



January 4, 2019

Re: Request for Proposals for Design Services – Vivion Road Streetscape – Highland to Chouteau
CMAQ-9901(437); City Project No. 89008267 - #2

Dear Consultant:

The City of Kansas City, Missouri is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments.

Your submittal should be limited to five (5) pages and should include the information detailed on page 2 of the Request for Qualifications. In addition, you should submit a copy of the lead consulting firm's Statement of Qualification (RSMo 8.285 through 8.291) currently on file with the Missouri Department of Transportation. The statement of qualification is not included in the total page count limit.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

We request all submittals be received by **2:00 pm, January 30, 2019** at:

414 E. 12th Street
1st Floor 102W, City Hall
Kansas City, MO 64106
Attn: Delois Moore

Sincerely,

Mario Vasquez
Project Manager

Attachment

<i>Kansas City, MO/Jackson County</i>	
Federal Aid No.:	CMAQ-9901(437)
Location:	Vivion Road, from Highland to Chouteau
Proposed Improvement:	Provide design services for improvements for trails and pedestrian safety improvements along the above referenced corridor.
Length:	
Approximate Construction Cost:	\$1,700,000
DBE Goal Determination	8%
Consultant Services Required:	<i>See Attachments A, B, C, D & E</i>
Other Comments:	
Contact:	<i>Name: Mario Vasquez</i> <i>Address: 4721 E Coal Mine Road, Kansas City, MO 64130</i> <i>Phone: (816)513-6984</i> <i>E-mail: Mario.Vasquez@kcmo.org</i>
Deadline:	2:00 pm, 01/30/2019
Submit Responses should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. The submittal should be received at the address and by the time specified. Submit no more than five (5) copies.	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence - Max Points 40
(Provide a list of team members along with their qualifications, experience, and roles and responsibilities for this specific project Provide the qualifications of the employees on the team designated to this specific project)

Capacity and Capability - Max Points 30
(State each key team member's time commitment for this project. Describe your understanding of the project, including any challenges and approaches to overcome said challenges.)

Past Record of Performance - Max Points 30
(Provide descriptions of up to three similar projects completed in the past three years. Please provide references with names and e-mail addresses of the owner's representative who is most knowledgeable of your firm's performance.).

**REQUEST FOR QUALIFICATIONS
DESIGN PROFESSIONAL SERVICES**

**Vivion Road – Highland to Chouteau
City Project No. 89008267 - #2
Federal Project No. CMAQ-9901(437)**

**PUBLIC WORKS DEPARTMENT
CITY OF KANSAS CITY, MISSOURI**

- 1. Purpose.** This is a Request for Qualifications (“RFQ”) for Design Professional Services for the design of bicycle/pedestrian improvements between N Highland Ave. and a Chouteau Trafficway along Vivion Road/US Hwy 69. The project will include design of a bike/pedestrian trail as well as other necessary pedestrian safety and storm water improvements along the corridor. These improvements are recommended by the Vivion Road Streetscape Plan recently completed by the City of Kansas City, Missouri (“City”).
- 2. Definition of Request for Qualifications.** This RFQ is an invitation by the City to Design Professionals to submit their qualifications and all other required submissions as part of their statement of interest for performing the services specified in this RFQ. Selection will be based upon the judgment of the City in obtaining a Design Professional that will be in the best interests of the City. Design Professional’s submittal of a proposal in response to this RFQ does not create any right in or expectation to a contract with the City.
- 3. DBE Goal Determination:** 8% DBE firms must be listed in the MRCC DBE Directory located on MoDOT’s website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.
- 4. Due Date.** Qualifications are due by **Wednesday, January 30, 2019 at 2:00pm.** Qualifications shall be sent to **Delois Moore, Contract Administrator, 1st Floor – Procurement Services at City Hall, 414 E. 12th Street, Kansas City, Missouri, 64106.** Design Professionals should submit 8 copies of their Proposals. All proposals must be submitted in a sealed envelope or box and shall not be opened until after the due date. The City reserves the right at any time to change or extend the due date and time for any reason.
- 5. RFQ Package.** The RFQ package for this project contains the following:

