



ADDENDUM #1

REQUEST FOR QUALIFICATIONS

Royal Street Extension Design-Build Project
Harrisonville, MO

Addendum #1 items are highlighted in yellow and summarized in Appendix F.

January 12, 2024

~~December 22, 2023~~

CITY OF HARRISONVILLE, MO
300 E PEARL STREET
HARRISONVILLE, MO 64701
MoDOT PROJECT NUMBER SNS0021
CITY PROJECT NUMBER 2022-04

REQUEST FOR QUALIFICATIONS – ADD. 1

Royal Street Extension Design-Build Project

City of Harrisonville, Missouri

MoDOT Project SNS0021 - City Project 2022-04

Table of Contents

1.	Introduction	5
1.1	Project Goals.....	5
1.2	Project Description.....	5
1.3	Estimated Cost and Maximum Time Allowed.....	9
1.4	Communications	9
2.	RFQ Process.....	10
2.1	Procurement Schedule	10
2.2	Submitter Registration.....	10
2.3	Addenda.....	10
2.4	Ineligible Firms	10
2.5	Confidentiality	10
2.6	Equal Employment Opportunity.....	11
2.7	Submitter Information	11
2.8	Disadvantaged Business Enterprises.....	11
2.9	Procurement Process.....	11
2.10	Stipend.....	11
3.	Contents of SOQ.....	12
3.1	Cover Letter	12
3.2	Project Approach.....	12
3.3	PART 1 – Submitter Experience	12
3.4	PART 2 – Key Personnel and Organization	13
4.	SOQ Evaluation Process	14
4.1	Organization of SOQ.....	14
4.2	Submittal Requirements.....	15
4.3	SOQ Submittal.....	15
4.4	SOQ Evaluation.....	15
4.5	Bid Protest Process	16
	Appendix A – Major Participant Information	17
	Appendix B – Reference Projects.....	18
	Appendix C – Receipt of Addenda	19

REQUEST FOR QUALIFICATIONS – ADD. 1
Royal Street Extension Design-Build Project
City of Harrisonville, Missouri
MoDOT Project SNS0021 - City Project 2022-04

Appendix D – Conflict of Interest	20
Appendix E – Worker Eligibility Verification Affidavit for all & E-Verify MOU	21
Appendix F – Addendum Logs	23

1. INTRODUCTION

The City of Harrisonville (Harrisonville) is soliciting Statements of Qualifications (SOQ) from entities (Submitters) interested in providing design-build services for The Royal Street Extension Design-Build Project in Cass County, Missouri. The Harrisonville led project is funded with local funds from Harrisonville, the I-49 Partners in Progress Transportation Development District (TDD) and state funds through the Missouri Department of Transportation (MoDOT).

1.1 PROJECT GOALS

The goals for the project are:

1. Contract with a design-builder to begin construction in 2024, with a ribbon cutting on the completed roads by October 1st, 2025, and the parks sports amenities open by March 1st, 2026.
2. Use innovation to deliver the project scope within the \$24M budget.
3. Throughout the project, place emphasis on local experience, local business, and coordination with abutting property owners.
4. Provide safe, multi-modal connections through the project, and provide amenities that will improve the quality of life for the Harrisonville community, such as enhanced crosswalks, pedestrian and bicycle accommodations, and a regional stormwater facility.

The Submitters are encouraged to develop innovative approaches to address these goals through the formation of their teams and express their aptitude in innovative approaches in their SOQ.

1.2 PROJECT DESCRIPTION

The Royal Street Extension is a project that will address numerous needs within Harrisonville and will provide important quality of life benefits to the City and Cass County. Harrisonville identified the need for better east-west traffic circulation in their 2040 Comprehensive Plan, adopted in 2022. During that process, Harrisonville also adopted a master plan for North Park. (See Figure 2 – This graphic is the entire master plan. Note that some text is illegible.)ⁱ The Royal Street Extension encompasses both elements.

Funding of the approximately \$24M project comes from three main sources:

- MoDOT is providing approximately \$4.5M in Governor’s Cost Share funding, so state and federal requirements must be followed. Note that there is no federal funding currently in this project.ⁱⁱ
- I-49 Partners in Progress TDD is providing approximately \$15M
- Harrisonville is providing local matching funds of approximately \$4.5M

The project has been developed by TranSystems to the Conceptual Plan stage, or essentially the 20% design stage. Harrisonville is requesting qualifications from design-build teams that are interested in developing innovative concepts to take the design to completion and then construct the project within budget.

