



### **REQUEST FOR QUALIFICATIONS (RFQ): ENGINEERING SERVICES**

The City of Ashland is requesting qualifications from multi-disciplined engineering consulting firms for on-call engineering services for a two-year period with an option to renew for an additional two years. The on-call consultant provides additional staffing resources for projects the city does not have time or the expertise to complete. The City of Ashland is receiving statements of qualifications from qualified consultants and firms to provide on call engineering services relating to but not limited to:

- Plan review for preliminary plats, final plats, major and minor site plan reviews
- Storm water consultation
- Capital Projects Management
- Inspections
- General on-call consultation services

The city is seeking an agreement for a two-year period with an option to renew for an additional two years. The City will select and negotiate with those consultants whose submittals are responsive to this RFQ and are in the best interest of the City. Any documents submitted in response to this RFQ must provide sufficient detail and information so as to allow a complete evaluation of its merit. The instructions contained herein should be followed for responses to be considered responsive to this RFQ. The City reserves the right to cancel this solicitation at any time. Preference will be given to firms with a thirty mile radius of Ashland.

#### **RFQ Process**

All statements of qualifications must be received by the City Clerk by **4:00 PM Monday, April 30, 2018**. At that time, all responses duly received will be opened. When responses are opened, the names of the consultants and all responses to the RFQ shall be a matter of public record. All criteria for evaluation are set forth in the RFQ. Only these criteria will be used by the City to determine, in its judgment, the most qualified firm. The City reserves the right to reject any or all responses with or without cause. There is no expressed or implied obligation

for the City of Ashland to reimburse responding firms for any expenses incurred in preparing responses in response to this request.

### ***I. Submission***

Two (2) originals and Two (2) copies for a total of four (4) responses must be submitted. The envelope or package containing the responses must be plainly labeled:

RFQ – Engineering Services  
Attn: City Clerk  
109 E. Broadway  
Ashland, MO 65010

It is the sole responsibility of the consultant to see that submittals are received in a timely manner. The consultant shall bear any and all risks for any delays associated with their selected method of delivery or that are misdirected due to improper identification.

### ***II. Proposal Deadline***

The receipt deadline will be strictly enforced. Late submittals shall be date stamped, remain unopened and notice provided to the consultant that: “The submitted proposal was received after the delivery time designated for the receipt of responses and therefore considered non-responsive.”

All submittals shall be prepared and submitted in accordance with the provisions of this RFQ. However, the City reserves the right to waive any informalities, irregularities, or variances, whether technical or substantial in nature, or to reject any and all responses at its sole discretion. Any submittal may be modified or withdrawn prior to the indicated time for receipt of the responses or authorized postponement thereof. Any submittal not so withdrawn shall constitute an irrevocable offer, for a period of sixty (60) days, to provide to the City the services set forth in this RFQ.

### ***III. Clarification and Addenda***

Each consultant shall examine all RFQ documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made in writing through the City Administrator.

The City shall not be responsible for oral interpretation given by any city employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to the RFQ, the City will attempt to notify all prospective consultants who have secured the same. However, it shall be the responsibility of each consultant, prior to submitting their proposal, to contact the City of Ashland (573-657-2091) to determine if the addenda were issued and to make such addenda a part of the competitive proposal.

The City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

#### ***IV. Preparation Expenses***

Each consultant preparing a response to the RFQ shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the City for the expense of preparation or presentation.

#### ***V. Legal Name***

Responses shall clearly indicate the legal name, address, and telephone number of the consultant and shall indicate whether the consultant is a corporation, general partnership, individual or other business entity. Statements of Qualifications shall be signed above the typed or printed name and the title of the signer. The signer shall have the authority to bind the consultant to the submitted competitive proposal.

#### ***VI. Openness of Procurement Process***

Written responses, other discussions, correspondence, and all other pertinent records shall be handled as public records in compliance with State and Federal open records statutes and regulations. All documents relating to this RFQ, subsequent submittals and meetings with the Board of Aldermen are subject to statutory requirements of the Missouri Sunshine Law.

#### ***VII. Errors and Omissions***

Once a response is submitted, the City may consider requests by any consultant to correct errors or omissions, but shall retain sole discretionary authority to determine the outcome of such a request.

#### ***VIII. Retention and Disposal of Statements of Qualifications***

The City reserves the right to retain all submitted statements for public record keeping purposes. No copies of any material will be returned to the consultant. The City reserves the right to cancel this solicitation at any time prior to the execution of a formal contract.