 - a. Attachment A – Scope of Services
 - b. Attachment B – Preliminary Schedule
 - c. Attachment C – Project Maps
 - d. Attachment D - Electronic Submittals Requirements
 - e. Attachment E – City-Licensed GIS Data
- 6. Requirements.** The following items are required with your firm’s submittal:

 - a. Cover letter
 - b. Experience and Technical Competence
 - (1) Provide a list of team members along with their qualifications, experience, and roles

- and responsibilities for this specific project
- c. Capacity and Capability
 - (1) State each key team member's time commitment for this project.
 - (2) Describe your understanding of the project, including any challenges and approaches to overcome said challenges.
 - d. Past Record of Performance
 - (1) Provide project descriptions of up to three (3) similar projects for the past three years and contact name with current address, email address, and telephone number for the owner of each project;
 - e. One copy of the lead consultant firm's Statement of Qualification (RSMo8.285 through 8.291) must be submitted with your firm's response to this Request for Qualifications, or be on file with Kansas City, Missouri.

Submittals should be limited to five (5) pages in 12 point Font on (8-1/2" x 11") paper using one side of the page and numbered. Covers, Tables of Contents, and divider tabs will not count as pages, provided no additional information is included on those pages. The copy of the Statement of Qualifications (item e, above) will not be included in the page count.

Any supplemental information or documents (i.e., not required by this RFQ) that are included in the proposal should be marked as an Attachment and clearly identified in the Table of Contents.

- 7. **Prohibited activities by former City employees and officials.** Section 2-1018 of the City's Code prohibits former elected City officials and former executive or administrative employees of the City from trying to influence a decision of the City on behalf of an employer or client for one year after that former employee or official leaves the City's employ. By submitting a proposal, Design Professional affirms that Design Professional and its team members and employees are in compliance with the requirements of Section 2-1018. Failure to comply with the requirements of Section 2-1018 may cause the Proposal to be rejected.
- 8. **Closed Records.** All Proposals and documents and meetings relating thereto may remain closed records or meetings under the Missouri Sunshine Act until a contract is executed or until all Proposals are rejected.
- 9. **Disclosure of Proprietary Information.** A Design Professional may restrict the disclosure of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the Proposal by:
 - a. marking each page of each such document prominently in at least 16 point font with the words "Proprietary Information";
 - b. printing each page of each such document on a different color paper than the paper on which the remainder of the proposal is printed; and
 - c. segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words "Proprietary Information" in at least 16-point font, along with the name and address of the Design Professional.

After either a contract is executed pursuant to the RFQ, or all submittals are rejected, if

access to documents marked “Proprietary Information”, as provided above, is requested under the Missouri Sunshine Law, the City will notify the Design Professional of the request, and it shall be the burden of the Design Professional to establish that such documents are exempt from disclosure under the law.

- 10. Evaluation Criteria/Rankings.** Any evaluation criteria, weighing of criteria or ranking is used by the City only as a tool to assist the City in selecting the most qualified Design Professional for this Project. Evaluation scores or ranks do not create any right in or expectation to a contract regardless of any score or ranking given to any Design Professional.

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design.

Experience and Technical Competence	40 Points Max
Capacity and Capability	30 Points Max
Past Record of Performance	30 Points Max

- 11. Questions.** Forward all questions in writing to the following Project Manager and Contract Administrator. Questions received less than Two (2) days prior to the Submittal Date may not be answered. Interpretations or clarifications considered necessary by the Project Manager in response to such questions will be issued by Addenda to all Proposers. Oral or other interpretations or clarifications shall be without legal effect, even if made at a Pre-Proposal Meeting.