TranSystems is completing a traffic study and a geotechnical analysis of the project and those final reports will be included in the Books released in Phase 2. The traffic study indicates the potential need for additional through lanes at Commercial Street and Plaza Drive, and a potential signal, or roundabout at Jefferson Parkway and Activity Alley. The geotechnical study includes a total of 20 borings in key locations for the roadway, detention basin, and parks facilities.ⁱⁱⁱ

REQUEST FOR QUALIFICATIONS – ADD. 1

Royal Street Extension Design-Build Project

City of Harrisonville, Missouri

MoDOT Project SNS0021 - City Project 2022-04

Community engagement will be a minor, yet important, aspect of Phase 2. Public engagement during Phase 2 will be focused on a single public, open-house style meeting prior to right-of-way acquisition. Stakeholder engagement is expected to include quarterly updates to the TDD and Board of Aldermen.^{iv}

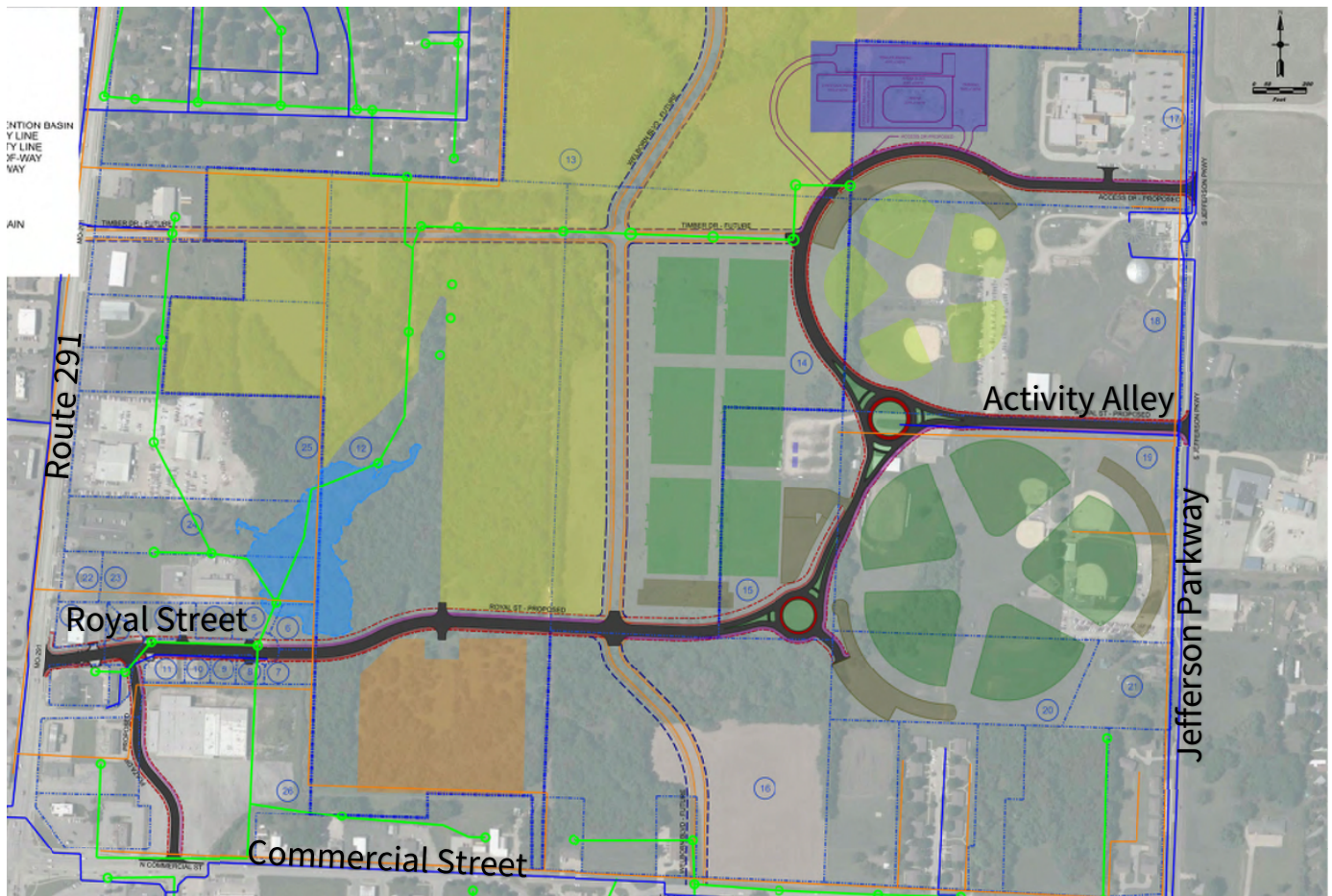


FIGURE 1 - CONCEPT FROM COST-SHARE APPLICATION

REQUEST FOR QUALIFICATIONS - ADD. 1

Royal Street Extension Design-Build Project

City of Harrisonville, Missouri

MoDOT Project SNS0021 - City Project 2022-04



FIGURE 2 - NORTH PARK MASTER PLAN MAP

The environmental permitting is underway, and the project is expected to receive a Categorical Exclusion. The design-builder will be required to obtain additional clearances, if needed, depending on their final design concept. All typical MoDOT environmental permits are being addressed, including wetland mitigation/stream impacts. The only permit that is not currently underway is related to the FEMA floodplain impacts.'

TranSystems has conducted a topographic survey and boundary survey and has been retained by Harrisonville to prepare easement and right-of-way descriptions based on the design-builder's right-of-way stage design.

