



OZARKS TRANSPORTATION ORGANIZATION  
A METROPOLITAN PLANNING ORGANIZATION

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

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**REQUEST FOR QUALIFICATIONS:** RFQ 2026-2 Wilson's Creek/Republic Road Trail Project

**FEDERAL AID NUMBER:** CRP-5931(804)

**DEADLINE:** June 10, 2026, at 4:00 PM, Central Standard Time

**PURCHASING AGENT:** Debbie Parks, 417-865-3047 x 106,  
[dparks@ozarkstransportation.org](mailto:dparks@ozarkstransportation.org)

**DATE OF ISSUE:** Wednesday, May 20, 2026

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Dear Consultant:

Ozarks Transportation Organization and Ozark Greenways are requesting the services of a consulting engineering firm to perform the described professional services for the Wilson's Creek/Republic Road Trail project. 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 on the attachments. Limit your letter of interest to no more than 5 pages. This letter 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 be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

We request all letters be received by 4:00 pm, June 10, 2026 at [dparks@ozarkstransportation.org](mailto:dparks@ozarkstransportation.org). A confirmation email will be sent once the submittal is received.

Sincerely,

Jennifer Thomas, P.E.  
Project Manager

**COVER SHEET**  
**RFQ 2026-2 Wilson's Creek/Republic Road Trail**

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 indicated. All statements, representations, covenants, and/or certifications set forth in the Statement of Qualifications are complete and accurate.

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Name of Firm/Consultant: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>City/County: Greene County Route: Wilson's Creek/Republic Road Trail</b>	
Federal Aid No:	CRP-5931804
Location:	From the southern terminus of the Wilson's Creek trail near Republic Road west to Route ZZ.
Proposed Improvement:	10 ft bicycle & pedestrian trail, including trail crossing of Wilson's Creek.
Approximate Construction Cost:	\$ 3.1 Million
DBE Goal Determination:	0%
Consultant Services Required:	<p>The following services are anticipated to be required throughout the contract period, see draft scope of services:</p> <ul style="list-style-type: none"> <li>• Survey</li> <li>• Geotechnical Investigations, Testing &amp; Reports</li> <li>• Environmental &amp; Historic Preservation Services and/or Permits</li> <li>• Utility Coordination</li> <li>• PS&amp;E</li> <li>• Right-of-Way Documents &amp; Plans</li> <li>• Public Involvement &amp; Meetings</li> <li>• Preliminary and Contract Plans</li> <li>• Construction Bid Assistance</li> <li>• Construction Administration, Assistance and/or Inspection</li> <li>• Material Testing Utility Coordination and Permits</li> <li>• Project Closeout Assistance</li> </ul>
Other Comments:	This will be a phased contract. The first phase will be for the conceptual study before continuing into the design of the selected improvements. Construction services will be added in a later phase, if needed.
Contact:	<p>Name: Jen Thomas, P.E.  Address: 2208 W. Chesterfield Blvd #101, Springfield MO 65087  Phone: 417-865-3042x108  Email: <a href="mailto:jthomas@ozarkstransportation.org">jthomas@ozarkstransportation.org</a></p>
Deadline:	
<ul style="list-style-type: none"> <li>• Submit: Letter of interest should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side.</li> </ul>	

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

Project Understanding	25	Max Points
Past Record of Performance	25	Max Points
Personnel Qualifications	10	Max Points
Familiarity/Capability	10	Max Points
General Experience of Firm	10	Max Points
Accessibility of Firm & Staff	10	Max Points
Anticipated Timeline	<u>10</u>	<u>Max Points</u>
	100	Total Points

**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.

**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 or Christian County 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	May 20, 2026
Submissions due	June 10, 2026
Date for final selection	July 1, 2026

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

**SUBMISSION 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 below. The SOQ should be prepared simply and economically, providing straight-forward and concise information as requested.

Below are the requirements for the statement of qualifications:

	Maximum No. Pages*
Cover Sheet – Signed	1
Project Understanding & Innovation, Past Performance, Qualifications of Personnel assigned, General Experience of Firm, Familiarity/Capability, Accessibility of Firm and Staff, Project Schedule	3
Similar Projects	1

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

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.

**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 with 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: #2026-2”

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 2026-2.” 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 Qualification, OTO will furnish the revision by notice on the OTO website [www.ozarkstransportation.org](http://www.ozarkstransportation.org), not later than five (5) days prior to the date set for receipt of submissions.

**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

**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 exercised 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](http://www.ozarkstransportation.org).

It will be the responsibility of the proposer to contact OTO prior to submitting a submittal 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*



Project Description:

10’ wide concrete trail from the end of the existing trail north of Republic Road (Route M) between FR 123 and FR 171, west to Wilson’s Creek Blvd (Route ZZ). This project will include crossing Wilson’s Creek.

