



OZARKS TRANSPORTATION ORGANIZATION  
A METROPOLITAN PLANNING ORGANIZATION

Ozarks Transportation Organization  
2208 W. Chesterfield Blvd., Suite 101  
Springfield, MO 65807  
Phone: (417) 865-3042 Ext. 100

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**REQUEST FOR QUALIFICATIONS:** RFQ 001-2022, Chadwick Flyer Phase III Construction Project  
**FEDERAL AID NUMBER:** STBG5901-822

**DEADLINE:** Thursday, February 24, 2022, at 5:00 PM, Central Standard Time

**DELIVERY LOCATION:** 2208 W. Chesterfield Blvd., Suite 101, Springfield, MO 65807

**PURCHASING AGENT:** Debbie Parks, 417-865-3047 x 106, [dparks@ozarkstransportation.org](mailto:dparks@ozarkstransportation.org)

**DATE OF ISSUE:** Friday, January 28, 2022

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Dear Consultant:

The Ozarks Transportation Organization (OTO) is requesting the services of a consulting engineering firm to perform the described professional services for the project indicated above. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office indicated below and in the attachments. This submission should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active (see attachment for more detailed indication of information that should be submitted). It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted. Limit your submission to no more than 20 pages including the statement of qualification 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](http://www.modot.gov), in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit 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.

The submission must also include the E-Verify MOU & Affidavit of Compliance.

Submissions should be delivered by hand, by mail, or by e-mail and received by 5:00 pm, 02/24/2022. Submissions shall be addressed as follows:

By Mail/Hand delivery:

Ozarks Transportation Organization (OTO)  
2208 W. Chesterfield Blvd., Suite 101  
Springfield, MO 65807

By E-Mail: [dparks@ozarkstransportation.org](mailto:dparks@ozarkstransportation.org)

Submissions should be marked in the subject line or on the envelope:

“REQUEST FOR QUALIFICATIONS: #001-2022”.

Sincerely,

Debbie Parks  
Grants Administrator

Attachment



OZARKS TRANSPORTATION ORGANIZATION  
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**DATE OF ISSUE:** Friday, January 28, 2022

**REQUEST FOR QUALIFICATIONS**  
**RFQ 002-2021, Chadwick Flyer Phase III**  
**Construction Project**

RFQ shall be submitted in an envelope with the Request for Qualification number and the respondent's name and address clearly indicated on the envelope or by e-mail with "REQUEST FOR QUALIFICATION: #001-2022" in the subject line. All submissions must be submitted by the time and date above.

Respondents are strongly encouraged to carefully read the entire Request for Qualifications.

The undersigned hereby certifies a thorough review of this Request for Qualifications. The undersigned also certifies the firm and key personnel indicated in its Statement of Qualifications will be used on this project in the same manner and to the same extent as so indicated. All statements, representations, covenants, and/or certifications set forth in the Statement of Qualifications are complete and accurate. This offer is not subject to withdrawal by the Proposer unless upon mutual written agreement by the Proposer and the OTO Executive Director.

Name of Firm/Consultant: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **I. GENERAL INFORMATION**

**PURPOSE.** The Ozarks Transportation Organization (OTO) is requesting proposals for professional engineering services from qualified engineering firms for Preliminary Engineering and Design (includes completing the Environmental Documentation and Preliminary Design), Final Design, and Construction Engineering for the Chadwick Flyer Phase III trail project. Services shall include all environmental documentation, survey, preliminary and final design plans, specifications, bid, and construction documents, construction engineering to conduct all necessary interim and final inspections. These services shall be performed in accordance with all local, State, and Federal laws and regulations.

**BACKGROUND.** Ozarks Transportation Organization (OTO) Metropolitan Planning Organization (MPO) is the federally designated regional transportation planning organization that serves as a forum for cooperative transportation decision-making by state and local governments, and regional transportation and planning agencies. MPO's are charged with maintaining and conducting a "continuing, cooperative, and comprehensive" regional transportation planning and project programming process for the MPO's study area. The study area is defined as the area projected to become urbanized within the next 20 years.