REQUEST FOR QUALIFICATIONS – ADD. 1

Royal Street Extension Design-Build Project

City of Harrisonville, Missouri

MoDOT Project SNS0021 - City Project 2022-04

Harrisonville will acquire these easements and rights-of-way, and expects this process to take four weeks from MoDOT's A-Date, which will be determined in Phase 2.^{vi} These surveys will be distributed in the RFP phase of procurement.

There are three main scopes of design-build work: Multimodal Transportation, Park Facilities, and Utility Facilities.

Multimodal Transportation – The project requires a complete-street concept roadway to connect Route 291 to Jefferson Parkway Street, which are approximately 0.5 miles apart. This may require an additional connection to Jefferson Parkway Street to enhance park access. All new roadways will be two lanes wide with appropriate turn lanes, will be flanked with a sidewalk and a 10' shared use path, will be curbed, will have enclosed drainage systems, will be continuously lighted, will have a parallel water main and a buried electrical distribution conduit, and will have concrete or asphalt pavement. There will be a few intersections developed, including a signal or roundabout at the main road and Jefferson Parkway Street^{vii} intersection. Spot landscaping will also be included.

Park Facilities – The city wants to attract large, regional baseball and softball tournaments with the new facilities, but the city and county wide uses must be served first. Due to budget constraints some future amenities that would help draw a larger regional tournament may need to just be accounted for in the initial design.^{viii} The final park amenities will include some portion of the following:

- Sports Fields
 - Up to five new/replacement High School equivalent baseball fields (grassed, lighting, dugouts, fencing, irrigation)
 - Up to five new/replacement High School equivalent softball fields (grassed, lighting, dugouts, fencing, irrigation)
 - Up to six new/replacement High School equivalent soccer fields (grassed, irrigation)
- Buildings (Concrete Masonry Units Buildings and Pre-engineered Metal Buildings)
 - One new/replacement rodeo arena (235'x135') and show barn (150'x100')
 - One new/replacement activities field house (120'x80')
 - Up to two new/replacement restrooms/concessions/storage buildings (40'x40')
 - Up to three new/replacement storage/maintenance sheds (20'x20')
- Multiple new/replacement paved parking lots (total of 850+ stalls) (lighting)
- A stormwater retention basin (6 acres) on the west side of the project, including a 10' shared-use path loop
- Spot landscaping

Utility Facilities – The project will include relocations and installation of multiple City and private utilities. The following utilities will be included in the design-builder's scope of work:

- Electrical
 - Installation of buried distribution line raceways and appurtenances
 - Relocation of power lines, power poles, and buried electrical lines
 - Installation of buried street lighting electrical lines
 - Service lines to the park facilities

REQUEST FOR QUALIFICATIONS – ADD. 1

Royal Street Extension Design-Build Project

City of Harrisonville, Missouri

MoDOT Project SNS0021 - City Project 2022-04

- Water
 - Minor relocations of small diameter water mains and associated fire hydrants
 - Installation of a 12-inch PVC water main paralleling Royal Street
 - Service lines to the park facilities
- Sanitary Sewer
 - Relocation of manholes and main from conflict with basin.
 - Minor relocations and manhole top adjustments
- Private Utilities
 - Design-builder will coordinate with multiple utilities that will require minor relocations and potential system expansions. TranSystems has coordinated with private and public utilities in the corridor, and their contact information will be included in the Books in Phase 2.^{ix}

The design-build team must have expertise to cover all the design and construction scope items. In addition, Harrisonville emphasizes local experience, local knowledge, and connections to the City and Cass County.

During the RFP Phase, Harrisonville will be looking for teams to make concerted efforts to engage the local industry and community.

During Phase 2, there will be more specific information regarding designs. In general, MoDOT and City design standards and specifications will govern the Cost-Share and roadway related items. City design standards and specifications will govern the Park facilities and related items. Final deliverables for Phase 2 may be completed in either MicroStation or AutoCAD platforms using Bentley or AutoCAD design packages.*

1.3 ESTIMATED COST AND MAXIMUM TIME ALLOWED

The maximum cost for the improvements described above is \$24 million, this includes all costs, including administrative costs. The scope of work, final cost and budget will be determined as a part of the RFP process. The time frame for construction is 2024-2026 with specific schedule details to be provided as part of the RFP process. (See Project Goals, above.)

1.4 COMMUNICATIONS

Harrisonville has designated their sole contact person for receiving all communications regarding this project, and their contact information is shown below. **All communications to Harrisonville during the RFQ and RFP process must come from the Submitter's contact person.** Questions and requests for clarifications must be submitted via email and received as noted in the Procurement Schedule.

Ms. Patty Hilderbrand
Public Works Director
City of Harrisonville, MO
300 E Pearl Street
Harrisonville, MO 64701
Mobile 816-808-7430
philderbrand@harrisonville.com

2. RFQ PROCESS

2.1 PROCUREMENT SCHEDULE

The following schedule may be modified through Addenda.

