

City of Battlefield

NOTICE OF REQUEST FOR QUALIFICATIONS

Request for Qualifications No: RFQ # 001-2010

Consulting Services for: Sidewalk engineering design services.

RFQ Due Date: March 18, 2010 NLT 3:00 p.m.

Location: City of Battlefield
Attn: Rick Hess
5434 S. Tower Drive
Battlefield, MO 65619

Qualification statements will be received by the City Administrator at the specified location until the time and date cited above. Only qualification statements received by the correct time and date will be recorded.

Qualification statements must be submitted in a sealed envelope or package with the Request for Qualification number and the proposers name and address clearly indicated on the envelope. All qualification statements must be completed in ink or typewritten, with written signature in ink and shall include appropriate Request for Qualification forms to be returned with the Statement of Qualifications by the time and date cited above.

Proposers are strongly encouraged to carefully read the entire Request for Qualifications. Please contact Rick Hess if you have any questions or need additional information.

CITY OF BATTLEFIELD

Name: Rick Hess
Title: City Administrator
Address: 5434 S. Tower Drive
Battlefield, MO 65619
Phone: (417) 883-5840
Fax: (417) 883-8189
email: rhess@battlefieldmo.org

1.0 Objective

The City of Battlefield is requesting Statements of Qualification and Proposals from professional engineering consulting firms interested in performing sidewalk engineering design services along Cloverdale Lane and 3rd Street. The engineering designs will connect two separate sections of currently installed sidewalk along Cloverdale Lane, and design a separate sidewalk from Cloverdale Lane along 3rd Street to City of Battlefield Municipal Complex. All recommendations included in the study will be required to meet the City of Battlefield design standards and to obtain approval from MoDOT. Design standards may be found www.battlefieldmo.org; city forms; planning & zoning; design standards pgs ST9-ST11.

2.0 Background

The City of Battlefield is interested creating safe walking corridors in the southeast section of the city for students to walk to and from area schools, and to allow citizens safe walking corridors to safely reach the city municipal complex.

3.0 Problem Statement

The City of Battlefield recognizes that engineering design drawings will be needed prior to construction of certified sidewalks.

4.0 Goals of Study

1. Provide construction ready engineering design drawings.

5.0 Required Elements

1. Problem definition
2. Evaluation of existing conditions
3. Concurrence by MoDOT and City of Battlefield staff.

5.1 Deliverables.

The following deliverables will be required from the selected firm

Seven (7) hard copies and one (1) digital copy (on DVD) of the construction ready engineering design drawings of both segments of sidewalk. (digital copy to be provided in ArcMap):

5.2 Federal Compliance.

All work must be in compliance with federal SAFETEA-LU requirements as federal funds are being used to fund this study.

5.3 Required Public Involvement.

None required

5.4 Timeline of Study.

May 2010 Notice to proceed

June 2010 Submit construction ready engineering design drawings to City of Battlefield

6.0 Submission Requirements

A representative who is authorized to contractually bind the proposer shall sign the Statement of Qualifications and appropriate RFQ pages to be returned. Each Statement of Qualifications shall be prepared simply and economically, providing a straightforward, concise delineation of the proposer's capabilities to satisfy the requirements of the RFQ. The emphasis in each Qualifications Statement must be on completeness and clarity of content. The Statement of Qualifications may be accompanied with brochures, or other related materials properly identified. However, Statement of Qualifications Submission Requirements as listed herein must be followed. All Statement of Qualifications must be submitted as specified on the RFQ pages, which follow. Any attachments must be clearly identified.

6.1 Title Page: Show the request for qualifications subject, the name of your firm, address, telephone number, name of primary contact person and date.

6.2 Table of Contents.

6.3 Letter of Transmittal: Limit to one (1) or two (2) printed pages and signed.

6.4 Statement that your firm understands the work to be performed.

6.5 Description of relevant experience, qualifications and as indicated herein. Submit examples of similar work performed.

