



Callaway 2 Water District

P.O. Box 728, Fulton, MO 65251

Phone: (573) 642-6898

Fax: (573) 642-5263

www.callaway2water.com

REQUEST FOR QUALIFICATIONS (RFQ)

Professional Architectural Services

Callaway 2 Water District – Office Remodel Project

I. INTRODUCTION

Callaway 2 Water District is seeking Statements of Qualifications (SOQs) from qualified architectural firms to provide **professional architectural and design services** for the remodel of our existing office facility, located at 2610 North Westminster Avenue, Fulton, MO 65251. This RFQ outlines the general scope of services requested and the criteria that will be used to evaluate submitted qualifications.

Optional Site Visit / Open House: Callaway 2 Water District will host an open house for interested architectural firms to view the existing facility and ask questions related to the remodel project. The open house will be held **May 28th & May 29th, 2025, from 9:00 a.m. to 11:30 a.m.** CST at the District Office, 2610 N. Westminster Ave., Fulton, MO 65251. Attendance is not mandatory but is encouraged to better understand the scope of the project.

II. PROJECT DESCRIPTION

The District's current office is in need of modernization to improve functionality, ADA accessibility, energy efficiency, and staff workflow. The remodel may include:

- Redesign of workspaces and common areas
- Reception and customer service improvements
- Mechanical, electrical, and plumbing (MEP) upgrades
- ADA compliance updates
- Energy-efficient lighting and HVAC considerations
- Storage, security, and document handling improvements

III. SCOPE OF SERVICES

The selected firm will provide services that may include, but are not limited to:

1. Preliminary Design & Programming

- Needs assessment
- Space planning
- Conceptual renderings

2. Design Development

- Architectural drawings
- Interior design planning
- Exterior Design Enhancements (facade updates, materials, finishes)
- Code compliance analysis

3. Construction Documents

- Final construction-ready plans
- Specifications for bidding

4. Bidding & Negotiation Support

- Assist in contractor selection
- Respond to bidder inquiries

5. Construction Administration

- Site visits
- Submittal review
- Project closeout assistance

IV. SUBMITTAL REQUIREMENTS

Interested firms should submit a **Statement of Qualifications** including the following:

- Cover Letter (1 page max)
- Firm Profile & Relevant Experience
- Proposed Team and Roles
- Project Approach
- Examples of Similar Projects
- References (3 minimum)
- Proof of Insurance and Licensure

V. EVALUATION CRITERIA

All submissions will be evaluated based on the following criteria. A total of 30 points is available:

Criteria	Maximum Points
1. Firm Qualifications and Experience Including experience with similar public or utility district remodel projects, particularly with exterior facelifts and office functionality improvements.	5 points
2. Project Team and Key Personnel Qualifications, experience, and availability of proposed staff assigned to the project.	5 points
3. Approach to the Project Understanding of the scope, project needs, and proposed methodology or work plan.	5 points
4. Past Performance / References Quality of past work as evidenced by references and project outcomes.	5 points
5. Availability and Responsiveness Ability to meet scheduling needs, participate in meetings, and maintain communication throughout the project.	5 points
6. Local Knowledge / Familiarity Demonstrated understanding of the area, local codes, and conditions.	5 points
TOTAL:	30 points

VI. SUBMISSION DEADLINE

Submit qualifications no later than **June 9, 2025 @ 2:00 pm CST** to:

Callaway 2 Water District

Attn: Ron Fischer

PO BOX 728, FULTON, MO 65251

Or electronically to: alisha@callaway2water.com

VII. QUESTIONS

All inquiries should be directed to:

Ron Fischer, Manager

Phone: 573-642-6898 or Email: ron@callaway2water.com