Issue RFQ	Friday, December 21, 2023
Deadline for Submitting RFQ Questions	Thursday, January 11 ¹⁰ , 2024, 3:00 CDT
Statement of Qualifications Due	Friday, January 19, 2024, 3:00 CDT
Announce Shortlist	Tuesday, January 23, 2024

2.2 SUBMITTER REGISTRATION

Submitters must be registered as a Plan Holder on the Royal Street Extension Design Build project plan room on the Drexel Technologies Plan Room's Public Jobs site. <https://planroom.drexeltech.com/> Registration on the site is free, however there may be nonrefundable download and printing costs charged by Drexel to be paid by the Submitter.

2.3 ADDENDA

Harrisonville reserves the right to revise this RFQ at any time before the SOQ due date. Questions, requests for clarifications, and any addenda will be emailed to all registered Submitters and posted on the Drexel Project site. Submitter's names will not be identified in the addenda. Addenda may not be posted to MoDOT's website.

2.4 INELIGIBLE FIRMS

The following firms have and will provide guidance in preparing and evaluating this RFQ and the RFP and will advise Harrisonville on related contractual and technical matters. These firms are not eligible to submit a proposal or to act as a member of any Submitter's team. In addition, a firm is ineligible to submit a proposal, in either a prime or subconsultant role, if it assists in the development of the scope of work, the RFQ, or the RFP.

TranSystems

Hg Consult

Alynix Surveys

Prairie Archeology and Research

Vireo

2.5 CONFIDENTIALITY

Documents submitted pursuant to this RFQ will be subject to the Missouri Public Records Act, (§§ 610.010, et.seq., RSMo). Information clearly marked as confidential and proprietary will be kept confidential by Harrisonville, unless otherwise provided by law. Harrisonville will notify the Submitter if a request is made for such information, and the denial is challenged, so that the Submitter may take any action it deems necessary to defend the challenge. The Submitter, not Harrisonville, shall be the entity responsible for defending against the Missouri Public Records Act disclosures for any records claimed by the Submitter to be confidential and proprietary.

2.6 EQUAL EMPLOYMENT OPPORTUNITY

The Submitter will be required to follow Federal Equal Employment Opportunity (EEO) policies. Harrisonville will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

2.7 SUBMITTER INFORMATION

Consultant Engineer firms on the Submitter's team **that will be responsible for Cost-Share/roadway designs^{xii}** shall be on MoDOT's prequalified consultant's list. Contractors on the Submitter's team must have a fully responsive contractor questionnaire on file with the Missouri Highways and Transportation Commission (MHTC) prior to the deadline to submit this proposal. Contractors that have been declared to be non-responsible by MoDOT in the past three years are ineligible to submit.

2.8 DISADVANTAGED BUSINESS ENTERPRISES

Disadvantaged Business Enterprise (DBE) participation is encouraged; however, it is **NOT** required on this Project for either design services or construction of the Project. **The DBE goal for the design portion of the Project is zero (0%). The DBE goal for the construction of the Project is zero (0%). The On-the-Job Training goal for design is zero (0). The On-the-Job Training Goal for construction is zero (0).**

2.9 PROCUREMENT PROCESS

Per State of Missouri Statutes, the Harrisonville must use a three-phase procurement process to select a design-build contractor. This Request for Qualifications (RFQ) is issued as part of the first phase to solicit information, in the form of SOQs, that Harrisonville will evaluate to determine which submitters are the most highly qualified to successfully deliver the project. Harrisonville will short list up to three (if any) of the most highly qualified submitters of SOQs. (If an entity intends to submit a proposal as part of a team, the entire team is required to submit a single SOQ as a single submitter.)

In the second phase, Harrisonville will issue a Request for Proposals (RFP) for the Project to the shortlisted Submitters. Additional information will be provided to these teams regarding the specific requirements of the proposal upon selection of the Proposers. Only the shortlisted submitters will be eligible to submit proposals for the project. Each shortlisted submitter that submits a proposal in response to the RFP is referred to herein as a Proposer. See Stipend Section for information on payments to be made to unsuccessful Proposers. **This process is scheduled to take nine weeks, from RFP to final selection, with an end date in the first part of May, 2024.^{xiii}**

While a three-phase selection process is required per State Statute, Harrisonville will award a design-build contract (if any) for the Project to the Proposer offering the best Technical Proposal, to be determined as described in the RFP. The Price Allocation submitted by each Proposer will be considered a pass-fail item subject to verification it meets the requirements as set forth in the RFP which will include a guaranteed maximum fixed price that is less than or equal to the maximum cost stated in the RFP.

Harrisonville will award a design-build contract (if any) for the project to the Proposer offering the best value, to be determined as described in the RFP. DBIA standard documents will be utilized as the basis of the agreements.

