

City of Warsaw
201 West Main, P.O. Box 68,
Warsaw, Missouri (660) 438-5522
www.welcometowarsaw.com

Request for Qualifications for Engineering Services

A. Purpose and Background

Dear Interested Party:

The City of Warsaw (City) is seeking a statement of qualifications from an engineering firm (Consultant) to provide On Call, As Needed Civil Engineering Services. These services will be on an intermittent basis. The City Engineer will not be an employee of the City of Warsaw for any purpose, including but not limited to the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act and the Missouri Unemployment Compensation Act.

The City reserves the right to select and contract with more than one (1) Consultant for large scale services over \$500,000 that require a multi facet approach.

Consultant to provide services encompassed in creating plans, specifications and/or designs for small projects such as road improvements and parking lot construction, drainage projects, park and playground designs, water and wastewater and traffic designs. This will include designing federal and state funded projects up to \$500,000. These projects may include TAP, USDA, CDBG, RTP and LWCF funds.

The purpose of this Request for Qualifications (RFQ) is to provide the City with planning, specifications, estimates (PS&E), design and other related items when expedited services are needed.

The term of the as needed, on call services contract(s) shall be for three (3) years. The contract(s) may be extended for one (1) year at a time, after the initial three (3) years, with written agreement of the City and the Consultant. The contract(s) may be extended until a five (5) year period is complete.

The City supports the Disadvantaged Business Enterprise (DBE) program and encourages using disadvantaged firms when possible. The DBE program is intended to ensure a level playing field and provide equal opportunity. There is no DBE goal for participation in this RFQ. However, DBE goals will be given for the task orders if required.

B. Scope of Services

Services provided by Consultant will be on an intermittent, as needed, on call basis. The Consultant shall have staff qualified to conduct all necessary engineering work and written documents, including graphics.

Scope of Services include, but are not limited to the following tasks:

- 1. Plan Review Services:** The selected consulting City Engineer will provide technical review of, and answer inquiries relating to, site plans, subdivision plans, improvement plans, land disturbance plans, and construction plans relating to projects proposed by applicants to be developed in the City to ensure conformance to codes adopted by the City, as well as state and federal laws. This includes plan review relating to the permitting process.
- 2. City Project Design Services:** The selected consulting City Engineer must be able to provide structural / engineering guidance and any necessary design work for municipal structures. Must have the capability to design a full array of public works type projects including:
 - Street and Road Improvements
 - Parking Lot Design
 - Grading, Erosion Control, Drainage Plans
 - Water, Sewer, Storm Drain Underground Utility Plans
 - Traffic Plans during Construction, including detours
 - Hydrology and Hydraulics
 - Best Management Practices (BMPs)
 - Storm Water Pollution Prevention Plans (SWPPP)
 - Quantity Estimates
- 3. Environmental Services and Regulatory Agency Interactions:** The selected consulting City Engineer shall be well-versed in regulatory compliance and permitting and be familiar with approval procedures of regulatory agencies including but not limited to the following: Missouri Department of Transportation, USDA, Missouri Department of Natural Resources, U.S. Army Corps of Engineers, Federal Emergency Management Agency, Federal Highway Administration, United States Environmental Protection Agency among other agencies.
- 4. Grant Assistance:** The selected consulting City Engineer shall, as requested, complete or assist in the completion of grant applications for City projects.
- 5. Surveying, Easements and Related Services:** The selected consulting City Engineer shall have the capability of performing or subcontracting boundary surveys, topographic surveys, construction staking, prepare easement plats and easement documents, and assist in easement acquisition.
- 6. CAD and GIS Capabilities:** The selected consulting City Engineer shall have computer-aided drafting and geographical information system capabilities upon request.

- 7. Work Product:** The selected consulting City Engineer will be expected to provide the City with copies of all work products without limitation, which shall include reports, analyses, correspondence, plans, proposals, submittals, schematics, exhibits, drawings and any other documents produced in connection with the consulting relationship with the City in printed form, as well as in electronic form to include portable document format and the root file(s).
- 8. Meeting Attendance and Participation:** The selected consulting City Engineer may be expected to attend a variety of City meetings, including, but not limited to, planning and zoning meetings, council meetings, meetings of affected property owners, and meetings with city staff and developers.
- 9. Assignment of Professional Engineer:** The selected consulting City Engineer shall assign to the City a minimum of one (1) staff person who is a Professional Engineer licensed to practice in the State of Missouri.
- 10. Responsiveness:** The selected consulting City Engineer must commit to provide services to the City in a timely manner, without unreasonable delays.

The scope may also include other engineering services to assist the City.

- Preparation of plans, specifications, estimates (PS&E), reports and design for various small projects.
- Assist the City with construction bid advertising and selection process.
- Construction inspection.
- Attend kickoff and other meetings at the City's request.

