



OZARKS TRANSPORTATION ORGANIZATION
A METROPOLITAN PLANNING ORGANIZATION

Ozarks Transportation Organization
2208 W. Chesterfield Blvd., Suite 101
Springfield, MO 65807
Phone: (417) 865-3042 Ext. 100

REQUEST FOR QUALIFICATIONS: RFQ 2025-1 Engineering Projects

FEDERAL AID NUMBER: See Table

DEADLINE: March 5, 2025, at 4:00 PM, Central Standard Time

PURCHASING AGENT: Debbie Parks, 417-865-3047 x 106, dparks@ozarkstransportation.org

DATE OF ISSUE: Wednesday, February 12, 2025

Dear Consultant:

The Ozarks Transportation Organization (OTO) is requesting services of consulting engineering firms to perform the described professional services for multiple projects as shown on the attached list. Proposers can submit for any number of the project packages or all of the project packages in one statement of qualifications. The projects can be awarded to any number of proposers, or one proposer. Please reference the cover sheet for the list of projects, as well as the attached project details sheet.

If your firm would like to be considered for these consulting services, provide your submittal to Debbie Parks at dparks@ozarkstransportation.org. A confirmation email will be sent once the submittal is received.

Below are the requirements for the statement of qualifications:

	Maximum No. Pages*
Cover Sheet – List of Projects indicating for which project(s) the consultant is interested	1
General Experience of Firm, Familiarity/Capability, Accessibility of Firm & Staff, Past Performance, Qualifications of Personnel Assigned, Workforce Diversity, Similar Projects	3
Project Understanding, Innovation & Schedule	2 pages per project package

* A page will be considered one side of an 8.5"x11" size sheet of paper

Please clearly indicate on the provided Cover Sheet which project(s) your firm is interested in.

Pages 2 and 3 of the submittal should include any company information which might help the selection process, including general experience of the firm, familiarity/capability, accessibility of firm and staff, past performance, qualifications and backgrounds of key personnel you would assign to the project and an explanation of your firm's approach to promoting and developing a diverse workforce. Page 4 of the submittal should include detailed information on similar projects your key personnel have worked on. Indicate the role your key personnel played in the projects and include reference contact information.

The remainder of the statement of the qualifications will include up to two pages per project package, which includes your firm's understanding of the project and any innovative approaches to be utilized

during project development. It should also include any other information which might help us in the selection. These pages should also identify any sub-consultants you would propose to use. Any consultant or sub-consultant which qualifies as a DBE should be indicated.

DBE firms must be certified by the Missouri Department of Transportation to be counted as participating towards an established DBE goal. We encourage DBE firms to submit letters of interest as prime consultants for any projects 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 submission must also include the E-Verify MOU & Affidavit of Compliance.

Interviews/presentations are not anticipated for the consultant selections. OTO's Project Manager, Jen Thomas, will accept phone calls or emails to answer questions at jthomas@ozarkstransporation.org.

Below is an anticipated solicitation schedule:

Solicitation Period:	Feb 12-March 5, 2025
Review of Submittals:	Mar 5-28, 2025
Announcement of Selection:	April 2, 2025
Notice to Proceed:	May 15, 2025

We request all Statements of Qualifications be submitted/received no later than 4:00pm, March 5, 2025, via email to dparks@ozarkstransportation.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jen Thomas", with a long horizontal flourish extending to the right.

COVER SHEET

(This must accompany your firm's letter of interest)

For consideration, please select all the projects your firm is interested in.

	Project Number	Project Name	Partner Agency
<input type="checkbox"/>	EN2501	Wilson's Creek Trail-Rte FF Pedestrian Improvements	Battlefield
<input type="checkbox"/>	EN2503	Route 66-Phase 3	Strafford
<input type="checkbox"/>	EN2504	US 160-Pedestrian Underpass	Willard

Projects EN2501 and EN2504 will be managed by the respective partner agency, including scope/fee negotiations and contract executions. OTO staff will perform project administration for EN2503, however Strafford will execute the engineering services contract.

The undersigned hereby certifies a thorough review of this Request for Qualifications. The undersigned also certifies the firm and key personnel indicated in its Statement of Qualifications will be used on this project in the same manner and to the same extent as so indicated. All statements, representations, covenants, and/or certifications set forth in the Statement of Qualifications are complete and accurate.

