



**REQUEST FOR QUALIFICATIONS  
ENGINEERING DESIGN  
FOR CHADWICK FLYER TRAIL:  
KISSICK AVENUE TO SUNSHINE STREET  
FOR OZARK GREENWAYS, INC.  
SPRINGFIELD, MO**

Mary Kromrey  
Ozark Greenways, Inc.  
650 N. Boonville  
Suite 201  
Springfield, MO 65806  
(417) 501-4674

Dear Consultant:

Ozark Greenways, Inc. is requesting the services of an engineering firm to perform the described professional services for the project: **engineering design for a concrete trail in a railroad corridor between Kissick Avenue and Sunshine Street in Springfield, MO**, including all plans and documentation required for surveying, preliminary engineering, environmental clearances and permitting, geotechnical investigation, 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 interest by responding to Ozark Greenways, 650 N. Boonville, Suite 201, Springfield, MO 65806 by 3:00 pm on July 8, 2024.

Limit your submittal to no more than twenty (20) pages. This submittal should include any information that might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, any sub-consultants, 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.

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.

Below is an anticipated schedule:

- Solicitation Period: June 14 – July 8, 2024
- Review of Submittals: July 8 – July 22
- Announcement of Selection: July 22, 2024
- Notice to Proceed: September 2024

**Statements of Qualifications must be submitted/received by the Ozark Greenways, Inc. Office** in a sealed envelope that is marked, **RFQ ENGINEERING DESIGN FOR THE CHADWICK FLYER TRAIL KISSICK AVENUE TO SUNSHINE STREET** no later than **3:00 P.M. CST Monday, July 8, 2024.**

There is no express or implied obligation for Ozark Greenways, Inc. 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. Ozark Greenways, Inc. reserves the right to cancel this solicitation at any time.

Sincerely,

*Mary Kromrey*

Mary Kromrey  
Ozark Greenways, Inc.

6/13/2024

Date

<b>City/County: Springfield/ Greene Route: n/a</b>	
Location:	The railroad corridor between Kissick Avenue and Sunshine Street. Springfield/Greene County, MO
Proposed Improvement:	Design and Engineering for a concrete trail.
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: Mary Kromrey Address: 650 N. Boonville, Suite 201, Springfield, MO 65806 Phone: (417) 501-4674 Email: mary@ozarkgreenways.org
Deadline:	<b><u>3:00 P.M. CST Monday, July 8, 2024.</u></b>

The submittal should not exceed twenty (20) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three (3) physical copies and one (1) digital copy

(e.g., flash drive with submittal) 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
Accessibility of Firm & Staff	10 Points Max
<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 Ozark Greenways, Inc. promptly and efficiently.
- (2) Provide a description and the history of the individual and/or firm.
- (3) Describe individual personnel qualifications relevant to this project.
- (4) Individual and/or firm must be available to the Ozark Greenways, Inc. 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 Ozark Greenways, Inc. staff 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 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 to Exhibit A - Scope of Services.

## **SUBMITTAL REQUIREMENTS**

Qualification Submittals should be in the format stated below:

Three (3) original submissions and one (1) digital copy 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 a timestamp.
- **Letter of Interest:** any information that 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 is 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**

Ozark Greenways, Inc. is requesting an engineer or engineering firm to produce the following items as they relate to the construction of a new concrete trail on the railroad corridor from Kissick Avenue and Sunshine Street. Ozark Greenways, Inc. and/or our partners, plan to utilize these documents in future funding applications for trail construction.

1. Surveying
2. Preliminary Engineering
3. Environmental Clearances & Permitting, including Section 106
4. Geotechnical Investigation
5. Final Plans, Specification, and Estimate (PS&E)
6. Bid Documents, Bid tabulation, and Bid verification
7. Construction Engineering as needed
8. Structural Engineering as needed