OF A  
ANIMAL SHELTER/CONTROL FACILITY



The City of Grove  
104 W. Third  
Grove, Oklahoma 74344

RFQ SUBMITTAL DEADLINE  
TUESDAY, APRIL 5, 2022  
10:00 am

RFQ #ANIMAL2022

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## I. INTRODUCTION

The City of Grove, Oklahoma (“City”) is issuing this Request for Qualifications (RFQ) to solicit interest from prospective qualified firms for architectural and design services. Those firms submitting will be considered to be included on a pre-qualified list of qualified and competent firms for municipal architectural and design services to prepare an Animal Shelter/Control Facility Design Plan to include information as identified in the enclosed Scope of Work (Exhibit 4).

The City is issuing this RFQ in accordance with applicable laws that allow an agreement with a private entity that displays demonstrated competence and qualifications to perform architectural and design services for the City.

An evaluation committee (“Committee”) will evaluate the submitted qualifications in two stages. The Committee will evaluate the qualifications of all submissions to determine a final pre-qualified list of the most competent and qualified applicants. Based on these evaluations, a list of pre-qualified applicants will be assembled. From this list the City may select the most competent and qualified applicant to negotiate a contract for architectural and design services for an Animal Shelter/Control Facility. The City reserves the right, at the City’s discretion, to contract with a firm not included on the final list if circumstances warrant. The creation of this final list shall not be deemed as creating any type of contractual expectancy for the award of any contract(s) on the part of the City.

During the evaluation process, the Committee and the City reserve the right, where it may serve the City’s best interest, to request additional information or clarifications from submitting firms or to allow corrections or errors or omissions. At the City’s discretion, firms submitting qualifications may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to terminate this process and to cancel or modify this solicitation process at any time. In no event will the City or any of its respective agents, representatives, consultants, directors, officers or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ, or any other related costs. The prospective firms shall be fully responsible for all costs incurred in the preparation and/or presentation of the RFQ submittals. The RFQ submittals will become the property of the City.

All proposals shall be subject to the Oklahoma Open Meetings and Open Records Act unless the respondent clearly and prominently identifies a particular submittal item as proprietary and said item unequivocally qualifies for this exception under the Act as determined by the Attorney General.

II. TIME PERIOD

The selected firm will be retained to design and provide cost estimate for a new Animal Shelter/Control Facility, with the option at the City's discretion for additional architectural design services related to the Plan. The firm will be requested to provide a proposal for their services for approval by the City.

III. LIMITATIONS

During the period a selected firm is under contract with the City, the firm will not be permitted to perform any services for any agency, developer, contractor, or individual performing work that will be submitted to the City of Grove, or any project or construction that involves inspection, coordination, approval or in any other manner that involves the City of Grove.

IV. TYPICAL MILESTONES	DATES
● RFQ Announcement	March 11, 2022
● RFQ Deadline	April 5, 2022
● Final pre-qualified list is determined	April 30, 2022 (Goal)
● Determine most qualified firm	May 15, 2022 (Goal)
● Agree on contract and pricing base for firm	Variable
● Submit contract to Council for approval	Variable

**RFQ SUBMITTAL DEADLINE AND DELIVERY LOCATION**

Sealed RFQ submittals must be received and time stamped by **10:00 A.M. CENTRAL STANDARD TIME, April 5, 2022.** Sealed RFQ submittals will only be accepted at the following location:

**DELIVERY ADDRESS**

**CITY OF GROVE**  
**CITY CLERK**  
**104 W. THIRD**  
**GROVE, OKLAHOMA 74344**

It is the sole responsibility of the firm to ensure that the sealed RFQ submittal arrives at the above location by the specified deadline regardless of the method chosen by the firm for delivery. Faxed or electronically transmitted RFQ submittals will not be accepted in response to this RFQ.

Point of Contact – The City of Grove designates the following as its representative and Point of Contact for this RFQ. Firms and all interested parties shall restrict all contact with City of Grove staff and direct all questions regarding this RFQ to the following Point of Contact:

City of Grove  
Debbie Bottoroff, City Manager  
104 W. Third  
Grove, OK 74344  
E-mail: [dbottoroff@cityofgroveok.gov](mailto:dbottoroff@cityofgroveok.gov)  
Phone: 918-786-6107  
Fax: 918-786-8939

## QUALIFICATION / CONTENT REQUIREMENTS

The RFQ submittals must include all items listed below to be considered complete and to be evaluated. The RFQ submittal should be placed in a separate sealed envelope, or packaged and identified with the RFQ deadline and RFQ number (as they appear on the cover sheet) in the lower left-hand corner and a return address in the upper right-hand corner. If this information is not on the RFQ submittal, it will be returned to sender without being opened, or will not be opened if the return address is not on submittal.