Mario Vasquez
Project Manager
Public Works Department
4721 E Coal Mine Rd
Kansas City, MO 64130
(816) 513-6984 Phone
E-mail: Mario.Vasquez@kcmo.org

Delois Moore
Contract Administrator
General Services Procurement
414 E 12th Street, City Hall, 1st Fl.
Kansas City, MO 64106
(816) 513-0807 Phone
(816) 513-2812 Fax
Email: delois.moore@kcmo.org

ATTACHMENT A

SCOPE OF SERVICES

General Description of Work

The project consists of design of bicycle/pedestrian improvements between N Highland Ave. and a Chouteau Trafficway along Vivion Road/US Hwy 69. The project will include design of a bike/pedestrian trail as well as other necessary pedestrian safety and storm water improvements along the corridor. These improvements are recommended by the Vivion Road Streetscape Plan recently completed by the City of Kansas City, Missouri. The following is the anticipated scope of work for this project:

Task 1 Surveying/Data Gathering

- Gather and review all available and relevant information to assist in the design for this project, including but not limited to Area Plans, Streetscape Plans, traffic studies, as-built records of existing improvements, land tie information, utility records, platting records, and others.
- Conduct a topographical survey in accordance with City standards.
- Conduct drainage studies and geotechnical investigations as needed.
- Coordinate at least one public meeting with stakeholder groups, including neighborhood and civic leadership groups, to obtain additional information.
- Attend a review meeting with City Project Manager and other City staff at the completion of the data gathering phase.

Task 2: Design Services

2.1 Preliminary Design

- Complete preliminary design of proposed improvements with integrated signage, landscape plantings, proposed site furnishings, and preliminary trail grading and/or profile plans.
- Prepare preliminary design plans, details, and general notes for the above referenced items.
- Prepare a preliminary opinion of probable construction cost (by category) based on the preliminary design.
- Coordinate a public meeting with stakeholder groups, including neighborhood and civic leadership groups, to present preliminary design.
- Attend a review meeting with City Project Manager and other City staff.
- Provide assistance in completing and submitting forms for categorical exclusion(s) and Section 106 review, including impact rating forms and a letter to the Division of Natural Resources and the Corps of Engineers as appropriate.
- Coordinate submittal of preliminary design and supporting documentation to the Missouri Department of Transportation.

2.2 Right-of-Way

- Develop right-of-way plans, as needed.

2.3 Final Design

- Complete final design of trail alignment with integrated signage, landscape plantings, proposed site furnishings, and trail grading and profile plans.
- Provide traffic control plan and phasing plan.
- Provide specifications and job special provisions
- Provide engineer's estimate
- Attend a review meeting with City Project Manager and other City staff.
- Coordinate PS&E submittal and supporting documentation to the Missouri Department of Transportation.

Task 3: Bidding Services

- Assist the City during the bidding phase by responding to questions about plans and preparing addenda as needed.
- Attend pre-bid conference, if needed.

Task 4: Supplementary Construction Observation Services

- Attend a pre-construction meeting
- Respond to contractor RFI's
- Assist City in issuing Change Orders, if necessary
- Assist city in review of shop drawings and material submittals
- Monitor construction progress, as needed
- Provide as-built drawings

ATTACHMENT B

PRELIMINARY SCHEDULE

The following is a preliminary schedule for the performance of the services outlined on attachment A.

Contract Execution and Notice to Proceed	Spring 2019
Task 1. Survey/Data Gathering	1 month from NTP
Task 2. Design	
2.1 Preliminary Design	2 months from completion of Task 1
2.2 ROW Plans	2 months from approval of Prelim Design
2.3 Final Plans	3 months from completion of ROW acquisition
Task 3. Bidding	6 weeks from PSE Approval
Task 4. Installation/CE	To Be Determined

ATTACHMENT C

Project Map

Vivion Road

City Project No. 89008267 Federal Project No. CMAQ CMAQ-9901(437)



Figure 4.2 Vivion Road Streetscape Plan

ATTACHMENT D
ELECTRONIC FORMAT REQUIREMENTS

Drawings/plans

Drawings/plans should be in TIFF (.tif) format with a resolution range of 200 to 300 DPI.

The first 3 characters for the drawings # and then add 3 dashes to separate the drawing name.