#### ***IX. Collusion***

By offering a response to this RFQ the consultant certifies that they have not divulged to or discussed or compared its submittal with any competitors, and have not colluded with any other consultant or parties to this process whatsoever. The consultant also certifies, and in the case of a joint venture each party thereto certifies as to its own organization, that in connection with their submittal:

1. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a Statement of Qualification for the purpose of restricting competition.
2. All persons interested in this project, principal, or principals being named therein and no other person have an interest in this project or in the Agreement to be entered into.
3. No person or agency has been employed or retained to solicit or secure this Agreement upon an agreement or understating for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or established commercial agencies maintained by the consultant for the purpose of doing business.

## **Schedule**

The schedule for submittal of statements of qualifications is as follows:

Request for Qualifications issued and advertised: **April 8, 2018**

Deadline to Receive Responses: **4:00 PM, April 30, 2018**

The *tentative* schedule for the evaluation of proposals, award, and any resulting contractual services is as follows:

Evaluation of submittals: **May 1-4, 2018**

The selected vendor will be notified and a contract will be agreed upon and then submitted to the Ashland Board of Aldermen.

The schedule for the evaluation, selection and award may be changed solely at the City's discretion.

Conferences for prospective consultants will be scheduled upon request, and as time allows, providing for interviews with key City staff. These sessions can provide an opportunity for the City to respond to questions about the requested work. Conferences are not mandatory but are highly recommended. Due to the desire to complete the selection process without undue delay, only substantive issues which may be discovered in individual conferences will be formalized and distributed in an RFQ Addendum. Substantive issues will be generally limited to correcting errors or omissions in the RFQ, alterations or modification to the scope of services or the proposed contract for services, however, the City retains sole discretion to determine the content or need for a formal Addendum.

## **INSTRUCTIONS FOR PREPARATION OF A STATEMENT OF QUALIFICATIONS**

### ***I. General***

All consultants responding to this RFQ shall provide sufficient information and data to fully allow a complete evaluation of their qualifications. Information and data submitted by each consultant with the proposal shall be incorporated into the contract documents by reference.

## ***II. Required Information***

Consultant, and/or any sub-consultants, must present satisfactory evidence to the City indicating their ability to meet the scope of work within a prompt time frame. In addition, to ensure consistency, responses should generally conform to the following format:

Cover Letter

Table of Contents

Sections

1. Introduction and Execution
2. Qualifications
3. Qualifications of Staff
4. References
5. Technical Approach
6. Timetable
7. E-verify and Other Information
8. Sample Documents

### ***Section 1 – Introduction and Executed Signature Page***

This section must contain an overview of the consultant and any proposed sub-consultants. The introduction shall clearly indicate the legal name, address, telephone number, and local contact information (if available) of the consultant. The introduction will include a statement to the effect that:

The submission of this Statement of Qualifications indicates acceptance by the firm of the stipulations contained in the Request for Qualifications and the terms and conditions of the Professional Services Agreement included therein.

The statement must be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the consultant to the submitted response.

### ***Section 2 – Qualifications***

Provide a description and history of the firm. Provide recent experience demonstrating current capacity, familiarity and expertise in civil engineering practices as they relate to municipal or local government operations and planning. Specific experience with projects or contracts matching those described within the Scope of Services will be most valuable.

### ***Section 3 – Qualifications of Staff***

Provide an organizational chart and summary of staff qualifications. State the number and nature of the staff employed with the firm and the office in which the bulk of the work engagements will be performed. Provide resumes for the project staff likely to be utilized in performing the Scope of Services. The submittal shall include notice of any investigations or disciplinary action taken or pending by national or state regulatory bodies against the firm or individuals employed by the firm.

#### ***Section 4 – Familiarity/History within the Region***

Provide a list of all relevant engagements the firm completed for local government entities within the last ten (10) years. Illustrate how previous experience may be of benefit in the execution of the present Scope of Services. Preference will be given to firms who are based within a thirty mile radius.

#### ***Section 5 – References***

Provide at least five references for which the firm has performed services within the past two (2) years that are similar to the requirements in the Scope of Services. At least three of the references should be from government entities for work performed that is similar to that specified in this RFQ. Provide the reference contact name, address, e-mail address, telephone numbers and a summary and date of the services provided.

#### ***Section 6 – Technical Approach***

Provide a general description of the firm's approach to provide the Scope of Services. Include an explanation of the firm's quality control and quality assurance measures. Describe the firm's technological capabilities and the ability to comply with deadlines and timelines identified in the Scope of Services.