The RFQ submittal must include the following to be evaluated:

- Completed RFQ Letter of Interest (Exhibit 1)
- Completed Non-Collusion Affidavit (Exhibit 2)
- Completed Credit Check form (Exhibit 3)
- Executive summary (maximum of four pages)
- Key personnel qualifications and availability to city staff
- Approach to relationship with City Staff, Council, Boards and Community
- Length of time that your firm has been in business
- Specific services your firm will provide related to this project and your firm's ability to provide these services
- Detailed summary of previous designs of municipal animal shelter/control facility projects
- Qualifications and relevant project experiences of your firm
- If your firm has done work with the City of Grove currently or before, list the project
- Summary of current or past project-necessitated litigation pursued by or brought against your firm in the previous 5 years
- Insurance - During the performance of the Services under the Agreement, Professional Architects shall maintain the following insurance with an insurance company licensed or authorized to do business in the State of Oklahoma by the State Insurance Commission or any successor agency that has a rating with Best Rate Carriers of at least an A- or above:

Comprehensive General Liability Insurance with bodily injury limits of not less than \$1,000,000 for each occurrence and not less than \$2,000,000 in the aggregate, and with property damage limits of not less than \$100,000 for each occurrence and not less than \$250,000 in the aggregate.

Automobile Liability Insurance with bodily injury limits of not less than \$500,000 for each person and not less than \$500,000 for each accident, and with property damage limits of not less than \$100,000 for each accident.

Worker's Compensation Insurance in accordance with statutory requirements, and Employers' Liability Insurance with limits of not less than \$100,000 for each accident including occupational disease.

The Professional Architect Firms shall furnish insurance certificates or insurance policies to the City evidencing insurance in compliance with this RFQ at the time of the execution of the Agreement. The General Liability and Automobile Liability insurance policies shall name the Owner as an additional insured, the Worker's Compensation policy shall contain a waiver of subrogation in favor of the Owner, and each policy shall contain a provision that such insurance shall not be canceled or modified without thirty (30) days' prior written notice to Owner and Design Professional. In such event, the Design Professional shall, prior to the effective date of the change or cancellation, furnish Owner with substitute certificates of insurance meeting the requirements of this RFQ.

***One original and eight copies of your response must be included.*** Any cost incurred by the vendor in responding to the RFQ is the responsibility of the vendor and cannot be charged to the City.

The City will evaluate all RFQ submittals and will select a list of firms deemed most qualified to be included on a list of pre-qualified firms from which the City may negotiate and enter into contract(s) to prepare a Animal Shelter/Control Facility Design Plan to include information as identified in the enclosed Scope of Work. In making the determination, the City may schedule one-on-one interviews with the firms, if deemed necessary.

The City reserves the right to request further documentation or information, and to discuss an RFQ submittal for any purpose in order to answer questions or to provide clarification.

The City reserves the right to reject any or all RFQ submittals and to conduct studies and other investigations, as necessary, to evaluate the RFQ submittal and complete interviews with the firms, as part of the evaluation phase.

Your RFQ submittal may not be changed, amended or modified after such time as the City declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.

## EVALUATION CRITERIA

In evaluating the RFQ submittals, the City is particularly interested in firms demonstrating competent, timely, functional and cost effective methods to accomplish architectural designs. The City expects the RFQ submittal to provide adequate information above the firm's organizational structure and all designated key personnel who will be involved in any potential project. The firm must include in their RFQ submittal specific project related detailed summaries and an overall project development plan presenting their strategy on delivering the best project with sufficient information to evaluate the "most qualified and competent" firms.

Each firm shall submit **one original and eight copies** of its RFQ submittal on letter (8 ½ x 11) sized white paper and spiral bound with all pages sequentially numbered and in a sealed package. Please do not submit ringed binders. All criteria sections and subsections need to be separated and clearly marked tabs.