2.10 STIPEND

No stipends will be paid for submitting a SOQ during Phase 1 of the procurement process. During the second phase of the procurement process, Harrisonville will pay a stipend to the responsible, unsuccessful Proposer(s)

that provide a fully responsive, but unsuccessful, Proposal. The anticipated stipend is expected to be approximately 0.5% of the determined guaranteed maximum fixed price and shall be provided to such Unsuccessful Proposer(s) as early as 15 days after Harrisonville determines the apparent successful Proposer. Unsuccessful Proposers shall sign a Proposal Release Statement, releasing their Proposals to receive their stipend within 30 days. If the Proposal Release Statement is not signed within 30 days, the stipend shall be forfeited. If the successful Proposer and Harrisonville cannot successfully negotiate a contract and Harrisonville negotiates an agreement with one of the unsuccessful Proposers, that Proposer's stipend shall be returned to Harrisonville.

3. CONTENTS OF SOQ

3.1 COVER LETTER

A one-page (front only) cover letter shall be included in the SOQ. The cover letter must contain the business name, business type (corporation, joint venture, partnership) and must identify a single contact person for the Submitter's team. The address, phone, fax, and e-mail for the contact person must be included in the cover letter.

3.2 PROJECT APPROACH

A maximum six-page project approach shall be included in the SOQ. The Submitter shall include information highlighting local experience, local firms, and project approach elements that will have benefits to the Harrisonville and Cass County communities. The Submitter's overall approach to Quality and Safety programs, especially in teaming situations shall be described. This remainder of this section of the submittal should be used to describe any pertinent information from the Submitter.

3.3 PART 1 – SUBMITTER EXPERIENCE

Demonstrate experience with projects similar to the Royal Street Extension project. Identify the team member's ability to meet the goals of the Project. At a minimum, demonstrate experiences in each of the following areas:

- Experience in design-build projects of similar scope.
- Experience in design and construction of roadway projects, buildings, and sports facilities.
- Use of innovative approaches to deliver a project within budget.
- Experience and approaches to delivering projects on, or ahead of schedule.
- Integration of design, construction, public information, environmental activities, and safety.

A maximum of ten reference projects can be included for each Submitter in Appendix B. Work on the reference projects must be within the past ten years. Harrisonville reserves the right to contact references identified. At the Submitter's option, project reference sheets can be submitted in other formats provided they contain all the requested information outlined on the attached form. Each reference project shall be summarized on no more than one page. Up to two additional pages may be used to discuss any other items relevant to the Submitter's experience.^{xiv}

3.3.1. MAJOR PARTICIPANT

The term Major Participant is defined as any of the following entities:

- All general partners or joint venture members of the Submitter; all individuals, persons, partnerships, limited liability partnerships, corporations, limited liability companies, business associations, or other

legal entities, however organized, directly, or indirectly holding a 15% or greater interest in the Submitter.

- The lead engineering/design firm(s). **There is not a minimum percentage of design work requirement for lead design firms.^{xv}**
- Each subcontractor that will perform work valued at 25% or more of the construction work.
- Each subconsultant that will perform 30% or more of the design work.
- **For firms completing some portion of both design and construction, each individual design and construction percentage shall apply.^{xvi}**

3.3.2. MAJOR PARTICIPANT COMMITMENT

Major Participants identified in the SOQ may not be removed, replaced, or added without written approval of Harrisonville. Written request must document the proposed change and demonstrate that the change will be equal to or better than the Major Participant submitted in the SOQ.

3.4 PART 2 – KEY PERSONNEL AND ORGANIZATION

Each Submitter shall define Key Personnel and a corresponding organizational chart that demonstrates the Submitter's knowledge of the Project and approach to meeting the project goals. Each Submitter shall describe the organization style of the team and indicate how the qualifications of each Key Personnel increase the Submitter's ability to meet or exceed the Project goals. Submitters should define the following ~~six^{xvii}~~ **four** positions as Key Personnel.

- **Project Manager** – The Project Manager is responsible for all aspects of the Project, including, but not limited to, overall design, construction, quality management, contract administration, and public information. The Project Manager should have at least ten years of recent experience managing the design and/or construction of similar work scope and magnitude. The Project Manager must be assigned to the Project full time and shall be required to be available and responsive for the duration of the Project.
- **Quality Manager** – The Quality Manager's responsibilities include, but are not limited to, creation and execution of the Submitter's quality program, quality personnel, assurance activities independent of production, enforcement of quality procedures, and documentation of quality records including public information, environmental compliance, and labor compliance. **The Quality Manager shall report directly to the Submitter's executive management team.** The Quality Manager should have at least five years of recent experience developing, implementing, and overseeing quality programs.
- **Lead Cost-Share/Roadway^{xviii} Design Manager** – The **Lead Cost-Share/Roadway** Design Manager is responsible for ensuring the Cost-Share/road-way project design is completed and that design requirements are met. The **Lead Cost-Share/Roadway** Design Manager must be assigned to the Project full time, on site, when design activities are being performed. The **Lead Cost-Share/Roadway** Design Manager should have at least seven years of recent experience managing the design of roadways and must be a registered professional engineer in the State of Missouri.
- **Lead Architect** – The Lead Architect is responsible for designing the buildings and structures. They should have at least seven years of recent experience designing relevant structures of scope and magnitude. Additional Key Personnel with minimum requirements may be included in the RFP.
- **Lead Sports Facility Designer** – The Lead Sports Facility Designer is responsible for designing the sports fields and related items; lighting, fencing, dugouts, etc. The Lead Sports Facility Designer shall be

licensed professional (PE, LA, or Architect) in the state of Missouri. They should have at least five years of recent experience designing relevant sports facilities of scope and magnitude.

