



**REQUEST FOR QUALIFICATIONS**

**ENGINEERING DESIGN FOR  
HINES AND ZZ INTERSECTION**

**FOR THE  
BUILDS DEPARTMENT  
CITY OF REPUBLIC, MISSOURI**

Andrew Nelson

Asst. City Administrator – Community Development  
4221 S. Wilson's Creek Blvd  
Republic, MO, 65738  
(417) 732-3150

## **NOTICE TO PROPOSERS**

The **City of Republic, Missouri** is requesting the services of a consulting engineering firm to perform the described professional services for the project: **Engineering design for a one lane roundabout at State Highway ZZ and West Farm Road 178 (Hines Street)**, including all plans and documentation required for surveying, preliminary engineering, environmental engineering, geotechnical investigation, ROW plans, final plans, specifications and cost estimate, bid document preparation and bid evaluation, and construction engineering services as needed. Further details are included in Exhibit A. 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 in the attachments. Limit your letter of interest and Qualifications to no more than 30 pages. This submittal 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 Republic.

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.

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.

**Submittals must be received by the City of Republic's BUILDS Office** in a sealed envelope that is clearly marked, **RFQ ENGINEERING DESIGN FOR THE HINES AND ZZ INTERSECTION** no later than **3:00 P.M. CST Wednesday, March 20, 2024**.

There is no express or implied obligation for the City of Republic to reimburse the responding firms for any expenses incurred through the preparation of responses to this Request for Qualification and no reimbursement will be made. The City reserves the right to cancel this solicitation at any time.

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Andrew Nelson, Asst. City Administrator  
– Community Development

Date

<b>City/County: <u>Greene</u></b>		<b>Route: <u>State Highway ZZ</u></b>	
Location:		Intersection of State Highway ZZ and Farm Road 178 (Hines St.) Republic/Greene County, MO	
Proposed Improvement:		Design and Engineering for a one lane roundabout.	
DBE Goal Determination:		N/A	
Consultant Services Required:		Please see Exhibit A.	
Other Comments:		Interviews or presentations will not be required for the consultant selection.  Fee Proposal will be required from the consultant within two (2) weeks of selection notification.  The consultant will be required to provide site specific surveying not covered by LiDAR or available survey data from MoDOT.	
Contact:		Name: Brian Dye Address: 4221 S. Wilson's Creek Blvd, Republic, MO, 65738 Phone: (417) 732-3408 Email: bdye@republicmo.com	
Deadline:		<b><u>3:00 P.M. CST Wednesday, March 20, 2024.</u></b>	

Submit: Letter of interest and Qualifications should not exceed 30 pages total. A page is defined is 8-1/2 by 11 inches and printed on one side. 1 physical copy and 1 digital copy (e.g. flash drive with submittal) of the letter interest should be received at the address and by the time specified.

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

### **RATING CRITERIA W/WEIGHTED VALUES**

Project Understanding & Innovation	20 Points Max
Past Performance	20 Points Max
Qualifications of Personnel Assigned	20 Points Max
General Experience of Firm	15 Points Max
Familiarity/Capability	15 Points Max
<u>Accessibility of Firm &amp; Staff</u>	<u>10 Points Max</u>
<b>Total</b>	<b>100 Points Max</b>

## **QUALIFICATIONS/REQUIREMENTS**

- (1) Individual and/or firm is expected to possess adequate organization, facilities, and personnel to ensure that services are provided to the City of Republic in a prompt and efficient manner.
- (2) Provide a description and the history of the individual and/or firm.
- (3) Provide a description of individual personnel qualifications relevant to this project.
- (4) Individual and/or firm must be available to the BUILDS Department Staff and/or Technical Review Team as needed, including email communication, conference calls, and special presentations conducted in-person or by conference calls as directed by the Community Development Director or their designee.
- (5) Provide recent experience from the last ten (10) years demonstrating current capacity, familiarity, and expertise in best practices. Experience that is similar in nature to the Scope of Services will be most useful.
- (6) Provide three (3) references for which the individual and/or firm has performed services within the past two (2) years that are similar in nature to the Scope of Services.

## **SUBMITTAL REQUIREMENTS**

Qualification Submittals should be in the format stated below:

Three (3) original submissions consisting of:

- **Title Page:** Name of individual/firm, address, telephone number, name of contact person, email of contact person, and the date of the submission.
- **Transmittal Letter:** Addressed letter including a subject label containing the Services for which qualifications have been submitted and a statement of the contents of the Qualification Submittal with timestamp.
- **Letter of Interest:** any information which might help us in the selection process, such as the persons or team you would assign to the project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.
- **Qualifications:** Include the requirements as listed in Qualification/Requirements
- **References:** Include references as listed in Qualification/Requirements
- **Sample Documents:** Applicants are encouraged to include examples of previous work that bears similarity to that of the Scope of Services
- A digital copy of submittal documents contained on a flash drive and submitted with sealed submittals.

## **EXHIBIT A - SCOPE OF SERVICES**

The City of Republic is requesting an engineer or engineering firm to produce the following items as they relate to the construction of a new roundabout at State Highway ZZ and Farm Road 178 (Hines St.). The city plans to utilize these documents in a future cost share application with MoDOT for construction of the intersection. Therefore, MoDOT standards shall apply to all construction and the Local Public Agency section of the Engineering Policy Guide must be followed.

1. Surveying
2. Preliminary Engineering
3. Environmental Engineering
4. Geotechnical investigation
5. ROW plans
6. Final Plans, Specification, and Estimate (PS&E)
7. Bid Documents, Bid tabulation, and Bid verification
8. Construction Engineering as needed