

City of Springfield



Grant Avenue Parkway Federal No. BUILD-5901(816)

***Request for Qualifications (RFQ):
to perform
Owner's Representative Services***

May 11, 2020

RE: Grant Avenue Parkway Project – Springfield, MO

Dear Consultant:

The City of Springfield, MO requests the services of a consulting engineering firm to work as an extension of City staff to provide owner's representative services for the Grant Avenue Parkway project. The project is described in the Request for Qualifications (RFQ) document found at springfieldmo.gov/grantavenueparkway. If your firm would like to be considered for these consulting services, you may express your interest by responding to the RFQ document. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest. Limit the Statement of Qualification to no more than 25 pages.

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.

Letters of Interest and Statements of Qualification must be received by 5:00 pm, June 8, 2020 at the City of Springfield, Busch Building, 840 Boonville, Springfield, MO 65802.

A pre-submission meeting will be held at 10:00 am on Tuesday, May 19, 2020, via a virtual meeting. All firms interested in submitting a Letter of Interest and Statement of Qualification are **required** to attend the pre-submission meeting where an overview of the project will be given and questions will be answered. Contact Leree Reese (lreese@springfieldmo.gov) to receive an invitation to the pre-submission meeting.

Sincerely,



Leree Reese
Professional Engineer
City of Springfield

Introduction:

The City of Springfield is requesting capable consulting firms to submit their qualifications and credentials for providing owner's representative services for the Grant Avenue Parkway project.

Owner's representative services require knowledge of federal aid funding requirements, preparation of NEPA documents, federal and state design-build procurement requirements, local roadway design requirements and completion of MoDOT's Federal Aid Basic Training Course.

In November 2019 the United States Department of Transportation announced funding from the 2019 Better Utilizing Investments to Leverage Development (BUILD) Program to the City of Springfield for the Grant Avenue Parkway project. Further information regarding the project may be found at www.springfieldmo.gov/4956/BUILD-Grant-Proposal.

It is now the City's intent to select a consultant to work as an extension of City staff to provide owner's representative services for this project.

Purpose and Intent:

The City desires to obtain an owner's representative for the Grant Avenue Parkway project.

The following goals have been established for the owner's representative in order to maintain eligibility for the use of federal funding on this project:

1. Complete a formal Environmental Assessment (EA) for the proposed project corridor in compliance with the National Environmental Policy Act (NEPA).
2. Identify and document project risks and resultant mitigation efforts to ensure the project will be completed in compliance with all requirements and applicable timeframes.
3. Develop documents and administer the selection process for the Request for Qualifications and the Request for Proposals to select a Design-Build team to deliver the project.
4. Coordinate with City of Springfield and the Design-Build team to develop right-of-way plans and negotiate right-of-way acquisition in compliance with all requirements.
5. Coordinate with City of Springfield and the Design-Build team regarding utility coordination.
6. Achieve a Disadvantaged Business Enterprise (DBE) program goal of 8% for these owner representative services.

Project Scope of Services:

The owner's representative responsibilities are anticipated to include, but are not limited to, the following items.

1. Risk Assessment
 - a. Attending and facilitating a Risk Assessment to determine risks associated with delivering the project on time and within budget to ensure eligibility for the use of federal BUILD funds for the project.
 - b. Preparing the Project Risk White Paper
 - c. Identifying and documenting project risks and resultant mitigation efforts
2. Environmental
 - a. Completing a formal Environmental Assessment (EA) for the proposed project corridor in compliance with the National Environmental Policy Act (NEPA) in order to maintain eligibility for the use of federal funding on this project
3. Survey
 - a. Performing a detailed topographical survey of above and below ground features within the limits of the project, which could include potholing.
4. Concept Design
 - a. Preparing concept plans, exhibits, cost estimate, and project schedule to provide proof of project feasibility and help identify project goals.
 - b. Reflect City Council priority "Quality of Place" in all concept design aspects.
5. RFQ and RFP for Design-Build Team
 - a. Organizing, developing documents, and administering the selection process for the Request for Qualifications (RFQ) and Request for Proposals (RFP) to select a Design-Build team to deliver the project.
6. ROW
 - a. Coordinating with the Design-Build team to develop right-of-way plans
 - b. Preparing right-of-way and easement descriptions and exhibits for all parcels anticipated to be impacted on this project
 - c. Coordinating with City staff to negotiate right-of-way acquisition in compliance with all requirements in order to maintain eligibility for the use of federal funding on this project
7. Utility Coordination
 - a. Coordinating with City staff on necessary utility coordination
8. Construction Phase Assistance/Project Closeout Support
 - a. Construction Inspection
 - b. Review Documents/Shop Drawings

- c. Assistance as required to maintain eligibility for the use of federal funding on this project

Desired Project Schedule:

1. Risk Assessment – To be completed within 1 month following the owner’s representative contract approval
2. National Environmental Policy Act (NEPA) Approval – To be completed by May1, 2021
3. Survey – To be completed by February 28, 2021
4. Concept Design – To be completed by May 1, 2021
5. Request for Qualifications and Request for Proposals for Design-Build Team – To be completed by June 1, 2021
6. Right-of-way – To be completed in coordination with design-build team’s plans
7. Construction Phase Assistance/Project Closeout Support – To be completed during construction and through project closeout: by September 30, 2026

Selection Criteria:

Pursuant to the Brooks Act for Consultant Selection, the City of Springfield will utilize the following scoring criteria in order to select a consulting engineering firm to complete the requested owner’s representative services:

Expertise and Technical Competence -	20 Max Points
Capacity and Capability -	20 Max Points
Past Record of Performance -	20 Max Points
Design-Build Procurement Experience -	40 Max Points

Maximum Score = 100 Points

City of Springfield Contact Information:

Please direct all questions to:

Leree Reese
Professional Engineer
PHONE: 417-864-2069
EMAIL: lreese@springfieldmo.gov

Statement of Qualifications shall not exceed 25 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side.

Submit one (1) complete paper proposal and a flash drive containing one (1) electronic proposal in pdf format by 5:00 pm, June 8, 2020 to:

Leree Reese
Professional Engineer
City of Springfield, MO – Public Works
840 Boonville
Springfield, MO 65802