- **Construction Manager** – The Construction Manager shall be responsible for managing the construction of the Project. The Construction Manager should have at least seven (7) years of recent and relevant management experience in heavy civil construction work. The Construction Manager shall be on site for the duration of the construction phase.

3.4.3. RESUMES - KEY PERSONNEL SUBMITTAL

Submitter to provide a one-page organizational chart to demonstrate the operational hierarchy of the firms and personnel. A one-page (maximum) resume shall also be provided for each of the required key personnel listed above. Submitter to use their own formatting on the resumes, but the following information must be included:

1. Name
2. Key Staff Role (if applicable)
3. Missouri licenses
4. MoDOT credentials/certifications
5. Industry training/certifications (e.g., LEED, OSHA)
6. Years of experience
7. Years at current firm
8. Firm Name
9. Office location for the key personnel
10. Relevant Past and Current Projects (within the time frames listed in the RFQ)

Submitter may provide up to two additional pages in **Part 2 Appendix B^{xix}** to highlight additional personnel.

3.4.4. KEY PERSONNEL COMMITMENT

Key Personnel identified in the SOQ may not be removed, replaced, or added without written approval of Harrisonville. Written request must document the proposed change and demonstrate that the change will be equal to or better than the Key Personnel submitted in the SOQ.

4. SOQ EVALUATION PROCESS

4.1 ORGANIZATION OF SOQ

The SOQ shall be organized as follows:

- Cover Letter
- Table of Contents
- Project Approach
- Part 1 – Submitter Experience
- Part 2 – Key Personnel and Organization
- Appendix A – Team Member Information
- Appendix B – Reference Projects Formatting (note – these are submitted in Part 1)
- Appendix C – Conflict of Interest
- Appendix D – Receipt of Addenda
- Appendix E – Worker Eligibility Verification Affidavit for all & E-Verify MOU

4.2 SUBMITTAL REQUIREMENTS

The SOQ must be on standard letter-size pages (8.5”x11”) having a minimum font size of eleven points. The organizational chart may be on standard tabloid-size page (11”x17”). The maximum number of pages is shown in the following table:

Item	Maximum Number of Pages (A page is one side of a sheet of paper.)
Cover Page	1
Table of Contents	1
Project Approach	6
Part 1 – Submitter Experience (From App. B)	10 12 ^{xx} - (Reference Projects) (no more than 1 page per project) 2 (Additional Information)
Part 2 – Key Personnel (Resumes)	1 (Org Chart) (May be 11”x17”) 6 (Key Personnel) 2 (Additional Information)
Appendix A – Major Participant Information	1 form/page per Major Participant
Appendix B – Reference Projects	(Submitted in Part 1)
Appendix C – Receipt of Addenda	1
Appendix D – Conflict of Interest	1 form/page per Major Participant (If applicable, Conflict of Interest letters are limited to 2 pages)
Appendix E – Worker Eligibility Verification Affidavit for All & E-Verify MOU	2 pages per Major Participant
Dividers (Tabs) and Back Cover	Optional and as many pages as needed ^{xxi}

4.3 SOQ SUBMITTAL

Submittal of the SOQ packet must include five hard copies and one electronic pdf copy on a USB drive.

SOQ packet must be received by the project contact (Section 1.4) by the date and time in the Procurement Schedule (Section 2.1).

4.4 SOQ EVALUATION

The responsive SOQ’s will be evaluated by the three funding stakeholders based on the Submitter Experience (50%) and Key Personnel and Organization (50%) according to the criteria outlined above. The responsiveness of the SOQ in meeting the requirements outline herein of other requested information will be evaluated on a pass/fail basis. If a submittal fails to meet the pass/fail requirements, it will be eliminated from consideration.

4.5 BID PROTEST PROCESS

Harrisonville's Official Policy for Bid Protests (September 8, 2009) - Note: Terms not otherwise defined herein shall have the meanings assigned to them in Chapter 130 of the Municipal Code of Ordinances currently in effect at the time of adoption of this policy (the "Purchasing Ordinance").

Applicability - The City recognizes the need to entertain and resolve complaints about its bidding practices and procedure and has adopted this Official Policy to provide for the redress of such complaints.

Policy Statement - It is the official policy of the City of Harrisonville that all applicable bidding be conducted in accordance with the Purchasing Ordinance.

Protest Procedure - A bid protest must be submitted in writing and must be received by:

City Engineer
300 E. Pearl Street
P.O. Box 367
Harrisonville, MO 64701

within five (5) calendar days after the date of bid opening. If the fifth day falls on a Saturday, Sunday, or City holiday, then the period shall extend to the next business day. A protest submitted after the five (5) calendar day period shall not be considered.

