



City of Jackson

May 11, 2022

Subject: Request for Qualifications for Consulting Engineering Services for the Roundabout Project at North High Street and Deerwood Drive

Dear Consultant:

The City of Jackson, 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. Limit your letter of interest to no more than 10 pages. This letter 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. 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, or be on file with the City of Jackson, Missouri. 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.

The project will be completed using Cost Share Program funding awarded to the City of Jackson by the Missouri Highways and Transportation Commission, under Project Nos. SE0048 and STP-3005(003). The consultant will provide assistance to the City and MoDOT ensuring that it complies with all federal, state, and local regulations/laws applicable to the project.

All sealed qualifications must be received by Thursday, May 26, 2022, at 2:00 p.m., CDT. Information received after that date and time will not be considered. Interested parties must submit an original and five (5) copies of their qualifications package to: Liza Walker, City Clerk, 101 Court St., Jackson, Missouri 63755, and be clearly marked as **"Roundabout Project RFQ"**.

All questions, comments, or correspondence concerning this RFQ should be addressed to Anna Bergmark, PE, City Engineer, 101 Court St., Jackson, Missouri 63755; by phone at (573) 243-2300; or email at abergmark@jacksonmo.org.

Sincerely,

A handwritten signature in cursive script that reads "Anna Bergmark".

Anna Bergmark, PE
City Engineer

Attachment:

Project Location Map

PROJECT NOS. SE0048 and STP-3005(003)
ROUNDBOUT AT NORTH HIGH STREET AND DEERWOOD DRIVE

City/County: Jackson/Cape Girardeau Route: US 61 (North High Street)	
Federal Aid No:	SE 0048 STP-3005(003)
Location:	North High Street (US Highway 61) and Deerwood Drive
Proposed Improvement:	Major project scope items include: <ul style="list-style-type: none"> • Construction of a roundabout • Pavement improvements • ADA Improvements • Sidewalk improvements • Utility relocations, if required • Construction inspections
Length:	0.5 mile
Approximate Construction Cost:	\$1,940,000
DBE Goal Determination:	8%
Consultant Services Required:	<p>The engineering responsibilities may include but are not limited to the following:</p> <ul style="list-style-type: none"> • The preparation of conceptual plans, preliminary plans, and contract plans. Design services may include right of way plans, surveying, geotechnical investigations, retaining wall design, storm water drainage design, public involvement, contract documents, assisting with the bidding process, construction support as needed, utility coordination, traffic controls, including the preparation of PS&E and final documents. • Preparation and submittal of all necessary environmental clearances as necessary. • Preparation of all permitting required.

	<ul style="list-style-type: none"> • Conduct topographic and right of way surveys at the project location and prepare electronic deliverables. • Prepare concept engineering plans (30%) that include horizontal alignment, vertical alignment, basic intersection geometrics, conceptual improved drainage design, conceptual traffic control plan, and cost estimate. • Prepare right of way plans (70%) and associated legal documents for the City to obtain required easements and rights of way needed for the project. • Prepare all rights of way and easement exhibits, legal descriptions, and all other work associated to acquisition. • Prepare draft final plans (95%) and contract documents for bidding. Submit draft final plans and contract documents. • Provide final construction plans (including comprehensive traffic control plans) and contract documents for bidding • Prepare and submit all required documentation for Plans Specs and Estimates (PS&E) approval from MoDOT. • Provide exhibits, material, and staff and open house style public meeting. • Facilitate utility coordination by sending plans to utility companies. • Provide shop drawing review and clarification of plans during the construction phase services. • Attend coordination meetings as required.
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	<ul style="list-style-type: none"> • Work with contractor on behalf of the City and State, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with City and MoDOT to do full-time inspections and reporting and participate in final inspection.
Other Comments:	<p>Interviews and/or presentation may be required as part of the consultant selection process. Funding will be through the Missouri Highway and Transportation Commission Cost Share Agreement. Therefore all regulations and processes regarding the utilization of these funding sources will apply such as the Local Public Agency (LPA) manual. Stakeholders include City of Jackson and the Missouri Department of Transportation and both stakeholders will be involved throughout the project. It will be essential to coordinate closely with these stakeholders throughout the duration of the project.</p>
Contact:	<p>Anna Bergmark, PE City Engineer 101 Court St. Jackson, Missouri 63755 573-243-2300 abergmark@jacksonmo.org</p>
Deadline:	<p>May 26, 2022 at 2:00 p.m.</p>

Qualifications packages should not exceed 10 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Interested parties must submit an original and five (5) copies of their qualifications package to:

Liza Walker, City Clerk
101 Court St.
Jackson, Missouri 63755
Clearly marked as “**Roundabout Project RFQ**”

Information received after that date and time will not be considered.