Name of Firm/Consultant: _____

Contact Person: _____ Title: _____

E-Mail: _____ Phone: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

I. GENERAL INFORMATION

PURPOSE. The Ozarks Transportation Organization (OTO) is requesting proposals for professional engineering services from qualified engineering firms for engineering and design (includes completing the Environmental Documentation) for the listed trail, sidewalk and roadway projects. Services shall include all environmental documentation, survey, preliminary and final design plans, specifications, bid book, and PS&E documents. These services shall be performed in accordance with all local, State, and Federal laws and regulations.

BACKGROUND. Ozarks Transportation Organization (OTO) Metropolitan Planning Organization (MPO) is the federally designated regional transportation planning organization that serves as a forum for cooperative transportation decision-making by state and local governments, and regional transportation and planning agencies. MPO's are charged with maintaining and conducting a "continuing, cooperative, and comprehensive" regional transportation planning and project programming process for the MPO's study area. The study area is defined as the area projected to become urbanized within the next 20 years.

OTO's Board of Directors includes local elected and appointed officials from Christian and Greene Counties, and the cities of Battlefield, Nixa, Ozark, Republic, Springfield, Strafford and Willard. It also includes technical staffs from the Missouri Department of Transportation, Federal Highway Administration, Federal Transit Administration, and the Federal Aviation Administration and members from public transportation providers and citizen representatives.

The overall objective of these projects is to develop plans, specifications, and other required documents to have projects ready for future funding opportunities. The projects are located in various locations within the OTO area. See Project Details sheet for more information.

SCHEDULE. The following is the schedule of events which are anticipated by OTO for the implementation and completion of selecting the firm/consultant to provide the requested services as outlined in the Statement of Scope. OTO may, in its discretion, revise the schedule of events at any time as may be in its best interests:

<u>Event</u>	<u>Date</u>
Post Request for Submissions	February 12, 2025
Submissions due	March 5, 2025
Date for final selection	April 2, 2025

Initial estimated hours and fee will be due from chosen consultants two weeks after notification, with any revisions due one week from revision request.

OTO POLICIES AND PROCEDURES.

This RFQ does not commit OTO to select a firm/consultant or to pay any costs incurred in the preparation or mailing of the submittal. A failure to award a contract will not result in a cause for action against the OTO.

OTO reserves the right to the following:

1. To waive minor deficiencies and informalities;
2. To accept or reject any or all submissions received as a result of the RFQ;
3. To obtain information concerning any or all proposers from any source;
4. To request an oral interview from any or all proposers.
5. If the selected firm/consultant undergoes a change of key personnel, OTO reserves the right to approve any substitute personnel or terminate the services at OTO sole discretion.
6. To seek new submissions when such a procedure is reasonable and in the best interests of OTO. OTO complies with Federal Contracting Requirements.

A list of applicable contract language can be found on the OTO website:

<https://www.ozarkstransportation.org/uploads/documents/Federally-Required-Contract-Clauses.pdf>

The OTO follows FHWA purchasing guidelines and does not pay retainers or in advance of completed deliverables.

Disadvantaged Business Enterprise (DBE) Goal Determination: These Federal Aid projects each have a DBE Goal. Please see the attached sheet of project information.

II. SUBMITTAL INSTRUCTIONS

FORMAT OF SUBMISSIONS. In order for the OTO to adequately compare statements of qualifications (SOQ) and evaluate them uniformly and objectively, all SOQs shall be submitted in accordance with the format outlined above. The SOQ should be prepared simply and economically, providing straight-forward and concise information as requested.

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.

You must include the E-Verify MOU & Affidavit of Compliance. These attachments are not included in the overall page count.

SOQ DELIVERY REQUIREMENTS. Any submittals received after the above stated time and date will not be considered. It shall be the sole responsibility of the proposer to have their SOQ received by the OTO on or before the due date and time indicated. Qualification submittals shall be emailed and accepted if the signed qualification cover form and required information is received prior to the due date and time.

Submissions should be marked in the subject line:

“REQUEST FOR QUALIFICATIONS: #2025-1”

Proposals submitted by e-mail are not to be considered received until a confirmation has been sent by the OTO. The confirmation subject line will read, “Confirmation Receipt – OTO RFQ 2025-1.” It is the responsibility of all proposers to verify receipt of submittals. All submittals must be valid for a minimum period of ninety (90) days from the close of this RFQ.

AMENDMENTS. If it becomes necessary to revise or amend any part of this Request for Qualifications, OTO will furnish the revision by notice on the OTO website www.ozarkstransportation.org, not later than five (5) days prior to the date set for receipt of submissions.

