



Request for Qualifications – Engineering Services

City of Kimberling City, Missouri

Proposal Released: Wednesday, September 25, 2024

Proposal Due By: Monday, October 28, 2024; 12:00 PM (CST)

Submittal Contact for Questions or Additional

Information:

Dawne Gardner

City Administrator
34 Kimberling Blvd.
P.O. Box 370
Kimberling City, MO 65686
(417) 739-4903 ex 105
dgardner@ckcmo.com

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| City/County: Kimberling City/Stone County Route: Kimberling Blvd | |
| Federal Aid No: | TAP-9900(797) |
| Location: | Kimberling Blvd from Highway 13 to Marina Way in Kimberling City, MO |
| Proposed Improvement: | Construction of a concrete sidewalk/multi-use path, minimum width 5-foot, maximum width 10-foot. |
| Length: | 3,300 lf |
| Approximate Construction Cost: | \$1,000,000 |
| DBE Goal Determination: | 4% |
| Consultant Services Required: | <p>The engineering responsibilities may include but are not limited to the following:</p> <p>The preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way Plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&E and final documents.</p> <p>Construction Phase: work with contractor on behalf of the City, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and</p> |

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| | inspection, be present during critical construction operations, work with City to do full time inspections and reporting and participate in final inspection. |
| Other Comments: | |
| Contact: | Name: Dawne Gardner, City Administrator Address: 34 Kimberling Blvd, P.O. Box 370 Kimberling City, MO 65686 Phone: 417-739-4903, ext 5 Email: dgardner@ckcmo.com |
| Deadline: | Monday, October 28, 2024; 12:00 PM (CST) |
| <ul style="list-style-type: none"> • Submit: Letter of interest should not exceed <u>20</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>5</u> copies of the letter interest should be received at the address and by the time specified. | |

Purpose

The City of Kimberling City is requesting the services of a consulting engineering firm to perform the described professional services for the project in this RFQ. If your firm would like to be considered for these consulting services, you may express your interest by responding to Dawne Gardner. Your letter of interest 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.

DBE Firm Notice:

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.

Method

This solicitation is a request for qualifications (RFQ). Proposals received via this process will be reviewed by the Board of Aldermen according to the selection criteria outlined in the RFQ. Interviews may be requested with one or more firms responding to the RFQ.

Award of this contract, if any, will be to the company deemed best qualified, in accordance with the selection criteria, to perform the services outlined in this RFQ.

Background - Community Profile

Incorporated in 1973 as a Fourth-Class City under Missouri Statutes, the City of Kimberling City is a residential and recreational municipality located approximately 45 miles south of Springfield Missouri, on Table Rock Lake. With a population of approximately 2,344, Kimberling City is the largest city in Stone County.

Kimberling City offers a full range of municipal services including administration, public works, community development, police, and municipal court. Public Works offers services in street maintenance, park maintenance, and sanitary sewer utility. The City of Kimberling maintains approximately 26.4 miles of roads. The city contains state Highway 13, which runs through the city. Additional information for the City of Kimberling can be found via our website at www.ckcmo.com.

Incurring Costs

The City of Kimberling City is not responsible for any costs incurred by respondents to prepare responses to this RFQ.

Qualifications

Respondents are asked to submit a list of qualifications of each principal staff person who will have a role in providing the described services on projects listed within the provided scope of work.

Oral Presentations

Respondents submitted qualifications will be narrowed down and oral interviews may be conducted at the city's discretion.

Criteria for Selection

The City of Kimberling City will evaluate the firms pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection:

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|-------------------------------------|-----------|------------|
| Experience and Technical Competence | <u>25</u> | Max Points |
| Capacity and Capability | <u>25</u> | Max Points |
| Past Performance and References | <u>50</u> | Max Points |

Notification of Respondents

The interview team will review the written responses to this RFQ. Any firm invited for an oral interview will be given an assigned interview time.

Contract Negotiations

The City of Kimberling City will negotiate a contract for services with the respondent most deemed fit for the project, at a compensation that is fair and equitable. Each consultant preparing a response to the RFQ shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the City of Kimberling City for the expense of preparation or presentation.

Equal Opportunity Employer

The City of Kimberling City is an Equal Opportunity Employer and invites the submission of proposals from Women and Minority Business Enterprises.

Proposal Requirements and Evaluation Criteria

The following are the contents that all proposals must include. The following categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable individual and/or firm. Note: The sequence of the listing is not intended to reflect relative weight of each category:

- A. **Experience and Technical Competence** - A statement of interest for the scope of services including a narrative describing the respondent’s capabilities, related project experience and interest in the scope of work. Proposal shall include resumes for personnel who may perform services, including the lead contact who will act as the responsible person performing engineering or architectural services. Resumes should list all relevant educational background/training, professional registration and licensing for the State of Missouri, and experience.

- B. **Capacity and Capability** - A statement on the availability and commitment of the respondent to undertake the scope of services including recent, current & projected workloads that may impact project timeline.
- C. **Past Performance and References** The name, address and telephone number of at least three client references (preferably municipal clients) who can attest to the respondent's ability to perform the services. The proposal shall include a description of the relationship between each reference and the respondent.
- D. **Disclosure** Proposal will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the City.

Submission Timeline & Guidelines

This Request for Qualifications is being released on Wednesday, September 25, 2024; 8:00 AM (CST)

Submittals must be in a sealed envelope clearly marked "**Engineering Services RFQ TAP-9900(797)**" Submission of all proposals Five (5) hard copy, One (1) Electronic (flash drive) must be received by Monday, October 28, 2024; 12:00 PM (CST) and directed to:

Engineering Services RFQ

Attn: Laura Cather, City Clerk
City of Kimberling City
34 Kimberling Blvd.
P.O. Box 370
Kimberling City, MO 65686
(417) 739-4903

Questions regarding this Request for Qualifications should be directed to Dawne Gardner, City Administrator, (417) 739-4903 ex 105 or emailed to dgardner@ckcmo.com.

Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the selection process at any time prior to the submittal deadline. The City reserves the right to extend the time for submittals.

Communication (other than through the process herein described) with the City, the selection committee, or the general public relative to this RFQ prior to the announcement of a selection is strictly prohibited.

The City reserves the right to waive any irregularities and/or reject any and all submittals.

The City is under no obligation to award a contract to any firm submitting a proposal.

The City shall not be responsible for any costs incurred in the preparation, submittal and presentation of the proposal.

All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.