



# City of New Haven

101 Front Street  
PO Box 236  
New Haven, MO 63068



December 8, 2020

## Request for Qualifications City of New Haven Municipal Building planning & Design

The City of New Haven is requesting Statements of Qualifications from qualified architectural and design firms interested in assisting the City in planning for and potentially constructing a new Municipal Building to house the City's administration and public safety / law enforcement offices.

The City is contemplating construction of the new facility, intended to serve as a combination City Hall / Police Station. The proposed site is located on Highway 100, adjacent to the New Haven City Park and New Haven School District properties.

The selected consultant is expected to be tasked with developing a preliminary plan for the proposed facility, to include site layout, building floor plans, and building elevations and renderings. The preliminary plan will include a detailed cost estimate to be used in developing a finance package for building construction. The selected consultant may be tasked with assisting the City in presenting the building plans to citizen committees and / or the public at-large.

The selected consultant will work at the direction of the City Administrator and in cooperation with a committee of City officials and staff as the City may designate. The City anticipates requesting the preliminary plan be presented for Board of Aldermen consideration by early 2021.

**Qualifications will be received at the Office of City Clerk, 101 Front Street, New Haven, Missouri 63068, until 3 p.m. Tuesday, January 19, 2021.** Respondents should include eight (8) paper copies of their submittal. Submittals which are sent by U.S. Mail should be addressed to PO Box 236, New Haven, MO 63068.

The City also requests one (1) full electronic copy to be submitted to Kathleen A. Trentmann, City Administrator, [kathy.trentmann@newhavenmo.org](mailto:kathy.trentmann@newhavenmo.org). All submitted materials will be made available for public review immediately following the submittal deadline.

City of New Haven RFQ December 8, 2020

Page 1

MELISSA K. BERGNER, City Clerk  
Phone 573-237-2349

GEORGE PANHORST, Mayor  
[www.newhavenmo.org](http://www.newhavenmo.org)

KATHLEEN A. TRENTMANN, City Administrator  
Facsimile 573-237-4696

## **Background**

The City in 2014 selected Washington Engineering and Architecture to perform an evaluation of existing facilities and make recommendation for renovations / construction of a new facilities. A copy of that report is attached as a reference.

The proposed Municipal Building project site is located at 9522 Highway 100; an aerial of the site is also included as reference. The City in late 2014 received a federal grant to construct a Shared Use bridge (bike/ped) over Highway 100 to link sidewalk and multi-use trails constructed on either side of the highway. The Shared use bridge is completed and is open to pedestrian traffic.

Additionally, the City in early 2016 selected CM Archer Group PC to develop a preliminary plan for construction of a new Public Works building. The Board of Aldermen in May, 2016 accepted that plan and authorized a contract with CM Archer Group for final design services. The Public Works building was completed in March 2018.

## **Content of Proposal**

All Statements of Qualification should include, at minimum, the following information:

1. A cover letter summarizing the firm's qualifications and expertise specific to this project.
2. Name, address, telephone number, website and email address, and brief history of the firm.
3. Type of organization (e.g. individual, partnership, corporation, joint venture).
4. Principals of the firm.
5. Person in charge of the proposed project and their contact information, including an email address.
6. Name, function, education, and qualifications of personnel in organization contemplated for this project.
7. A description of similar projects the firm has worked on, with particular emphasis placed on any municipal building construction and in particular City Hall / Police Station facilities.
8. A description of the process the firm would propose to use in developing the plan to be presented for Board adoption. Please be as specific as possible.
9. A list of at least three professional references.

The City expects to give preference to firms that have demonstrated experience with construction and renovations of municipal buildings and City Hall / Police Station facilities in particular. Specific and detailed information on the firm's experience with such work will be helpful to the City in making its selection.

### **Evaluation Criteria**

Submittals will be evaluated according to the following criteria:

1. The specialized experience and technical competence of the firm with respect to the type of work and services required.
2. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project.
3. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules.
4. The firm's proximity to and familiarity with the area in which the project is located.
5. The quality of information presented including completeness, relevance, conciseness, and organization of materials.
6. Avoidance of conflicts of interest.

### **Selection process**

Submittals will be screened by a selection committee comprised of selected City elected officials and City staff. After the screening process, the Board of Aldermen may choose to interview the firms they feel will best meet the needs of the City, or the Board may opt to negotiate with the top-ranked firm of the City's choosing. The City expects to have a consultant under contract by March, 2021.