III. PROJECT SCOPE

STATEMENT OF SCOPE. It is expected that the selected firm(s)/consultant(s) will perform the following services:

Task 1: Preliminary Engineering and Design

Activities necessary to complete the environmental document (including FHWA concurrence and approval), conduct public involvement, complete preliminary design, and coordination with utilities.

This work will include, but is not limited to the following activities:

- Respond to MoDOT Environmental requests for information and finalize the MoDOT Request for Environmental Review
 - OTO is assuming that all projects will require a Section 106 report
 - Section 401/404 Permits may be required
- Perform initial surveys, soil investigations, etc. as needed for preliminary design.
- Determine the limits of the project.
- Hold a meeting with OTO and other stakeholders to discuss alternatives for preliminary design preparation.
- Prepare preliminary design plans.
- Prepare an initial opinion of construction costs based on preliminary design to discuss budget and make modifications as needed.
- Prepare utility location and conflict plans.

This task will be considered complete upon receiving environmental approval from FHWA and MoDOT, and OTO approval of all deliverables.

Task 2: Final Design

Design activities to prepare final construction plans, specifications, and estimates; further coordination with and execution of contracts with utilities for adjustments and relocations per the conflict plans; preparation of right of way plans and final right of way acquisition if needed; preparation of final mitigation plans and submittal of appropriate permits.

This work will include, but is not limited to the following activities:

- Engineering, geotechnical services and surveying activities necessary to prepare final design plans, specifications, and estimates (PS&E). The PS&E will consist of, but not be limited to the following:
 - Typical Sections, Horizontal and vertical alignments, Trail Cross sections, Drainage/Structure Details, Erosion Control Plans, Stabilization Plan, Traffic Control Plans, Construction Details, Quantities, Signing/Marking Plan.
 - The PS&E will include all applicable items shown in the Missouri Department of Transportation, Local Public Agency – Final PS&E Submittal Checklist – 136.9.1
- Associated permitting/compliance, including any coordination with permitting agencies to obtain permits.
- Preparation of a Storm Water Pollution Prevention Plan.
- Preparation of bid and contract documents and receive approvals as applicable.
- Assisting the OTO in advertising, bidding and contract award.
- Attend any pre-bid meetings and be available for questions and clarifications prior to the bid opening.

This task will be considered complete upon delivery and approval of final construction plans, specifications, estimates, certifications and permits, and upon MoDOT and OTO approval of all deliverables.

TIMELINE CONSIDERATIONS. The following dates represent key milestones for the project:

- April 2nd, 2024 - Consultant Selected
- May 15th, 2025 - NTP
- July 31, 2025 – Preliminary/ROW Plans Completed, including RER clearance
- September 30, 2025 – Final PS&E package

DELIVERABLES. The consultant will have provided the following deliverables at the conclusion of the project:

Task 1:

- Survey data
- Project Limits
- Conceptual Plans for Alternatives to consider, including cost comparisons
- Finalized MoDOT Request for Environmental Review
- Preliminary design plans (including ROW and Utilities Plan sheets)

- Engineer's estimate of probable construction cost and any spreadsheets, hand calculations, notes, or other supporting information.
- Required Permits
- Meeting Minutes and Materials

Task 2:

- Final Plans, Specifications and Estimate (PS&E)
- Bid Documents

IV. ADDITIONAL INFORMATION

PROJECT CONTACT. During the project, the main OTO contacts will be:

Jen Thomas, Project Manager

Sara Fields, Executive Director

OTO reserves the right to conduct pre-award discussions with any or all responsive and responsible proposers who submit submissions determined to be reasonably acceptable of being selected for award. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of submissions; and such revisions may be permitted after submission of qualifications and prior to award.

SUBMISSIONS EVALUATION PROCESS. OTO will evaluate each submittal for full compliance with the RFQ instructions to the proposer. The objective of the evaluation will be to recommend the most qualified firm/consultant who is most responsive to the herein described needs of OTO.

The selection committee will be comprised of representatives from OTO, Strafford, Willard and Battlefield.

Submissions which are responsive to this RFQ will be further evaluated based on, but not limited to the following criteria:

CRITERIA AND MAXIMUM POINTS

Proposed Timeline	10	Max Points
Capacity and Capability	25	Max Points
Experience and Technical Competence	25	Max Points
Project Approach	15	Max Points
<u>Past Record of Performance</u>	<u>25</u>	<u>Max Points</u>
TOTAL	100	Max Points

PUBLIC RECORDS. All proposals submitted in response to this RFQ become the property of OTO and public records and, as such, may be subject to public review after the final firm/consultant is selected.