6.6 Capacity to perform the project. Present workload with attention to current and future commitments of available personnel – particularly the key persons expected to be assigned to this project and availability of adequate personnel, equipment and facilities to do the needed work in a timely manner.

6.7 Demonstration of Financial Stability.

6.8 References from past clients.

7.0 Selection Committee.

The selection committee will consist of City of Battlefield staff. Selected firm will be notified by written confirmation.

7.1 Timetable and Notification.

Request for statement of qualifications issued	February 23, 2010
Questions due	March 12, 2010
RFQ responses due	March 18, 2010
Qualified respondent selected	March 19, 2010
Firms notified	NLT March 26, 2010

8.0 Evaluation Criteria.

The following criteria will be compared and evaluated to rank respondents.

1. The education, experience and expertise of the firm's principals and key employees (to be assigned to this project).
2. The firm's general experience, stability, and history of performance on projects similar to that under consideration.
3. Availability of adequate personnel, equipment and facilities to do the needed work expeditiously.
4. The name, or names, of individuals in the firm who will be assigned key project responsibilities, with particular attention to their qualifications, competence and past experience.
5. Present workload with attention to current and future commitments of available personnel – particularly the key persons expected to be assigned to this project.
6. Financial stability, with attention to avoiding a situation in which the firm is solely dependent upon income from the project at hand for its existence.
7. Recommendations and opinions of firm's previous clients as to ability to meet deadlines and budget. They may also advise as to firm's sense of responsibility; attitudes of key personnel; concern for economy, efficiency and environment; and quality of service.
8. Understanding of Project Financing in the State of Missouri
9. The reputation and integrity of the firm within the profession and community.
10. Awards received by the firm and technical papers authored by its employees on projects similar to that under consideration.
11. Firm's approach to the project.

9.0 PROPOSAL DUE DATE

The original and one (1) copy of the Qualifications Statement must be received in the City of Battlefield, Attn: City Administrator, 5434 S. Tower Drive, Battlefield, MO 65619, no later than 3:00 P.M local time, Thursday March 18, 2010. Qualification Statements received after the advertised deadline will not be considered.

Request for Qualifications General Conditions

1. The City of Battlefield is not responsible for the U.S. Mail or private couriers in regards to mail being delivered by the specified time so that a proposal can be considered.
2. The City reserves the right to waive informalities or irregularities in proposals, to reject any or all proposals, or to negotiate further with the firm selected. The Selection Committee will score each acceptable proposal for development of a final ranking.
3. The submission of a proposal shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity, and quality of work to be performed, the detailed requirements of the specifications, and the conditions under which the work is to be performed.
4. The proposer shall furnish the City of Battlefield such additional information as they may reasonably require.
5. The City reserves the right to conduct personal interviews with any or all proposers prior to selection. The City will not be liable for any costs incurred by the Proposer in connection with such interview (including travel, accommodations, etc.)
6. The City reserves the right to waive minor irregularities in the procedures.

7. The selection committee reserves the right to reject any and all Qualification Statements received pursuant to this Request for Qualification as it is determined to be in the best interest of the City of Battlefield.
8. All materials submitted as response to this Request for Qualification shall become the property of the City of Battlefield.
9. Costs for developing Qualification Statements in response to this Request for Qualification are entirely the obligation of the proposer(s) and shall not be chargeable in any manner to the City of Battlefield.
10. The City of Battlefield reserves the right to use any and all information presented in any response to the Request for Qualification. Acceptance or rejection of the RFQ does not affect this right.
11. The Proposer shall indicate on the Affidavit of Compliance Form any exceptions taken to the RFQ Requirements, General Conditions, and Contract Terms and Conditions
12. The Proposer will be required to comply with all federal and state requirements as this project is funded with federal funds.
13. The selected firm will be required to enter into an engineering services contract with the City of Battlefield pursuant to MoDOT approved terms and conditions.