### **Questions**

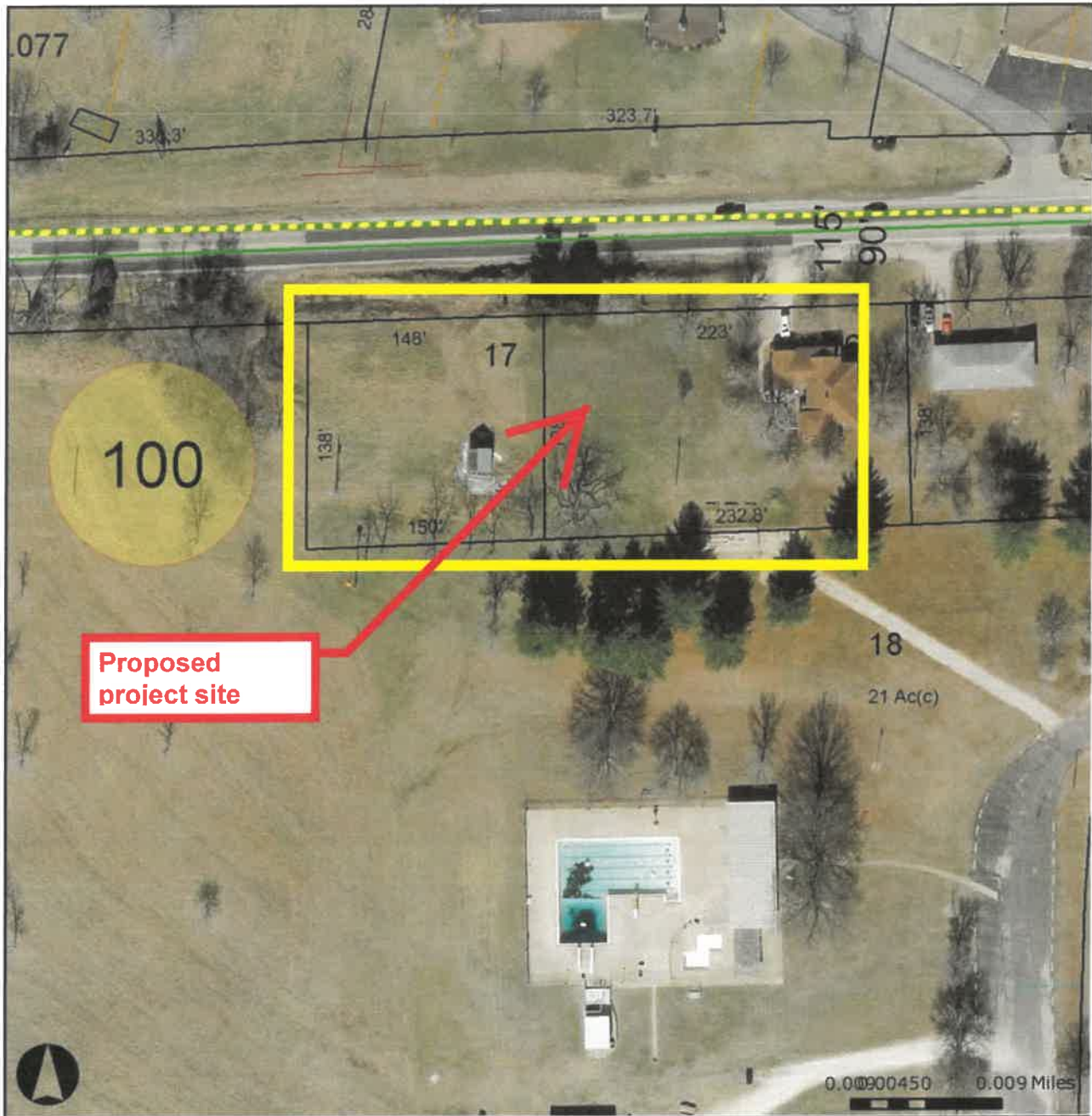
Questions may be directed to Kathleen Trentmann, City Administrator, 573-237-2349, or by email to [kathy.trentmann@newhavenmo.org](mailto:kathy.trentmann@newhavenmo.org).

Please note: The City will not reimburse recipients of the RFQ for costs incurred in preparing proposals, meetings with City staff, and presentations to the selections committee and / or Board of Aldermen, if any.

The City reserves the right to reject any and all proposals, to waive any informalities, and to negotiate directly with any respondent.

Thank you for your interest in our project.