The written protest should include the following information: (1) name, address, and phone number of the protester; (2) signature of the protester or the protester's representative; (3) solicitation identification; (4) detailed statement describing the grounds for the protest; (5) supporting exhibits, evidence, or documents to substantiate the claim.

The City Administrator will review the information provided and issue a written decision within ten (10) business days of receipt of the protest. This decision shall be final.

REQUEST FOR QUALIFICATIONS – ADD. 1

Royal Street Extension Design-Build Project

City of Harrisonville, Missouri

MoDOT Project SNS0021 - City Project 2022-04

APPENDIX A – MAJOR PARTICIPANT INFORMATION**Submitter Name:** _____**Major Participant**

Company Name	
Federal Tax ID	
Year Established	
Address	
Contact Name	
Contact Title	
Contact Phone	
Contact Email	

Under the penalty of perjury, I certify that:

- I am the company's Official Representative.
- **If designing or constructing Cost-Share/roadway related items,**^{xxii} the company is either prequalified to work as a consultant or contractor for MoDOT or will obtain prequalification status prior to the Proposal submittal date.
- To the best of my knowledge and belief, following reasonable inquiry, the information submitted in the SOQ is true and correct.

Contact Signature	
Date	

REQUEST FOR QUALIFICATIONS – ADD. 1

Royal Street Extension Design-Build Project

City of Harrisonville, Missouri

MoDOT Project SNS0021 - City Project 2022-04

APPENDIX B – REFERENCE PROJECTS

Submitter Name _____

Firm Name _____

Project Name _____

Project Location _____

Type of Project _____
(Design / Construction / DB Construction)

Firm's fee or contract \$ _____

Net Amendments or Change Orders \$ _____

Key Staff & Role on Project

Description of Project

Owner/Client Name _____

Contact Name _____

Contact Phone _____

Contact Email _____

Project End Date _____

REQUEST FOR QUALIFICATIONS – ADD. 1

Royal Street Extension Design-Build Project

City of Harrisonville, Missouri

MoDOT Project SNS0021 - City Project 2022-04

APPENDIX C – RECEIPT OF ADDENDA

Submitter Name: _____

Addendum #	Dated
1	01-12-24 ^{xxiii}

The undersigned acknowledges receipt of the addenda as indicated above:

Contact Signature	
Name	
Date	

APPENDIX D – CONFLICT OF INTEREST

Submitter Name _____

Major Participant Name _____

As required by 23 CFR 636.116 and 7 CSR 10-24.080, the Submitter must provide to Harrisonville information regarding all potential organizational conflicts of interest in its proposal, including all relevant facts concerning any past, present, or currently planned interests which may present an organizational conflict of interest.

Conflicts:

If there are such conflicts, the information should be attached in a letter addressed to Harrisonville’s Point of Contact for the project. The undersigned acknowledges any potential organizational conflicts of interests have been spelled out in an attached letter.

_____ Signature	_____ Date
_____ Typed Name	_____ Title

No Conflicts:

The undersigned acknowledges there are no potential organizational conflicts of interests.

_____ Signature	_____ Date
_____ Typed Name	_____ Title

APPENDIX E – WORKER ELIGIBILITY VERIFICATION AFFIDAVIT FOR ALL & E-VERIFY MOU

Section 285.530, RSMo, affects all services provided in excess of \$5,000.00. This Section refers to the prohibition of employment of unauthorized aliens and requires participation in a Federal work authorization program.

You are required to fill out and return with your submittal of qualifications the enclosed Work Authorization Affidavit and provide documentation evidencing current enrollment in a federal work authorization Program, e.g., the electronic signature page from the E-Verify program's Memorandum of Understanding. The required documentation must be from the federal work authorization program provider. Letters from contractors reciting compliance is not sufficient. E-verify, <http://www.dhs.gov/everify>, is a FREE Internet-based federal work authorization program operated by the Department of Homeland Security, U.S. Citizenship and Immigration Services that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on information provided by employees on their Form I-9, E-Verify checks the information electronically against records contained in DHS and Social Security Administration databases. There are penalties for employing an unauthorized alien, including suspension of the contractor's business license, termination of the contract, debarment from City and State work for a period of three years or permanently, and withholding 25% of the total amount due the Contractor.

REQUEST FOR QUALIFICATIONS – ADD. 1

Royal Street Extension Design-Build Project

City of Harrisonville, Missouri

MoDOT Project SNS0021 - City Project 2022-04

CITY OF HARRISONVILLE CONTRACT AGREEMENTS IN EXCESS OF \$5,000

(for joint ventures, a separate affidavit is required for each business entity)

STATE OF _____)
) ss
COUNTY OF _____)

On this _____ day of _____, 20____, before me appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, deposed as follows:

My name is _____, and I am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530 RSMo, to enter into a contract agreement with the City of Harrisonville ("City") to perform a certain job, task, employment, labor, personal services, or other activity for which compensation is provided, expected, or due, said contract more particularly described as _____ (the "Contract"); and I am the _____ of _____

Title

Business Name

(the "Company"), and I am duly authorized, directed, and/or empowered to act officially and properly on behalf of the Company.