OTO's Board of Directors includes local elected and appointed officials from Christian and Greene Counties, and the cities of Battlefield, Nixa, Ozark, Republic, Springfield, Strafford and Willard. It also includes technical staffs from the Missouri Department of Transportation, Federal Highway Administration, Federal Transit Administration, and the Federal Aviation Administration and members from public transportation providers and citizen representatives.

The overall objective of this project is to construct a ten-foot-wide multi-use trail across property owned by the City Utilities of Springfield, MO (CU) as part of the Springfield area multi-use trail system. The trail will be located on or near an abandoned Burlington Northern Santa Fe (BNSF) railroad bed owned by CU near Lake Springfield. This will include demolition of the existing railroad where necessary. The engineering services provided will help determine the location of the trail across CU's property in terms of on the abandoned railroad bed, on abandoned Crenshaw Road, or a portion of each thereof. The estimated construction cost of the trail is \$1,080,000. See Project Scope for more details on scope of services.

**SCHEDULE.** The following is the schedule of events which are anticipated by OTO for the implementation and completion of selecting the firm/consultant to provide the requested services as outlined in the Statement of Scope. OTO may, in its discretion, revise the schedule of events at any time as may be in its best interests:

<u>Event</u>	<u>Date</u>
Post Request for Submissions	January 28, 2022
Final Questions due from Proposers	February 11, 2022
OTO's response to Questions	February 16, 2022
Submissions due	February 24, 2022
Date for potential interviews	March 15 & 16, 2022
Date for final selection	Expected March 25, 2022

**FEES AND PAYMENT.** The OTO will begin contract negotiations with the firm determined to be the most qualified. In the event that a contract cannot be negotiated with the first firm, the OTO reserves the right to negotiate with the next qualified firm(s) until a contract can be reached. The selected firm/consultant will be paid upon satisfactory completion of outlined tasks. Pre-payment is not acceptable. Partial payments will be made upon completion of each task with substantiated invoice.

**OTO POLICIES AND PROCEDURES.** The following OTO policies and procedures are applicable to the RFQ:

- A. This RFQ does not commit OTO to select a firm/consultant or to pay any costs incurred in the preparation or mailing of the submittal. A failure to award a contract will not result in a cause for action against the OTO.
- B. OTO reserves the right to the following:
  1. To waive minor deficiencies and informalities;
  2. To accept or reject any or all submissions received as a result of the RFQ;
  3. To obtain information concerning any or all proposers from any source;
  4. To request an oral interview from any or all proposers.
  5. If the selected firm/consultant undergoes a change of key personnel, OTO reserves the right to approve any substitute personnel or terminate the services at OTO sole discretion.
- C. To seek new submissions when such a procedure is reasonable and in the best interests of OTO. OTO complies with Federal Contracting Requirements. A list of applicable contract language can be found on the OTO website:  
<https://media.ozarkstransportation.org/documents/Federally-Required-Contract-Clauses.pdf>
- D. The OTO follows FHWA purchasing guidelines and does not pay retainers or in advance of completed deliverables.
- E. Disadvantaged Business Enterprise (DBE) Goal Determination: This Federal Aid project has a DBE Goal set at 0%.

## **II. SUBMITTAL INSTRUCTIONS**

**FORMAT OF SUBMISSIONS.** In order for the OTO to adequately compare statements of qualifications (SOQ) and value them uniformly and objectively, all SOQs shall be submitted in accordance with the format outlined below. The SOQ should be prepared simply and economically, providing straight-forward and concise information as requested. The submission should not exceed 20 pages total.

1. **Cover Letter.** The complete legal name, address, permanent address and telephone number of the company including the name of the person to contact for discussion of the submissions. Also, include the RFQ title and due date and time.
2. **Understanding of Project.** Prepare a summary of the Respondent's understanding of the work involved in performing the tasks and services described in the RFQ. Address understanding of the following:
  - *Project goals;*
  - *The complexity, challenges and problems involved in planning and performing the work;*
  - *Approaches and philosophy for dealing with problems;*
  - *Sensitivity and experience dealing with key issues;*

- *Any additional issues or matters relating to the RFQ which the Respondent believes should be addressed.*

This summary should be no longer than two (2) pages.