# New Haven Municipal Building site



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2015\_Aerials  
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**City of New Haven  
Facilities Planning  
June 2014**

**EXISTING FACILITY INVENTORY**

**Public Works Building - 15,620 square feet**

A multi-structure facility of about 15,620 square feet. The main building is a split level / two story wood framed structure with unreinforced concrete masonry walls. The floor area is about 13,620 square feet. The foundation has settled unevenly and the exterior walls are cracked in several locations. There are large open diagonal cracks in the concrete block walls at the northwest corner. The wall oriented parallel to the RR track also has extensive cracks. In addition to the main building there is a 1,000 square foot open storage building for salt and cinders with elevated storage.

**Gas Department Building - 1,500 square feet**

A one-story manufactured metal building with slab-on-grade floor.

**City Hall - 2,353 square feet**

A single story building with full basement, reinforced concrete first floor, wood framed roof and unreinforced clay brick masonry walls. The basement is not currently used due to moisture problems. City Hall is linked to the Police Station by a one story infill, intermediate level structure, used as a garage.

**Police Station - 1,119 square feet per floor**

A two story wood framed building with unreinforced brick masonry walls and a full basement. Basement access is very limited.

**Emergency Management Agency (EMA) Building (Old Fire Station) - 3,570 square feet**

A one story wood framed building with unreinforced brick masonry walls and a concrete slab-on-grade floor.

**111-113 Industrial Drive Warehouse - 45,000 x 2 = 90,000 square feet**

A multi-structure facility consisting of two buildings, each having a floor area of 45,000 square feet, connected by a dock structure. The buildings are industrial type metal building systems with metal siding, metal roofing and concrete slab-on-grade floor. The majority of the floor area is open warehouse space. One building has an office area that was recently renovated.

## **FUTURE FACILITY NEEDS ANALYSIS**

Future space requirements are summarized in a spreadsheet present in Appendix A to this report. It includes the floor area required for each use, the total building area needed and approximate budget costs. Following is an itemized listing of requirements for each facility.

### **Public Works / Gas Departments / Interim EOC Facility Requirements**

#### **A. Public Works / Gas Department Administration**

1. Offices
  - a. Director office
  - b. Assistant office
  - c. Open office
    1. 4 work stations for Public Works
    2. 3 work stations for Gas Department
2. Training/Conference Room sized for 12 people.
3. Emergency Operations Center (EOC)
  - a. Training/Conference may be reconfigured for interim EOC.
4. Break Room sized for 20 employees with access to outdoor patio.
5. Restrooms
  - a. Men's Room sized for 20 men with one shower and individual lockers.
  - b. Women's Room sized for 4 women with one shower and individual lockers.

#### **B. Public Works / Gas Department Shop**

1. Maintenance Shop
  - a. Heated bays, high ceilings and low slope floors
    1. 2 bays with portable vehicle lifts
    2. 1 lube bay
2. Fabrication/Weld Shop
  - a. Location separated from other work areas with 1 bay
3. Meter Room
  - a. Room for cleaning and repair water meters.
4. Tool Room
  - a. Rack storage for hand tools
  - b. Area for large equipment
5. General Storage
  - a. Rack storage with bins for fittings and small parts
  - b. Area for safety signs
6. Vehicle / Equipment Enclosed Storage
  - a. Heated Bays
    1. 2 bays for roller and sewer cleaning truck
    2. 2 bays for gas service truck and pipe trailer
    3. 1 drive-through bay for gas service truck and equipment trailer
    4. 1 wash bay with commercial vehicle wash equipment
  - b. Unheated Bays
    1. 8 bays for pickups, skid loaders, chipper and mini-excavator



2. 6 bays for tandem dump trucks with snow plows, bucket truck, backhoes and road grader
3. 1 bay for winter storage of Parks Department lawn mowers and tractors
4. 1 bay for EOC flood fighting supplies
7. Outdoor Storage
  - a. Covered three side structure
    1. 2 bays for road salt, 25 tons each bay
    2. 1 bay for hanging two truck salt beds
    3. 1 bay for four snow plows
    4. 1 bay for dry fill gravel,
    5. 1 bay for cold asphalt patch, 4 ton capacity
    6. 1 bay for gas pipe storage
8. Parking
  - a. 4 equipment trailers
  - b. 24 employee vehicles