OTO RIGHTS AND RESERVATIONS

OTO reserves all rights (which rights shall be exercisable by OTO at its sole discretion) available to it under applicable law, including without limitation, the following with or without cause and with or without notice:

- The right to negotiate all elements, which comprise the RFQ, and to accept or reject part or all of any RFQ.
- The right to revise, modify, cancel, withdraw, postpone or extend RFQ.
- The right to waive deficiencies and irregularities in an RFQ and accept and review a non-conforming RFQ.
- The right to seek or obtain data and information from any source that has the potential to improve the understanding and evaluation of the RFQs.
- The right to use assistance of consultants in the evaluation process.
- The right to seek clarifications from any Proposer to fully understand information provided in the RFQ. The right to conduct an independent investigation of any information, including prior experience identified in an RFQ by contacting project references, accessing public information, contacting independent parties or any other means.
- The right to reject any or all proposals.

QUESTIONS REGARDING SPECIFICATIONS OR SUBMISSIONS PROCESS.

Any questions relative to interpretation of this RFQ shall be addressed to Jen Thomas in ample time before the period set for the receipt and opening of submissions. Any interpretation made to prospective proposers will be expressed in the form of an amendment to the RFQ which, if issued, will be conveyed to all prospective proposers not later than five (5) days prior to the date set for receipt of submissions via the OTO website, www.ozarkstransportation.org.

It will be the responsibility of the proposer to contact OTO prior to submitting a proposal to ascertain if any amendments have been issued, to obtain all such amendments, and to acknowledge amendment with the submissions.

TITLE VI NOTIFICATION

“The Ozarks Transportation Organization, in accordance with the provisions of the Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”



For persons with disabilities needing reasonable accommodations please contact OTO at 417-865-3042 at least 48 hours in advance of the question deadline. If you need relay services please call the following numbers: 711 - Nationwide relay service; 1-800-735-2966 - Missouri TTY service; 1-800-735-0135 - Missouri voice carry-over

Federal ID	TIP ID	Partner Agency	Project Name	Description	Length (miles)	DBE Goal	Approx. Const. Cost	Consultant Services Required
9901(883)	EN2501-25A1	Battlefield	Wilson's Creek Trail-Rte FF Pedestrian Improvements	8-12' concrete trail from Route FF & Republic Rd south along the east side of Route FF to near William St and 10' concrete trail from Route FF and Republic Road east along Republic Road to existing southern terminus of Wilson's Creek Greenway Trail.	1.5	5%	\$1,700,000	Conceptual Study - Alternatives analysis for at least two (2) different alignments of each segment, including estimated construction cost. Surveying -All field surveying including mapping, bridge survey report, geotechnical layout, right of way staking & location survey. Geotechnical -all work necessary for the project including bridge and potential retaining walls. Public Outreach -assist with in-person & virtual public meetings/hearings. Trail/Sidewalk Design -preparation of preliminary, right of way and final design plans. Bridge Design -preparation of bridge memo, layout, final bridge design for new bridges. Right of Way Acquisition -Consultant to provide property exhibits, legal descriptions and monumentation as required. Environmental -Consultant will provide environmental documentation to complete the RER, including Section 106 clearance.
9901(884)	EN2503-25A1	Strafford	Route 66-Phase 3	10' concrete trail along Route OO from Washington Ave to Transland	0.27	5%	\$3,324,000	Surveying -All field surveying including mapping, bridge survey report, geotechnical layout, right of way staking & location survey. Public Outreach -assist with in-person & virtual public meetings/hearings. Trail/Sidewalk Design -preparation of preliminary, right of way and final design plans. Right of Way Acquisition -Consultant to provide property exhibits, legal descriptions and monumentation as required. Environmental -Consultant will provide environmental documentation to complete the RER, including Section 106 clearance.
9901(881)	EN2504-25A1	Willard	US 160-Pedestrian Underpass	Pedestrian underpass on MO 160 east of Route AB, including trail connections to existing sidewalk north and south of the underpass	0.03	5%	\$658,000	Surveying -All field surveying including mapping, bridge survey report, geotechnical layout, right of way staking & location survey. Geotechnical -all work necessary for the project including bridge and potential retaining walls. Public Outreach -assist with in-person & virtual public meetings/hearings. Trail/Sidewalk Design -preparation of preliminary, right of way and final design plans. Structure Design -preparation of TSL memo, layout, final design for new structures. Right of Way Acquisition -Consultant to provide property exhibits, legal descriptions and monumentation as required. Environmental -Consultant will provide environmental documentation to complete the RER, including Section 106 clearance.