3. **Company Overview.** Overview of the firm, including the year founded, office locations, and the number of years in practice. A description of the firm's current staffing should be included. Please describe the firm's current and past financial health. The firm should demonstrate experience in conducting regional trail investment studies, including the identification of preferred alignment, prioritization of corridors, completion of a PEL, and community specific cost estimates.
4. **Team Resumes.** Identify key personnel proposed for this project, describe their qualifications and experience for assigned roles, and identify areas of project responsibility and level of commitment. Include current resumes for key personnel, including any sub-consultants. Please also include expected workloads of key personal during the anticipated contractual period. (Note: OTO must approve any change in key personnel after the award of a project before the change is made.)
5. **Proposed Work Plan.** Prepare a description of the product and process that would be delivered based on an understanding of project. Include a description of the Respondent's management and organizational approach and methods for performing the tasks and services outlined in the RFQ, including public involvement. Include a timeline by task and how the respondent intends to work with the OTO BPAC to ensure the project is meeting expectations.
6. **Company Workload.** A list of other projects your firm is currently submitting Statement of Qualifications or Proposals. A brief description of other projects your firm is currently working on including percentage of staff dedicated to the project and the project's timeline.
7. **References.** A list of references with phone numbers should accompany the RFQ.
8. DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://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.
9. 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.
10. Must include the E-Verify MOU & Affidavit of Compliance

#### **SUBMISSIONS DUE DATE.**

One copy will be received no later than **5:00 P.M, February 24, 2022.**

**RFQ DELIVERY REQUIREMENTS.** Any submittals received after the above stated time and date will not be considered. It shall be the sole responsibility of the proposer to have their RFQ delivered to the OTO for receipt on or before the due date and time indicated. If a qualification submittal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the OTO. Qualification submittals delayed by

mail shall not be considered, shall not be opened, and shall be rejected. Arrangements may be made for their return at the proposer's request and expense. Qualification submittals may be emailed and accepted if the signed qualification cover form and required information is received prior to the due date and time.

**SUBMISSIONS SEALED AND MARKED.** Qualification submittals may be submitted by hand delivery, mail, or by e-mail. Submissions should be received by OTO no later than the delivery deadline. Submissions shall be addressed as follows:

By Mail/Hand delivery:

Ozarks Transportation Organization (OTO)  
2208 W. Chesterfield Blvd., Suite 101  
Springfield, MO 65807

By E-Mail: [dparks@ozarkstransportation.org](mailto:dparks@ozarkstransportation.org)

Submissions should be marked in the subject line or on the envelope:

“REQUEST FOR QUALIFICATIONS: #001-2022”

Proposals submitted by e-mail are not to be considered received until a confirmation has been sent by the Grants Administrator, Debbie Parks. The confirmation subject line will read, “Confirmation Receipt – OTO RFQ 001-2022.” It is the responsibility of all proposers to verify receipt of submittals. All submittals must be valid for a minimum period of ninety (90) days from the close of this RFQ.

**AMENDMENTS.** If it becomes necessary to revise or amend any part of this Request for Qualifications, OTO will furnish the revision by notice on the OTO website [www.ozarkstransportation.org](http://www.ozarkstransportation.org), not later than five (5) days prior to the date set for receipt of submissions.

### **III. PROJECT SCOPE**

**STATEMENT OF SCOPE.** It is expected that the selected firm/consultant will perform the following services:

#### **Task 1: Preliminary Engineering and Design**

Activities necessary to complete the environmental document (including FHWA concurrence and approval), conduct public involvement, complete preliminary design, and coordination with utilities.

This work will include, but is not limited to the following activities:

- Respond to MoDOT Environmental requests for information and finalize the MoDOT Request for Environmental Review.
- Perform initial surveys, soil investigations, etc. as needed for preliminary design.
- Determine the limits of the project.

- Hold a meeting with OTO and other stakeholders to discuss alternatives for preliminary design preparation.
- Prepare preliminary design plans.
- Prepare an initial opinion of construction costs based on preliminary design to discuss budget and make modifications as needed.
- Prepare utility location and conflict plans.