### **City Hall / Common Areas / Police Department / EOC Facility Requirements**

- A. City Hall Public & Common Areas
  1. Lobby
    - a. Large lobby with waiting area
    - b. Side lobby for notary and voter registration
  2. Offices
    - a. Front Office
      1. Three windows: Court Clerk, utility bill payment, general
      2. Four work stations
    - b. Prosecuting Attorney
      1. Office adjacent to courtroom
  3. City Council Chambers / Courtroom / Training Room
    - a. Raised platform with seating for mayor, four aldermen, city administrator, city attorney, with city clerk and police chief seated off of platform
    - b. Public seating for 15 minimum, 40 maximum
      1. Possibly expandable into conference room
    - c. AV closet and chair storage room
  4. Public and employee restrooms
- B. City Hall Administration
  1. Offices
    - a. Mayor
    - b. City Administrator
    - c. City Clerk
    - d. Court Clerk
    - e. Code Official, two work stations required
    - f. One extra office, (finance director)
  2. Rooms
    - a. IT equipment
    - b. File storage
      1. 4 hour rated construction, possibly prefabricated bank vault
    - c. Secure document storage

- d. General office storage
- e. Bulk storage with recycling / trash area
- f. Conference room for 12, possibly divided off council chambers by movable partition
- g. Break room for 10 employees, outside patio, covered smoking area

#### C. Police Public Areas

- 1. Lobby
  - a. Waiting area and transaction window, separated from the rest of facility by level 3 bullet resistant construction
- 2. Witness interview room adjacent to lobby

#### D. Police Administration

- 1. Offices
  - a. Open office with one work station and transaction window into lobby
  - b. Police Chief, with closet
  - c. Assistant Chief
  - d. Detective, with closet
- 2. Rooms
  - a. Interrogation room with one way view window and separate AV system.
  - b. IT / AV equipment (separate room)
  - c. Secure storage room for records and files
  - d. General storage

#### E. Police Operations

- 1. Offices
  - a. Sergeant
  - b. Squad Room with four work stations
- 2. Rooms / Areas
  - a. Juvenile Hold Room / Office
    - 1. Locate adjacent to squad room with viewing window
  - b. Secure Evidence Area
    - 1. Tech office, storage area with high ceilings, vault / gun safe
  - c. Booking Area
    - 1. Handcuff bench and two adult holding cells
  - d. Break Room sized for four
  - e. Quartermaster / Armory, walk-in closet size with vault door
  - f. Men's Room sized for 15 men with one shower and individual lockers
  - g. Women's Room sized for 5 women with one shower and individual lockers
- 3. Sally Port with two drive-through bays and overflow evidence storage room, water connection with drain

#### F. Police General

- 1. CCTV coverage all areas interior and exterior
- 2. Secure police vehicle parking with sight proof fence and secure gate with operator.
- 3. Features Not Required
  - a. Fitness Room
  - b. Line-up Room with one way window
  - c. Padded Cell



- d. Office for SRO / DARE / Explorer
- e. Shower in the holding cell area
- f. 911 Dispatch Room
  - 1. Would be located in a separate facility if ever needed

G. EOC Emergency Operations Center

- 1. Work station with phone connection and radio communication for 12 entities.
- 2. Visual display / marker boards. adjacent room for elected officials
  - a. Possibly reconfigure the Council chamber / conference rooms for EOC use.
- 3. Emergency power for essential systems

### EXISTING FACILITY CONCLUSIONS

The existing city hall, police and public works buildings are not suitable for renovation into essential facilities due to the age, location and the type of construction. Furthermore the existing city hall, police station, EOC & gas department buildings and sites are not large enough to accommodate the proposed facilities. We believe the most viable option is to construct new buildings to house the City's facilities.

The 111-113 Industrial Drive Warehouse could be converted for use as a public works facility however this is not recommended because extensive modifications would be required. The floor slab in the parking and maintenance areas would have to be removed and replaced with sloping floors to new floor drains. The building shape doesn't lend itself to the most efficient drive-through type bay layout. The mechanical and electrical systems will need extensive modifications for the equipment parking and maintenance areas.

### FUTURE FACILITY RECOMMENDATIONS

#### Public Works / Gas / Parks Departments / EMA

- A. Recommendation: Construct a new facility consisting of three separate buildings as described below on the 2.78 acre Lot #1 in the New Haven Industrial Park. A site plan and preliminary floor plans are presented in Appendix B to this report.
  - 1. Building 1: Administration / Maintenance Building, 14,880 square feet.
    - a. 4,000 square feet for administration office space
    - b. 3,600 square feet for equipment maintenance
    - c. 7,280 square feet for tool / parts storage and heated equipment parking.
  - 2. Building 2: Unheated Equipment Garage, 8,640 square feet
    - a. Enclosed, unheated, equipment parking building
    - b. 8 drive-through bays, 18' wide by 60' deep with 14' x 14' overhead doors on both ends
  - 3. Building 3: Open Storage Building, 3,400 square feet
    - a. Building open on one side
    - b. 8 bays, 14' wide by 30' deep
    - c. 4' high concrete perimeter and interior walls separating the salt, rock, asphalt and pipe storage areas.