Drawing Examples:

001---Cover-Sheet-and-INDEX.tif

030---A1-1.tif

121---M01.11.tif

CSI specification sections (project manuals)

CSI specification sections (project manuals) PDF (.pdf) files of documents must be scanned using a resolution range of 150 to 200 DPI.

CSI specification sections should be separated by division with no spaces.

Spec Examples:

Division-00.pdf

Division-01.pdf

Division-16.pdf

ATTACHMENT E

CITY – LICENSED GEOGRAPHICAL INFORMATION SYSTEM DATA

CITY will provide licensed materials for Geographical Information Systems to be used for the project as follows:

Grant of License. CITY grants to DESIGN PROFESSIONAL and DESIGN PROFESSIONAL hereby accepts, upon the express terms and conditions contained in this Agreement, a non-exclusive License to use the information described herein in the form produced and maintained by the Geographical Information System produced and maintained by City.

License Materials. The materials licensed for use by DESIGN PROFESSIONAL under this Agreement are the forms which can be read or manipulated by computer of the geographical and physical characteristic information collected and assimilated in the records of City (“Licensed Materials”).

Use of Licensed Materials. Subject to the terms, conditions and prohibitions of this Agreement, DESIGN PROFESSIONAL shall be entitled to use the information contained in the Licensed Materials to accomplish the scope of services provided by DESIGN PROFESSIONAL. At the completion of the Agreement, DESIGN PROFESSIONAL shall return all materials to the CITY, and shall permanently remove the Licensed Materials from any media used by DESIGN PROFESSIONAL. At the end of the Agreement, DESIGN PROFESSIONAL shall provide a written certification that all materials are returned and that all Licensed Materials, including copies, have been removed from the equipment or media of DESIGN PROFESSIONAL.

Transfer of Licensed Materials. This license is expressly nontransferable and DESIGN PROFESSIONAL shall not transfer any interest, entitlement or obligation under this Agreement to any other person or entity.

Data. The data and information contained in the Licensed Materials shall be those files and systems as recorded and existing as of the time DESIGN PROFESSIONAL requests the information.

Title. The custody and title and all other rights and interests in the Licensed Materials are and shall at all times remain with the CITY and with the Offices or officials of the CITY having official custody of the Licensed Materials.

Not Public Records. The database in the form of the Licensed Materials is proprietary, intellectual property of the CITY and shall not be considered or deemed as open, public records, except as provided in §256.670, RSMo. DESIGN PROFESSIONAL shall and hereby expressly agrees that it will, recognize the property interests of CITY and CITY agrees that it is not,

pursuant to this License, a custodian of any open, public records, except as may exist pursuant to §256.670 RSMo.

Access to Materials. Pursuant to the terms and conditions of this agreement, DESIGN PROFESSIONAL shall be provided access to obtain the Licensed Materials in a periodic basis for the term of this Agreement. As provided in this Agreement, DESIGN PROFESSIONAL, shall be entitled to any Modifications, updates, renewals or additional data or information under the License granted by this Agreement.

Updated Material and Modifications. CITY shall in accordance with this Agreement and upon request of the DESIGN PROFESSIONAL provide to DESIGN PROFESSIONAL updates to or modifications of all or any specific parts of the data or information in the Licensed Materials. Any such updates or modifications provided by CITY shall be covered by and subject to each and all of the terms and conditions of this Agreement. Furthermore, upon completion or termination of this Agreement, DESIGN PROFESSIONAL, will provide to CITY in a compatible form, updated information developed during the execution of the Scope of Services provided by DESIGN PROFESSIONAL.

Data Contents. The data contained in the materials licensed by CITY to DESIGN PROFESSIONAL under this Agreement shall include that information necessary to allow DESIGN PROFESSIONAL to perform scope of services outlined in the Agreement.

Waiver. The waiver of any breach of any provision of this license shall not constitute a waiver of any subsequent breach of the same or other provisions of the Agreement.

Modifications. Any modification to the rights provided herein for licensed materials shall be in writing executed by each party.