This task will be considered complete upon receiving environmental approval from FHWA and MoDOT, and OTO approval of all deliverables.

### **Task 2: Final Design**

Design activities to prepare final construction plans, specifications, and estimates; further coordination with and execution of contracts with utilities for adjustments and relocations per the conflict plans; preparation of right of way plans and final right of way acquisition if needed; preparation of final mitigation plans and submittal of appropriate permits.

This work will include, but is not limited to the following activities:

- Engineering, geotechnical services and surveying activities necessary to prepare final design plans, specifications and estimates (PS&E). The PS&E will consist of, but not be limited to the following:
  - Typical Sections, Horizontal and vertical alignments, Trail Cross sections, Drainage/Structure Details, Erosion Control Plans, Stabilization Plan, Traffic Control Plans, Construction Details, Quantities, Signing/Marking Plan.
  - The PS&E will include all applicable items shown in the Missouri Department of Transportation, Local Public Agency – Final PS&E Submittal Checklist – 136.9.1
- Associated permitting/compliance, including any coordination with permitting agencies to obtain permits.
- Preparation of a Storm Water Pollution Prevention Plan.
- Preparation of bid and contract documents and receive approvals as applicable.
- Assisting the OTO in advertising, bidding and contract award.
- Attend any pre-bid meetings and be available for questions and clarifications prior to the bid opening.

This task will be considered complete upon delivery and approval of final construction plans, specifications, estimates, certifications and permits, and upon MoDOT and OTO approval of all deliverables.

### **Task 3: Construction Engineering**

Work with the construction contractor on behalf of the OTO to assist with preconstruction conference(s), oversee construction activities, which include the day-to-day review and inspection of the project construction activities and materials incorporated and the record keeping necessary for documentation. Provide a qualified inspector on the project site that must verify that work performed, and materials incorporated are as specified in the contract documents and that the project is built in accordance with approved plans and specifications, and that quantities are documented sufficiently to make payments for completed work. The



inspector must be present on the job site during critical construction operations which may include, but are not limited to:

- Structure layout
- Excavation and backfilling
- Driving pile
- Checking of reinforcing steel prior to concrete placement
- Concrete batching and pouring
- Placement of girders
- Placement of surfacing materials
- Conduct inspection and testing of construction materials
- Check shop drawings submitted by contractor
- Full time inspections and reporting
- Verifying work indicated in invoices from the contractor has been completed.
- Assist in any needed review of design related questions during construction.
- Prepare and approve any change orders needed as a result of needed design modifications during construction.
- Issue stamped revisions of the construction plans if needed.
- Review and Approve submittals/shop drawings as needed for the project.
- Perform final walk through of the project and assist with punch list items.
- Prepare record drawings and provide in digital format acceptable to the OTO.
- Other special engineering services as required to complete the project.

This task will be considered complete upon completion of construction, final inspection and acceptance of OTO, OTO approval of final contractor invoice, and upon MoDOT and OTO approval of all deliverables.

**TIMELINE CONSIDERATIONS.** The following dates represent key milestones for the project:

- March 25, 2022 - Consultant Selected
- April 25, 2022 - Contract Signed
- June 24, 2022 - Task 1 Completed and all deliverables provided
- August 29, 2022 - Task 2 Completed and all deliverables provided, including PS&E submittal and final approval
- September 12, 2022 – Construction project Bid
- October 7, 2022 – Bids opened
- October 24, 2022 – Bid Awarded
- December 23, 2022 – Task 3 begins
- January 20, 2023 – Construction begins if possible

**DELIVERABLES.** The consultant will have provided the following deliverables at the conclusion of the project:

**Task 1:**

- Survey data
- Project Limits
- Conceptual Plans for Alternatives to consider, including cost comparisons

- Finalized MoDOT Request for Environmental Review
- FHWA and MoDOT approved Environmental Document
- Preliminary design plans (including ROW and Utilities Plan sheets)
- Engineer’s estimate of probable construction cost and any spreadsheets, hand calculations, notes, or other supporting information.
- Required Permits
- Meeting Minutes and Materials

**Task 2:**

- Final Plans, Specifications and Estimate (PS&E)
- Bid Documents
- Award of construction contract
- Construction Notice to Proceed is issued by MoDOT

**Task 3:**

- Bi-weekly reports of work completed and inspection reports
- Monthly meetings to verify work completed as submitted in contractor invoices
- Record drawings and provide in digital format acceptable to the OTO
- Upon completion of the project, all project diaries.