**B. Budget Pricing**

1. **Construction Type:** One story slab-on-grade structures. Manufactured metal buildings systems are proposed for the superstructures and provision may be incorporated to allow for future expansion.
2. **Project Cost:** The budget project cost, including architectural/ engineering services and an equipment allowance is \$2,150,000.00 / \$80.00 per square foot of building area. Refer to the spreadsheet in Appendix A for building areas and cost breakdown information.

**City Hall / Police Department / EOC**

- A. **Recommendation:** Construct a new facility of 12,000 square feet to house City Hall / Police Headquarters / Emergency Operations Center. The space would be allocated as follows:
  1. City Hall, 5,400 square feet
  2. Police Station, 5,200 square feet
  3. Sally Port, 1,100 square feet
- B. **Construction Options**
  1. **Flat Lot Option:** Construct a two story building, 5,400 square feet per floor, with City Hall on the upper level and the Police Department on the lower level and a single story sally port adjacent to the two story building.
  2. **Sloping Lot Option:** Construct a two story building on a rear sloping lot such that the lower level has a walk out basement type arrangement. Locate City Hall at grade in the front with the Police Department and Sally Port at grade in the rear.
- C. **The location of the new facility is to be determined.** One possibility is to demolish the present maintenance facility and constructed the new facility in that area provided that the floor levels could be located above the high water level. Another possible location is along Highway 100 adjacent to the park.
- D. **Project Cost:** The budget project cost, including architectural/engineering services and an equipment allowance is \$2,831,000.00 / \$243.00 per square foot. Refer to the spreadsheet in Appendix A for building areas and cost breakdown information.

## APPENDIX A

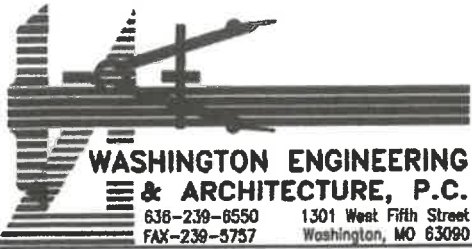
DESCRIPTION	EXISTING SQUARE FOOT	PROPOSED SQUARE FOOT	CONST. COST \$/ SF	TOTAL CONST. COST
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;">  <p style="font-size: small;"> <b>WASHINGTON ENGINEERING &amp; ARCHITECTURE, P.C.</b>                      1301 WEST FIFTH STREET - WASHINGTON, MISSOURI 63090                      636-239-6550                 </p> </div> <div style="width: 65%;"> <p><b>CITY OF NEW HAVEN FACILITY PLANNING NEW HAVEN, MO.</b></p> <p>PROJECT # <b>3290</b></p> <p>EST. # <b>1</b> <span style="float: right;">6/20/2014</span></p> </div> </div>				
<b>PUBLIC WORKS / GAS DEPARTMENT</b>				
LOBBY	0	96		
DIRECTORS OFFICE	100	144		
ASST. OFFICE	100	144		
OPEN OFFICE WITH 8 WORK STATIONS	944	850		
TRAINING / CONFERENCE	0	570		
BREAK ROOM	1,175	462		
MENS LOCKER / RESTROOM	56	480		
WOMENS LOCKER / RESTROOM	0	260		
DOCUMENT STORAGE	0	91		
CIRCULATON / MECHANICAL / WALLS	0	503		
COVERED PATIO	0	400	4,000	SF ADMIN.
MAINTENANCE SHOP 3 BAYS	500	2,160		
FABRICATION SHOP 1 BAY	940	720		
WASH BAY	0	720	3,600	SF MAINT.
METER REPAIR / PARTS	100	720		
TOOL ROOM	207	720		
SIGN SAFETY STORAGE ROOM	4,008	720		
CITY HALL STORAGE	0	400		
EMA FLOOD SUPPLIES 1 SMALL BAY	0	400		
EQUIPMENT PARKING HEATED	3,140	4,320	7,280	SF STORAGE
EQUIP. PARKING 14 UNHEATED BAYS (BLDG # 2)	5,850	7,920		
PARKS DEPT. STORAGE (BLDG # 2)	0	720		
<b>PUBLIC WORKS / GAS DEPT. (BLDG # 1)</b>	<b>17,120</b>	<b>14,880</b>	<b>\$ 75.00</b>	<b>\$ 1,116,000.00</b>
<b>VEHICLE STORAGE BUILDING (BLDG # 2)</b>	<b>8,990</b>	<b>8,640</b>	<b>\$ 50.00</b>	<b>\$ 432,000.00</b>
<b>OPEN SIDED STORAGE STRUCTURE (BLDG # 3)</b>	<b>2,000</b>	<b>3,360</b>	<b>35.00</b>	<b>117,600.00</b>
<b>SITE WORK</b>	<b>28,110</b>	<b>26,880</b>	<b>\$ 10.00</b>	<b>\$ 268,800.00</b>
<b>BUDGET CONSTRUCTION COST</b>			<b>\$ 71.96</b>	<b>\$ 1,934,400.00</b>
<b>ARCHITECTURAL &amp; ENGINEERING SERVICES</b>			<b>8.50%</b>	<b>\$ 164,424.00</b>
<b>VEHICLE SERVICE EQUIPMENT ALLOWANCE</b>				<b>\$ 50,000.00</b>
<b>TOTAL FACILITY BUDGET 2015</b>			<b>\$ 79.94</b>	<b>\$ 2,148,824.00</b>
<b>CITY HALL / POLICE STATION / EOC</b>				
LOBBY	150	200		
SIDE LOBBY	85	100		
FRONT OFFICE	489	500		
COUNCIL CHAMBERS / COURTROOM	450	1,000		
PROSECUTING ATTORNEY'S OFFICE	0	180		

