

**Request for Qualifications
Professional Architect/Engineering Services**

The Village of Innsbrook requests qualifications for preliminary architectural report and engineering services. The project consists of developing a preliminary architectural report, engineering design, and construction inspection services for its new Village Administration Building. Information provided to the Village must include:

- (a) The specialized experience and technical competence of the firm with respect to community facilities design, construction, and inspection;
- (b) The capacity and capability of the firm to perform the work in question, including timely completion of reports, designing appropriate systems, and specialized services;
- (c) The past record of performance of the firm and project factors such as control of project costs, quality of work, and ability to meet schedules and deadlines;
- (d) The firm's proximity to and familiarity with the area; and
- (e) References from previous clients involved with the firm within the past five years;
- (f) Organizational chart and roles of the staff who will be performing the work in question. List only individuals who will work on the project and any subconsultants;
- (g) Documentation of compliance with E-verify requirements.

This information must be submitted no later than October 28, 2021 at 4:00pm to Village of Innsbrook, Attention Village Administrator, 1835 Highway F, Innsbrook, MO 63390. The submission should be clearly marked Engineering Proposal. Six copies are required. For more information, please contact the Village Administrator at (636) 745-8844.

The Village is an Equal Opportunity Employer and invites the submission of qualifications from minority and women-owned firms.