I hereby affirm and warrant that the Company and its subcontractors are enrolled in a federal work authorization program operated by the United States Department of Homeland Security as defined by Section 285.525 RSMo to verify information of newly hired employees, and the Company and its subcontractors shall participate in said program with respect to all employees working or providing services under the Contract. **I have attached documentation to this affidavit to evidence enrollment/participation by the Company and the listed subcontractors in a federal work authorization program, as required by Section 285.530 RSMo.**

In addition, I hereby affirm and warrant that the Company and all of its subcontractors do not and shall not knowingly employ, in connection with work or services provided under the Contract, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

I am aware and recognize that, unless certain contract and affidavit conditions with respect to subcontractors (both those listed and others that the Company may contract with) are satisfied pursuant to Section 285.530 RSMo, the Company may be held liable under Sections 285.525 through 285.550 RSMo for such subcontractors that knowingly employ any unauthorized alien to work within the City.

I acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

Affiant Signature

Printed Name

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

SEAL

APPENDIX F – ADDENDUM LOGS

Addendum #1 –

Questions/Reponses not specifically addressed in the RFQ revisions

1. RFQ states scope includes “a signal or roundabout at the main road and Jefferson Parkway intersection.” ... Should teams have a traffic light design professional on their team?
 - a. *Refer to the last paragraph of Section 1.2. Traffic engineers will be one of many key experts needed to innovate new concepts and complete the design of the intersections and other traffic related tasks.*
2. Please confirm that all Requests for Clarifications (RFC) are responded to globally.
 - a. *All RFC’s are responded to via this Addendum process. Although some firms have included potentially confidential information in their electronic RFC submittals, such as their proposed teammates, the City’s response has only been through this global addendum process.*
3. Please confirm that Project Approach will be evaluated on a Pass/Fail basis as described in Section 4.4 SOQ Evaluation.
 - a. *The Project Approach will not be the only evaluation of Pass/Fail. The entire SOQ will be reviewed for requested information and requirements.*
4. Could you clarify what part of the work is currently being permitted?
 - a. *Per Section 2 – the entire concept shown in Figure 1 is currently under review for a Categorical Exclusion.*
5. Will you provide the Governor’s Cost Share Application?
 - a. *The application can be reviewed in the June 5, 2023 Board of Aldermen Meeting packet at [this link](#). (Beginning at page 31 of the pdf.)*
6. Can the City provide forms in Word format?
 - a. *The City allowed Form B to be reformatted as long as the information requested is submitted. The other forms must be used per this pdf copy to ensure that the wording remains the same. The City expects, and will accept, minor scaling of the forms, as long as the text remains legible.*

Other clarifications placed in the RFQ:

-
- ⁱ Addendum 1 – Section 1.2 – North Park Master Plan Figure added.
 - ⁱⁱ Addendum 1 – Section 1.2 – Clarified funding.
 - ⁱⁱⁱ Addendum 1 – Section 1.2 – Added information on traffic study and geotechnical study.
 - ^{iv} Addendum 1 – Section 1.2 – Clarified Community engagement for Phase 2.
 - ^v Addendum 1 – Section 1.2 – Clarified environmental permits.
 - ^{vi} Addendum 1 – Section 1.2 – Inserted ROW acquisition schedule.
 - ^{vii} Addendum 1 – Section 1.2 – Corrected name of Jefferson Parkway.
 - ^{viii} Addendum 1 – Section 1.2 – Inserted Parks response.
 - ^{ix} Addendum 1 – Section 1.2 – Clarified Utility coordination.
 - ^x Addendum 1 – Section 1.2 – Clarified CADD formats for Phase 2.
 - ^{xi} Addendum 1 – Section 2.1 – Corrected the date for submitting questions.
 - ^{xii} Addendum 1 – Section 2.7 – Clarified MoDOT prequalification.
 - ^{xiii} Addendum 1 – Section 2.9 – Inserted RFP process duration.

REQUEST FOR QUALIFICATIONS – ADD. 1

Royal Street Extension Design-Build Project

City of Harrisonville, Missouri

MoDOT Project SNS0021 - City Project 2022-04

- xiv Addendum 1 – Section 3.3 – Clarified the maximum pages for experience.
- xv Addendum 1 – Section 3.3.1 – Clarified minimum percentage for lead firm.
- xvi Addendum 1 – Section 3.3.1 – Clarified the dual role firm’s percentages.
- xvii Addendum 1 – Section 3.4 – Corrected number of roles.
- xviii Addendum 1 – Section 3.4 – Clarified the Cost-share Design Manager role.
- xix Addendum 1 – Section 3.4.3 – Clarified submittal requirements.
- xx Addendum 1 – Section 4.2 – Clarified the maximum pages for experience.
- xxi Addendum 1 – Section 4.2 – Clarified the use of dividers and back cover of the SOQ.
- xxii Addendum 1 – Appendix A – Clarified MoDOT prequalification.
- xxiii Addendum 1 – Appendix C – Added date of addendum.