## APPENDIX A

PUBLIC & EMPLOYEE RESTROOMS	70	400		
MAYOR'S OFFICE	0	200		
ADMINISTRATORS OFFICE	176	180		
CITY CLERK OFFICE	169	144		
COURT CLERK	64	144		
EXTRA OFFICE	0	160		
CONFERENCE ROOM	0	280		
CODE OFFICAL OFFICE	0	144		
IT EQUIPMENT ROOM	0	64		
FILE STORAGE VAULT	195	500		
DOCUMENT STORAGE	49	200		
GENERAL OFFICE	0	300		
BULK STORAGE	392	440		
BREAKROOM	64	300	5,436	
POLICE LOBBY	96	120		
WITNESS INTERVIEW	0	144		
OPEN OFFICE	275	144		
CHIEFS OFFICE	96	160		
ASST. CHIEF OFFICE	108	144		
DETECTIVE OFFICE	0	150		
INTERROGATION ROOM	0	144		
FILE STORSGE	0	200		
IT / AV EQUIPMENT ROOM	0	64		
GENERAL STORAGE	0	64		
SERGEANT OFFICE	0	144		
SQUAD ROOM	296	500		
JUVENILE HOLD OFFICE	0	144		
SECURE EVIDENCE / TECH OFFICE	64	320		
BREAK ROOM	0	300		
MENS LOCKER / RESTROOM	28	400		
WOMENS LOCKER RESTROOM	24	200		
QUARTERMASTER / ARMORY	0	144		
SALLY PORT / STORAGE	0	1,080		
BOOKING AREA / HOLDING CELL	132	250		
EOC EMERGENCY OPERATIONS CENTER	0	400		
CIRCULATION / MECHANICAL		1,000	6,216	
CITY HALL / POLICE STATION BUILDING	3,472	11,652	\$ 210.00	\$ 2,446,920.00
CITY HALL / POLICE STATION SITE WORK		11,652	\$ 10.00	\$ 116,520.00
<b>BUDGET CONSTRUCTION COST</b>			<b>\$ 220.00</b>	<b>\$ 2,563,440.00</b>
ARCHITECTURAL & ENGINEERING SERVICES			8.50%	\$ 217,892.40
FURNITURE & EQUIPMENT ALLOWANCE				\$ 50,000.00
<b>TOTAL FACILITY BUDGET 2015</b>			<b>\$ 242.99</b>	<b>\$ 2,831,332.40</b>

Qualifications: Site work cost based on \$10.00 / SF of building floor area & can vary from \$5.00 to \$20.00 / SF  
 The SF site work budget is for normal site conditions and does not include: rock excavation, unsuitable soil  
 or hazardous material remediation, off site road or utility extensions or utility connection fees.  
 The costs for purchasing property is not included.

APPENDIX "B"



WASHINGTON ENGINEERING & ARCHITECTURE, P.C.