Each RFQ submittal should be clearly marked on the cover and should be as concise as possible. Any additional information may be submitted in a separate document marked "Appendix". A weighted percentage for each evaluation criteria has been established. Evaluation will be conducted in two stages. Stage-one will be the review of the qualifications of the submitting firms to establish a short list of the most qualified firms. Those firms "short-listed" will move to the stage-two evaluation for final selection.

**Stage-One:** Qualifications will be evaluated on a weighted percentage for each evaluation criteria as established below:

1. RFQ package completed (5)
2. Architectural experience in designing a municipal Animal Shelter/Control Facility to include information as identified in the enclosed Scope of Work and the design projects as identified in this Plan (5)
3. Capability to perform all aspects of a project either directly or through sub-consultants (5)
4. Key personnel professional background and experience (5)
5. Familiarity with and proximity to the geographic location of the City of Grove (5)

**Stage-Two:** Those firms selected from the stage-one evaluation will progress to stage-two. Categories to be considered during this phase will be as follows:

1. Method of approach to the design plan to include but not limited to, project schedule, approaches to gathering data and information, and methods of determining construction cost estimates (5)
2. Qualifications and experience of staff and sub-consultant staff (5)
3. Quality of work on similar projects previously undertaken (5)



4. Demonstrated knowledge of issues relating to architectural design of municipal Animal Shelter/Control Facilities and methods of approach for resolution (5)
5. Demonstrated capability to complete projects without major cost escalations or overruns (5)
6. Projected workload that will potentially run concurrent with architectural design services that could affect the firm's ability to adequately staff for municipal architectural design services (5)
7. Demonstrated degree of interest shown in undertaking architectural design services for the City of Grove (5)

The most qualified and competent firms will be recommended to be included on a final pre-qualified list of firms from which the City may select the most qualified firm to negotiate and enter into contract(s) for planning and managing administrative and professional level architectural design and planning activities. Participation in the interview phase or inclusion on the final list are not assurances that any firm will be awarded any contract. Contract(s) will be awarded based on negotiations with the most qualified and competent firm for architectural design services for a fair and reasonable price, and shall be subject to the approval of the City Council.

**THE CITY OF GROVE  
RESERVATION OF RIGHTS**

In connection with the RFQ, the City of Grove reserves all rights (which rights may be exercised by the City in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

1. Cancel this RFQ, in whole or in part at any time before the execution of a contract by the City of Grove, without incurring any cost, obligations or liabilities.
2. Issue addenda, supplements, and modifications to this RFQ.
3. Revise and modify, at any time before the RFQ submittal due date, the factors and/or weights of factors the City will consider in evaluating RFQ submittals and to otherwise revise or expand its evaluation methodology as set forth herein.
4. Extend the RFQ submittal due date.
5. Investigate the qualifications of any firm under consideration and require submittal confirmation of information furnished by a firm.
6. Require additional information from a firm concerning contents of its RFQ submittal and/or require additional evidence of qualifications.
7. Waive or permit corrections to data submitted with any response to this RFQ until such time as the City declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.
8. Reject at any time, any or all submittals, responses and RFQ submittals received.
9. Terminate, at any time, evaluations of responses received.
10. Appoint an evaluation committee to review RFQ submittals or responses, make recommendations and seek the assistance of outside technical experts and consultants in RFQ submittal evaluation.
11. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.
12. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.
13. Disclose information contained in an RFQ submittal to the public as required under the Oklahoma Open Meetings and Open Records Act.
14. Authorize firms to substitute key personnel until the City declares, in writing, that a particular stage or phase of its review has been completed and closed.
15. Waive deficiencies in an RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.
16. Disqualify any firm that changes its RFQ submittal without the City's authorization.
17. Exercise any other right reserved or afforded to the City of Grove under this RFQ.  
The City reserves the right to modify the process, in its sole discretion, to address applicable law and/or the best interest of the City.

The City shall not, under any circumstances, be bound by or be liable for any obligations with respect to any municipal public safety facility project until such time (if at all) a contract has been awarded and all approvals obtained in form and substance

satisfactory to the City have been executed and authorized by the City, and then only to the extent of such agreements.

# EXHIBIT 1

## RFQ LETTER OF INTEREST FORM

## RFQ LETTER OF INTEREST

Firm: \_\_\_\_\_ Response Date: \_\_\_\_\_

**Delivery Address:**  
**City of Grove**  
**104 W. 3rd**  
**Grove, Oklahoma 74344**

The undersigned firm submits the following information (this **RFQ submittal**) in response to that certain Request for Qualifications dated as of April 11, 2022 (as amended by any **RFQ Addenda**), issued by the City of Grove, Oklahoma ("City") to design a municipal Animal Shelter/Control Facility to include information as identified in the enclosed Scope of Work as identified in this Plan.