Please note that the Consultant is responsible to ensure that their envelope is in full possession by the City in order to be eligible.

Additional Project Information

The project is within the City of Jackson’s corporate limits along Route 61/North High Street (7,455 AADT) at its intersection with Deerwood Drive. Traveling north, Route 61 provides access to Interstate 55 (19,522 AADT). Traveling south, Route 61 intersects with Route D/West Independence Street (5,177 AADT). The project is within the Southeast Metropolitan Planning Organization's (SEMPO) Metropolitan Planning Area (MPA) boundaries.

Project Schedule

Consultants interested in submitting a Statement of Qualifications must be available to meet the following schedule:

SOQ due by 2:00 p.m. (local time)	Thursday, May 26, 2022
If necessary, firms short listed and notified	by Thursday, May 26, 2022
Interviews (if necessary)	Week of May 30, 2022
Selection process and notification of firm	Week of June 6, 2022
Item deadline for Board of Aldermen agenda	Wednesday, June 15, 2022
Board of Aldermen Study Session presentation	Monday, June 20, 2022
Board of Aldermen Task Order issuance	Tuesday, July 5, 2022

Questions concerning this RFQ must be submitted in writing to Anna Bergmark, P.E., no later than 2:00 pm (local time) on Monday, May 23, 2022 by:

Mail: Anna Bergmark, P.E.
City Engineer
City of Jackson
101 Court St.
Jackson, Missouri 63755
Fax: (573) 243-2300
Email: abergmark@jacksonmo.org

Project Location Map

See Exhibit A

Brooks Act Consultant Selection Information

Pursuant to the Brooks Act for Consultant Selection, the following criteria will be the basis for selection.

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

The Jackson City Administrator will appoint a Selection Committee to evaluate each submittal according to the selection criteria listed in this section. If necessary, the City may invite firms to make a presentation of its detailed qualifications and expertise as it would apply to the project. The Selection Committee will score interviewed firms using the same selection criteria as the first evaluation. The Selection Committee will select firms from both the submittal evaluations and interviews, if conducted, for inclusion in the consultant pool and enter into negotiations for a City of Jackson Master Services Agreement (MSA) with the selected firm.

As funds become available and the project is started, a fee will be negotiated with an appropriate selected firm for the project and a Task Order issued by the Board of Aldermen. If a fee cannot be successfully negotiated with the first selected firm, then negotiations will be terminated and the City will enter into negotiations with the next appropriate firm from the consultant pool. The process will continue until an agreement can be reached. Selection of a firm from the consultant pool does not guarantee that a Task Order will be issued to the firm.

City of Jackson Rubric for Evaluating Consultants

Point Range Legend

30 – 21 = excellent 20 – 11 = adequate 10 – 1 = fair 0 = inadequate

Experience & Technical Competence

Rate the qualifications of employees designated to this specific job, for example, assigning between 30 and 21 points for the most qualified personnel. Those rated between 20 and 11 points are considered good but lack extensive experience in the particular type of service desired. A value of 10 or less points is assigned to firms with well-qualified personnel who have no experience in the proposed area of work.