638-239-6550 1301 West Fifth Street  
FAX-239-8737 Washington, MO 63080

Project City of New Haven

Subject City Facilities Planning

Project No. 3290

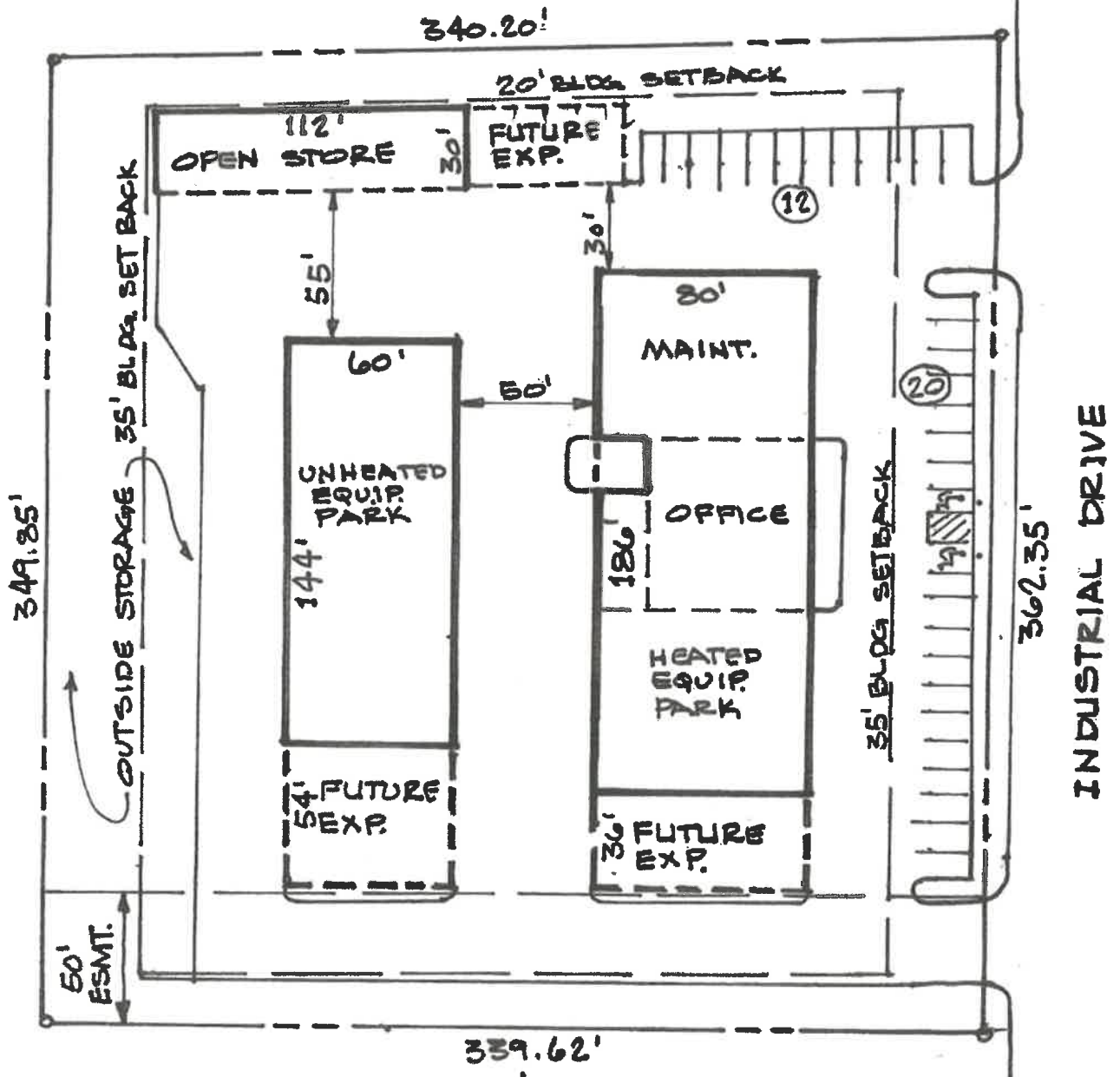
Sheet 1 of 3

By JK

Date 06-20-2014

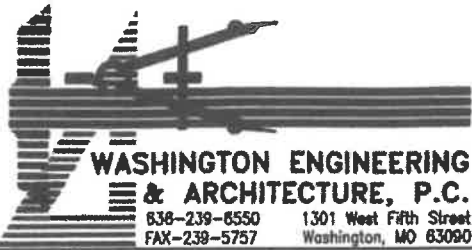
Reference Drawing Preliminary Sketch 1

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SITE PLAN  
1"=50'

APPENDIX "B"