Enclosed, and by this reference incorporated herein and made a part of this RFQ, are the following:

- Completed RFQ letter of interest form (Exhibit 1)
- Completed non-collusion affidavit (Exhibit 2)
- Completed credit check authorization form (Exhibit 3)
- Executive summary (4 pages maximum)
- Key personnel qualifications
- Detailed summaries of prior design of municipal public safety facilities (or similar) projects with reference information
- Prior conceptual project development plan proposals
- Legal qualifications

Firm acknowledges receipt, understanding and full consideration of all materials with respect to this RFQ and any Addenda.

Firm also understands that the City is not bound to select any firm for the final prequalified list and may reject any RFQ submittal that the City receives.

Firm further understands that all costs and expenses incurred by it in preparing this RFQ and participating in this process will be borne solely by the firm, and that the RFQ submittal materials will become the property of the City and will not be returned by the City.

Firm agrees that the City will not be responsible for any errors, omissions, inaccuracies or incomplete statements in this RFQ. Firm accepts all terms of the RFQ submittal process by signing this letter of interest and making the RFQ submittal.

This RFQ shall be governed by and construed in all respects according to the laws of the State of Oklahoma.

Firm's Name: \_\_\_\_\_

Primary Business Address: \_\_\_\_\_  
(No.) (Street) (Floor or Suite)

\_\_\_\_\_  
(City) (State or Province) (Zip or Postal Code) (Country)

\_\_\_\_\_  
State or Country of Incorporation/Formation/Organization

**Signature block for corporation or limited liability company:**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Signature block for partnership or joint venture:**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

\*Add signatures of additional general partners or members as appropriate.

**Signature block for partnership or joint venture:**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Signature block for attorney in fact:**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

## **EXHIBIT 2**

### **NON-COLLUSION AFFIDAVIT**





# EXHIBIT 3

## CREDIT CHECK AUTHORIZATION FORM

**CREDIT CHECK AUTHORIZATION**

The City is required to determine whether a firm who may be awarded a contract is financially responsible. The City will run a credit check on the potential firm before award of the contract. Please complete the following information and submit with your bid.

Firm/Contractor

Name: \_\_\_\_\_

Street  
Address: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

I hereby authorize the City of Grove or credit bureau or other investigative agency employed by the City of Grove to obtain credit reports, history and other information to evaluate the financial responsibility of the firm/contractor named above. As to the City of Grove, I hereby expressly waive all privileges and claims to confidentiality which the said may have with respect to such information. This authorization is irrevocable until 90 days after all proposals have been opened.

Photocopies of this authorization shall be effective to the same extent as the original.

Authorized signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# EXHIBIT 4

## DESIGN OF ANIMAL SHELTER/CONTROL FACILITY SCOPE OF WORK & CRITERIA

## DESIGN ANIMAL SHELTER/CONTROL FACILITY SCOPE OF SERVICES

The general scope of services for this project is to provide architectural design services and cost estimates to construct a Animal Shelter/Control Facility for the City of Grove, Oklahoma in compliance with Oklahoma Statutes Title 35, Chapter 55, Subchapter 3 Standards of Care and Design Criteria.

The tasks of the Scope of Services are identified as follows:

1. Meet with representatives of the City, and Second Chance Rescue to investigate and determine the present and forecasted future needs of the facility;
2. Determine overall square footage and land needs for footprint of the facility to include parking and outdoor facilities;
3. Provide architectural depiction of the Animal Shelter/Control Facility;
4. Provide a financial study to indicate budget projections for construction and ongoing maintenance of the Animal Shelter/Control Facility;
5. Present a Final Report to the Grove City Council in a Public Meeting including the items listed above.

## ANIMAL SHELTER/CONTROL FACILITY DESIGN CRITERIA

### **General:**

**Floors** need to be concrete and sealed;

**Walls** should be sealed and painted cinderblock

**Exhaust Fans** all areas need exhaust fans not only for smell control but air circulation and for exhausting chemicals used to clean the kennels.

**Drains** French drains located directly in the front of the kennel runs. Drain covers must be easy to remove. They are required to be cleaned every day.