**IV. ADDITIONAL INFORMATION**

**PROJECT CONTACT.** During the project, the main OTO contacts will be:

JD Stevenson, Project Manager  
Sara Fields, Executive Director

OTO reserves the right to conduct pre-award discussions with any or all responsive and responsible proposers who submit submissions determined to be reasonably acceptable of being selected for award. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of submissions; and such revisions may be permitted after submission of qualifications and prior to award.

**SUBMISSIONS EVALUATION PROCESS.** OTO will evaluate each submittal for full compliance with the RFQ instructions to the proposer. The objective of the evaluation will be to recommend the most qualified firm/consultant who is most responsive to the herein described needs of OTO. Submissions which are responsive to this RFQ will be further evaluated based on, but not limited to the following criteria:

**CRITERIA AND MAXIMUM POINTS**

Proposed Timeline	10	Max Points
Capacity and Capability	25	Max Points
Experience and Technical Competence	25	Max Points
Project Approach	15	Max Points

Past Record of Performance 25 Max Points

**TOTAL 100 Max Points**

**PUBLIC RECORDS.** All proposals submitted in response to this RFQ become the property of OTO and public records and, as such, may be subject to public review after the final firm/consultant is selected.

### **OTO RIGHTS AND RESERVATIONS**

OTO reserves all rights (which rights shall be exercisable by OTO at its sole discretion) available to it under applicable law, including without limitation, the following with or without cause and with or without notice:

- The right to negotiate all elements, which comprise the RFQ, and to accept or reject part or all of any RFQ.
- The right to revise, modify, cancel, withdraw, postpone or extend RFQ.
- The right to waive deficiencies and irregularities in an RFQ and accept and review a non-conforming RFQ.
- The right to seek or obtain data and information from any source that has the potential to improve the understanding and evaluation of the RFQs.
- The right to use assistance of consultants in the evaluation process.
- The right to seek clarifications from any Proposer to fully understand information provided in the RFQ. The right to conduct an independent investigation of any information, including prior experience identified in an RFQ by contacting project references, accessing public information, contacting independent parties or any other means.
- The right to reject any or all proposals.

**QUESTIONS REGARDING SPECIFICATIONS OR SUBMISSIONS PROCESS.** To ensure fair consideration for all proposers, OTO prohibits communication to or with any board or employee during the submission process, except as provided below. Additionally, OTO prohibits communications initiated by a proposer to OTO official(s) or employee(s) evaluating or considering the submissions prior to the time an award decision is made. Any communication between proposer(s) and OTO will be initiated by the appropriate OTO Official(s) or employee(s) in order to obtain information or clarification needed to develop a proper, accurate evaluation of the submissions. Such communications initiated by a proposer may be grounds for disqualifying the offending proposer from consideration for award of the submissions and/or any future submissions(s).

- A. Any questions relative to interpretation of specifications or the submissions process shall be addressed to Debbie Parks in writing via email ([dparks@ozarkstransportation.org](mailto:dparks@ozarkstransportation.org)), in ample time before the period set for the receipt and opening of submissions. Any interpretation made to prospective proposers will be expressed in the form of an amendment to the RFQ which, if issued, will be conveyed to all prospective proposers not later than five (5) days prior to the date set for receipt of submissions via the OTO website, [www.ozarkstransportation.org](http://www.ozarkstransportation.org).
- B. It will be the responsibility of the proposer to contact OTO prior to submitting a proposal to ascertain if any amendments have been issued, to obtain all such amendments, and to acknowledge amendment with the submissions.



*For persons with disabilities needing reasonable accommodations please contact OTO at 417-865-3042 at least 48 hours in advance of the question deadline. If you need relay services please call the following numbers: 711 - Nationwide relay service; 1-800-735-2966 - Missouri TTY service; 1-800-735-0135 - Missouri voice carry-over*