All work shall be in accordance with local, state and federal standards when applicable. Projects may use local, state or federal funding. For projects using federal funding, all federal provisions and requirements shall be followed.

All plans, specifications, designs, and graphics prepared under the terms of the Agreement with the City shall be delivered to the City and shall become property of the City. Other work not required by the City, such as notes, sketches, charts, computations, and other data shall be available upon request to the City without restrictions or limitations.

The selected consulting City Engineer must be located within reasonable proximity to the City of Warsaw to ensure meeting attendance, meeting coordination and the conveyance of documents.

C. Submission of Request of Qualifications (RFQ's)

A. All proposals must be received no later than 3:30 P.M., on Wednesday, October 20th, 2020 copies shall be sealed and clearly identified with 'City Engineer' by the submittal deadline. Neither verbal nor electronic submittals will be accepted or considered valid.

B. Each proposal shall be signed by the principals of the firm.

C. Point of Contact

Respondents shall restrict all contact and questions regarding this RFQ to the individual named below. Questions concerning terms and conditions and technical specifications shall be directed in writing to:

City of Warsaw

Attn: Randy Pogue, City Administrator and Planner

Email: r.pogue@welcometowarsaw.com

D. Firms are prohibited from contacting any City employee (other than the City Administrator or City Clerk), the Mayor, or any City Council representative for the purpose of lobbying to secure this agreement. All requests for information shall be made to the City Administrator and Planner.

D. STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS

The ideal firm should have extensive experience in municipal engineering as detailed in the Scope of Services. The qualifications and commitment of the key personnel assigned to this community is critically important in the selection of a firm. Please provide the following in your proposal:

a. Cover letter and introduction including the name, phone number and email address of the person(s) authorized to represent the company regarding all matters related to the proposal.

b. A statement indicating how the candidate envisions being able to provide services to the City of Warsaw and a demonstrated understanding of the high expectations of the City and its residents.

c. Qualification-Based Selection Process

Selection of the most highly qualified respondent will be made on the basis of demonstrated competence and qualifications as determined by the City Council based upon qualifications submitted in response to this RFQ.

The City Administrator, with the assistance of the City's Public Works Committee, will evaluate Qualifications. The City will score each of the following criteria on a scale of 1-20. There will be 5 categories. The City Administrator shall make a selection recommendation to Board of Alderman in a public meeting.

If accepted by Board of Alderman, the City Administrator will negotiate a contract and return to City Council for award of a contract. The City of Warsaw reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the city.

Selection Criteria and Process

The contract(s) will be awarded on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. There may be interviews for the top firms. Statements will be reviewed by select city staff members and authorized City Representatives. The City will score each of the following criteria on a scale of 1-20. There will be 5 categories.

E. RESERVATION OF RIGHTS AND CONTRACT REQUIREMENTS

- a. The City reserves the right to select one or no firm in response to this RFQ.
- b. The firm, if selected, will be the firm whose SOQ is deemed most advantageous to the City, as determined by City Council.
- c. The City will require the selected firm to execute a contract, to be negotiated with the City, no more than fourteen (14) calendar days after the City gives notice of award. Contract documents are not binding on the City until reviewed by legal counsel. In the event the parties cannot negotiate and execute a contract within the time specified, the City reserves the right to terminate negotiations with the selected firm and commence negotiations with another firm.
- d. This RFQ does not commit the City to enter into a Contract, award any services related to this RFQ.
- e. Independent Contractor: Firm agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is and shall be deemed to be an independent contractor(s), responsible for its respective acts or omissions, and that the City shall in no way be responsible for firm's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.
- f. Insurance

By signing and submitting a proposal under this solicitation, the offer or certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences:

1. Worker's Compensation – Statutory requirements and benefits.-
2. Employers Liability - **\$1,000,000**
3. General Liability - \$1,000,000 Combined Single Limit coverage,
4. Automobile Liability - **\$1,000,000** Combined Single Limit.
5. Professional Liability/Errors and Omissions Coverage
6. Umbrella/Excess Liability **\$5,000,000**

The City of Warsaw is to be named as additional insured on the General Liability, Automobile Liability & Umbrella policies and this is to be so noted applicable Certificates of Insurance. The Certificates shall be delivered to the City of Warsaw prior to the commencement of work.

The City of Warsaw is included as additional insured under general liability, including products and completed operations, auto liability and umbrella liability on a primary and noncontributory. Waiver of subrogation applies to all coverages allow by law.

If an interview is conducted, it will be scheduled within two weeks following the statement submittal.

After selection of the top-ranked firm(s), the City will negotiate final contract terms. The goal of negotiations is to agree on a final contract that delivers the services and products required with reasonable fees. Compensation for the as needed, on call, agreements shall be handled through task orders and will be financed through project specific sources. Note, there is no expectation or guarantee of a total contract amount.