**Windows** should be available to allow natural light to enter the building but must be designed so as not to impact heating and cooling of the building.

**Electrical outlets** few needed in kennel areas, but convenient outlets will be needed in isolation, office and medical areas

**Water Lines** ¾ inch water line to commercial washers and large drains with traps. Need hot and cold-water outlets for hoses in all kennel areas for cleaning. Water available in all kennel areas to attach cleaning hoses. Exterior hose hook ups a must.

**Commercial double sink** with stainless steel counters in dishwashing area along with and water line for heavy duty dishwasher

**Hot Water Tanks** Every wing needs a commercial and very high capacity hot water tank. It's imperative that calculations are made to ensure that there will be enough hot water available for cleaning and laundry and dishes.

**Space for Crematory** needs to be located in a private but accessible place.

**Isolation rooms** need separate air flow heat and cooling units.

## **Inside Kennels**

### ***Dogs:***

Minimum of 60 kennel runs up to 80 runs all designed to meet standards for large dogs. Dog kennels should be divided into smaller quadrant areas or wings so that there are not long rows of dogs .

All dog kennels, except clinic kennels, should be indoor/outdoor and be the type with panels, not chain link fences.

### ***Cats:***

There needs to be at least four separate community cat rooms, fairly large (8' x 8') with windows and shelves. Prefer plastic shelving, hiding areas and windowsill seats.

There should also be a small cat adoption area with condo type

There should also be a healthy cat intake housing room with approximately 10 cages where cats can be held when they first arrive to acclimate and be sure they are healthy prior to being moved to an adoption area. This room should have a sink.

## **Specialized Rooms**

***Animal Receiving Area*** receiving area should have at least 6 kennels and a small room or where animals can be signed in.

***Animal Control Office*** should be separate office for the city's Animal Control Officer. Relative Small office with outside entrance to allow privacy from shelter operations.

***Reception Area and Office*** facility should have a reception area that also has public restrooms. Also needed is a lunch room for staff to store coats, lunches etc. Small office for director which house personnel records etc.

***Medical Intake Area*** - a large, centrally located medical/intake area where animals can receive exams, vaccines, get baths or grooming etc. that area ideally would have four or five indoor only kennels. Center of building. Examination and locked medicine storage area where shots can be given, and exams done.

## **Isolation**

## **Areas**

1) Quarantine area for dogs (bite cases, court cases) with four or five kennels. Must have sink.

2) A large dog isolation area where dogs can be held and treated that have things like kennel cough. 6 kennels Must have separate air handling systems. Must have sink.

3) An area specifically to treat Parvo. Since this is normally puppies, 3 kennels. Must have separate air handling system. Hand washing sinks needed in this area.

4) cat iso with 8 shoreline type kennels

***Maternity Area*** a maternity isolation area for pregnant dogs and moms and nursing puppies. 5 kennels. Must have sink.

**Adoption Area** ability to place animals in kennels from a back guillotine door from the kennel rows.

**Food Storage Room** this can be combined with another area but must be dry. Requires shelving for both dog food, treats, toys, cat food and cat litter.

**Dishwashing Area** requires stainless steel double sink and place to stack food dishes. Lots of hot water and soap. Heavy duty commercial dishwasher hookup.

**Laundry Room** large laundry area with room for one or two commercial washers and dryers and plenty of areas to store bedding and linens as well as stack up dirty laundry and towels.

**Spay/Neuter Clinic** spay/neuter clinic should be attached but have a separate entrance for clients with a small check in office. Will need surgery suite, recovery prep area and some cages and either some kennels or large crates. (We are looking at grants to fund this, so we would like to be able to cut this off design if we can't get funding)

**Storage rooms** should be available around the building. This allows not only for food and equipment storage, but also for storage of supplies. There must be enough storage areas so that food can be stored separately from chemical and cleaning supplies.

### **Outside Areas**

**Parking lot** as determined by Grove City Code based on the square footage of the facility.

**Outside kennels** attached to inside kennel areas with guillotine doors. If possible outside runs should be weatherproof and windproof. No chain link on fences. Instead fence panels on outside areas. Look at panels on gaterkennels.com or shoreline.

**Play yards** with water and shelter to provide shade. Ideally attached to outside kennels through fenced paths. Can be chain link fence. Need two or three outside yards depending on kennel configuration.

### **Alternates**

**Multipurpose Room** - An indoor multipurpose room used for training or different events.