#### ***Section 7 – E-Verify and Other Information***

E-Verify provisions pursuant to RSMo. 285.530§ are applicable. All Contractors for contracts exceeding five thousand dollars shall by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Consultants shall use the Affidavit form included in the RFQ and include with their Statement of Qualifications along with an executed E-verify Memorandum of Understanding and demonstration of enrollment in the federal E-verify system. The preceding requirement will be waived for consultants who previously submitted suitable E-verify documents within the last 120 calendar days. Current E-verify documents will be required in conjunction with any contract execution, addendum or extension.

This section may also be used address any other information necessary for a full understanding of services offered.

### ***Section 8 – Sample Documents***

The Consultant is encouraged to provide examples of plan review correspondence, construction drawings, inspection records, or other documents created and used for similar projects. In order to reduce the resources that may be needed to respond, consultants are encouraged to use a digital format (pdf).

## **SCOPE OF SERVICES**

### ***I. Background***

The City of Ashland Missouri requires engineering consulting services to support the review/approval of design and construction of both public and private infrastructure. Additionally, the consultant must be available for general consultation with City administration, department heads and supervisors, responding to general inquiries of a civil engineering nature. Engineering construction design and/or other projects requiring a substantial commitment from either party will be performed under separate and individual service agreements.

### ***II. Engineering Scope of Services***

The selected firm is expected to provide the following Scope of Services as directed by the Ashland Board of Aldermen or staff:

1. The routine and reoccurring review of development plans and specifications including sketch plans, preliminary plats, final plats and construction drawings for both developer and City constructed public and private infrastructure. Since the consultant's expenses for these reviews are ultimately paid by the developer, the consultant will use and bill their time judiciously.
  - a. Submitted plats, construction plans and specifications will be reviewed by the consultant for conformity with adopted City ordinances, construction specifications, and departmental master plans and/or to state/federal (regulatory authorities) agency standards. In the absence of local directives consultant will utilize other local, regional or state standards, or generally accepted methods or practices of engineering, land surveying or construction.
  - b. Written comments must be developed and returned to appropriate city staff members *within ten (10) business days* of receipt.
  - c. The consultant will devise and implement a tracking methodology to accurately log receipt, response and status of each submittal and project.
  - d. The consultant will review subsequent plat and/or plan revisions or responses until such time as the consultant may provide written certification that the subject plans substantially conform to City standards for content and clarity.
  - e. The consultant's review of private infrastructure is generally limited to civil site design and upon request, evaluation of specific structural components.

- f. Additional consultation, including site inspections, may be required during the construction process to assist the City with proposed field adjustments, plan modifications or the acceptance/approval of constructed facilities.
2. Upon request, provide engineering assistance to select staff and elected officials.
    - a. The consultant may be tasked to review municipal water system production, storage and distribution system operations and to provide guidance on hydraulic analysis or system operations. Assistance in this area will also likely include interaction with regulatory agencies regarding the operation of the municipal water system.
    - b. The consultant may be tasked to review storm sewer conveyance operations and to provide guidance on maintenance and small improvement projects.
    - c. The consultant may be tasked to review proposed construction within identified Flood Plains, to review “No Rise” certificates and to provide guidance on hydraulic calculations submitted in conjunction with construction and adherence to the City’s Flood Plain Management ordinances.
    - d. The consultant may be tasked with assisting Department Heads or the City Administrator with the development and/or planning of capital improvement projects.
    - e. The consultant may be tasked with attending meetings with industrial, commercial and residential developers and to provide guidance on potential developmental impacts on the City’s infrastructure.
    - f. The consultant may be tasked with providing professional land surveying services of varying complexities such as determining right-of-way or property lines, preparing legal descriptions for easements or performing property boundary or topographic surveys.
    - g. The consultant may be tasked with providing GIS and mapping support services such as data maintenance and updating, editing or creation of shape files or geo-databases, field data collection using mapping grade GPS equipment, software maintenance updates and programming/implementation of map widget tools for ArcMap and WebGIS.

## **PROPOSAL EVALUATION AND SELECTION**

All responses shall be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the technical evaluation of the consultant’s proposal, in order of no importance:

1. Firm Qualifications
2. Experience with similar projects involving local government and/or other governmental agencies.
3. Key Staff, Project Understanding and Approach
4. Ability to complete timely development reviews and to respond in an appropriate time frame to individual requests for services.
5. Thoroughness of material submitted, including the proposed work plan and the quality, amount and type of service provided.
6. Reports from references



***I. Rejection of Responses***

The City may reject responses if:

1. The consultant misstates or conceals any material fact in the proposal.
2. The rejection of all responses is deemed to be in the best interest of the City.