Project City of New Haven

Project No. 3290

Subject City Facilities Planning

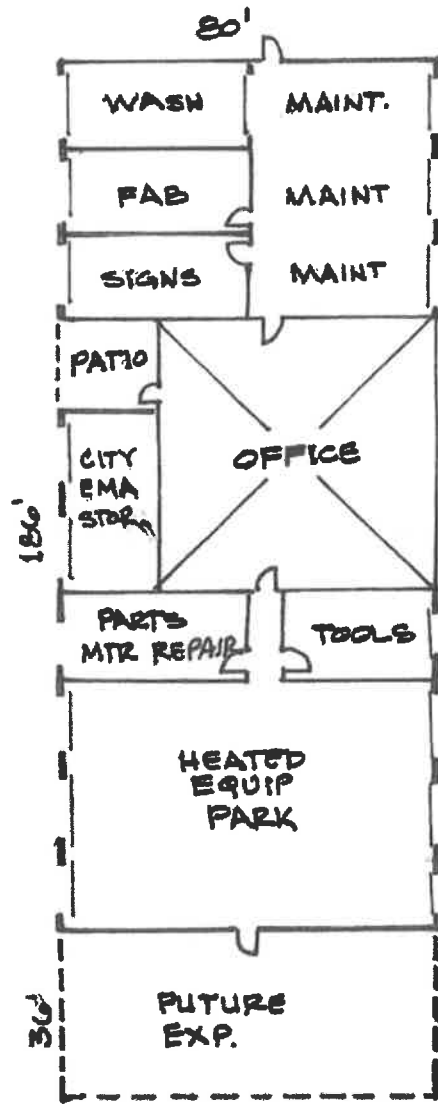
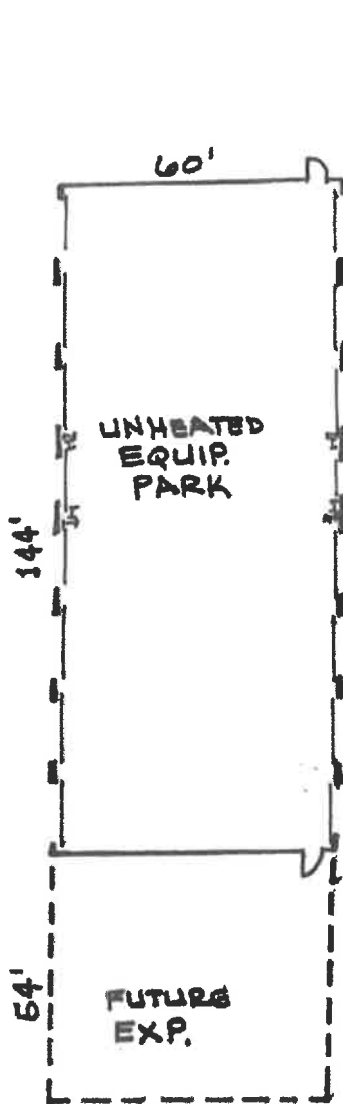
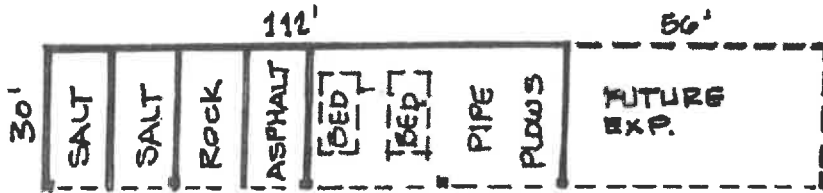
Sheet 2 of 3

By JK

Date 06-20-2014

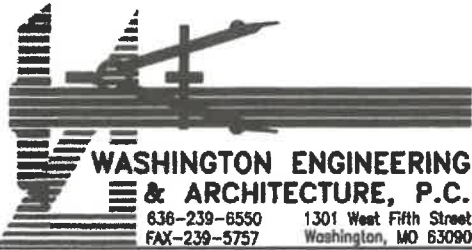
Reference Drawing Preliminary Sketch 2

Scale Not to Scale



**FLOOR PLANS**  
 NO SCALE

APPENDIX "B"



WASHINGTON ENGINEERING & ARCHITECTURE, P.C.  
836-239-8550 1301 West Fifth Street  
FAX-239-5757 Washington, MO 63090

Project City of New Haven

Subject City Facilities Planning

Reference Drawing Preliminary Sketch 3

Project No. 3290

Sheet 3 of 3

By JK

Date 06-20-2014

Scale Not to Scale