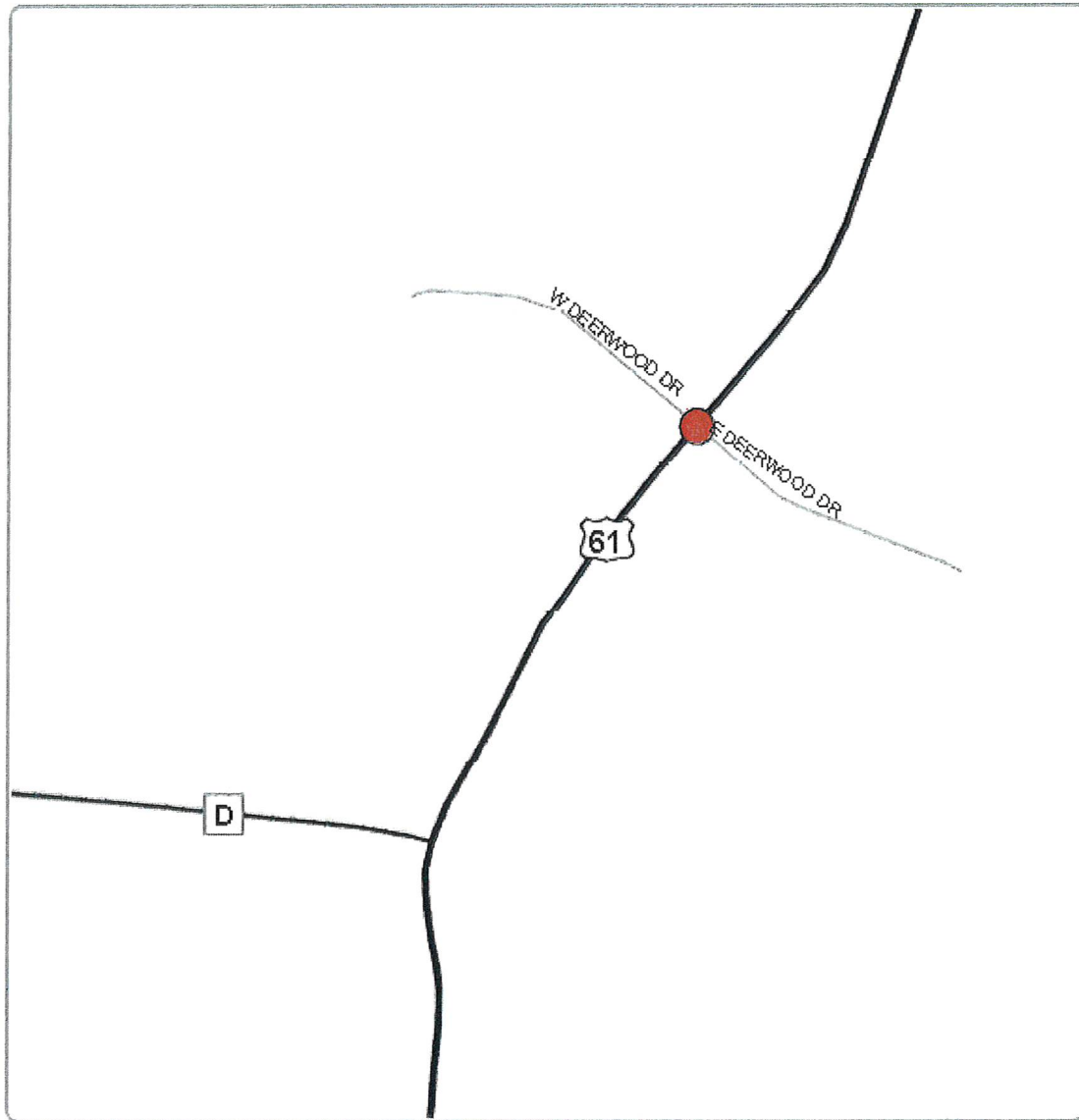
Capacity & Capability

Evaluate the consulting firm for experience on similar and related types of work it has performed. For example, assigning between 30 and 21 points is for many years of established practice in the proposed type of work and related studies. A value of between 20 and 11 points may be assigned for above average experience, while 10 or less points may be given for experience adequate to perform the contract. The points for a firm with little operating experience in the selected field may be reduced further. Reduce the rating for a level of personnel inadequate to handle the firm's indicated workload. The submitted schedule will also be evaluated as part of this portion of the rankings.

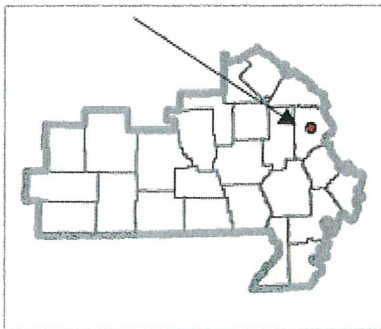
Past Record of Performance

Rate the adequacy of firms that have previously performed work under contract in related fields, assigning a maximum and reducing the points for less experience.

Exhibit A:




Project Location



Project Location 

CITY OF JACKSON
ROUTE 61 ROUNDABOUT
CAPE GIRARDEAU COUNTY

0  0.5 Miles