Task 1 Project Administration

- a) Coordinate with OTO Project Manager regularly
- b) Participate in project team meetings, including preparing agendas and minutes
- c) Prepare monthly billing statements

Task 2 Surveying

- a) Obtain topographic and boundary survey of existing physical improvements and facilities within the project area shown in Exhibit A.
  - i) Set project control points
  - ii) Conduct topographic survey within project limits, including utility locates and a tree survey for trees greater than 4” DBH with disturbance limits
  - iii) Field locate land corners, property corners and R/W markers to establish right of way, property lines and easements within the limits of the project.

Task 3 Permitting & Environmental Compliance

- a) NEPA Documentation – Assisting OTO as necessary
  - i) Floodplain/Regulatory Floodway
    - (1) Provide plans, local floodplain permit
  - ii) Complete a biological assessment for possible endangered species impacts to include:
    - (1) Photograph the trees so that bark characteristics of the main trunk and large branches, along with any cavities, are clearly illustrated.
    - (2) Written determination of the project impacts on each species listed from the IPaC. Further, assess effects on any MDC listed species (endangered or species of conservation concern).
    - (3) Determine amount of tree clearing required for the project, as specified by state and/or federal guidelines, programmatic agreements and other regulations, and provide necessary information to MoDOT for determination of any applicable mitigation fees or seasonal restrictions.
  - iii) Complete a Waters of the US jurisdictional evaluation and delineation including field visit to identify the location, size and type of any jurisdictional waters. A wetland determination will also be conducted in accordance with the USACE Wetlands delineation manual and Eastern Mountains and Piedmont supplement.
  - iv) Prepare and submit Section 106 report to MoDOT and Missouri SHPO.
- b) Permits
  - i) Local Floodplain development permit
  - ii) Land Disturbance Permit



- c) Deliverables:
  - i) Approved Section 106 report
  - ii) Threatened and Endangered Species Assessment
  - iii) Finalized RER

Task 4 Public & Stakeholder Involvement

- a) Three (3) Stakeholder meetings are anticipated. Consultant to assist OTO with preparations of materials for the meetings, including early coordination with impacted property owners
  - i) Consultant to develop conceptual plan alternatives (minimum of two (2) and estimates for stakeholder meetings.
  - ii) Meeting minutes
- b) One (1) public meeting
  - i) Consultant to prepare exhibits and attend meeting

Task 5 Utility Coordination

- a) Field locate visible above ground evidence of utilities located within the project area. “Missouri One Call” will be contacted, and a formal request will be submitted for marking the locations of member utilities. In the event that “Missouri One Call” fails to respond, in whole or in part, to the formal request, underground facilities, structures, and utilities will be plotted from surveys and/or available records. The locations of all utilities are to be considered approximate. There may be other utilities, whose existence may not be known at the time of the survey.
- b) Coordinate with utility companies on the development of the plan of adjustment and obtain cost estimates.
- c) Show the existing utility facilities and plan of adjustments for proposed utilities facilities in the contract plans.
- d) Prepare special utility sheets as necessary (including utility profile and exhibits).

Task 6 Conceptual & Feasibility Analysis

- a) Consultant shall develop trail alignment alternatives (min 2) with input from OTO, Ozark Greenways and key stakeholders. Alignment alternatives should minimize impact to privately owned property.
- b) Analysis of alignment alternatives shall include identification of right of way, environmental (including potential tree clearing mitigation fees) and utility constraints and evaluation of Wilson’s Creek crossing alternatives.
- c) Conceptual level cost estimates shall be prepared for each alternative.
- d) Deliverable:
  - i) Draft Conceptual & Feasibility Analysis Memo for review by OTO and Ozark Greenways
  - ii) Final Conceptual & Feasibility Analysis Memo

Task 7 Preliminary/Right of Way Plan Development



- a) Preliminary/Right of Way plans will be developed based on the concept design approved through the stakeholder process in Task 4.
  - i) The following sheets will be included in the preliminary plan submittal:
    - (1) Cover
    - (2) Typical Sections
      - (a) Limits for each typical section
    - (3) Right of Way Plan
      - (a) Existing property lines
      - (b) Identification of proposed easements
      - (c) Names of property owners
    - (4) Plan & Profile (Trail)
      - (a) Horizontal and vertical alignments shown
      - (b) Grading Limits shown
      - (c) Location of proposed tree removals
      - (d) Identification of utility conflicts
    - (5) Cross-sections (25 foot sections + critical locations)
  - b) Engineer’s Opinion of Probable Construction Costs
  - c) Drawings shall be prepared in accordance with MoDOT & City Design Standards
  - d) One (1) electronic set in PDF format will be provided to OTO for review and comment. Plans shall be approximately 60% complete.
  - e) Consultant will attend one (1) meeting with OTO to review preliminary/right of way plans and discuss comments.
  - f) Deliverables:
    - i) Preliminary/Right of Way Plans
    - ii) Engineer’s Estimate of Probable Construction Cost
    - iii) ROW Legal Descriptions & Exhibits (3 easements)
    - iv) KMZ file of trail alignment

**Task 8 Final Plan Development**

- a) Upon approval of preliminary/right of way plans, the consultant shall prepare final plans.
  - i) The following sheets are anticipated:
    - (1) Cover
    - (2) General Notes
    - (3) Typical Sections
    - (4) Quantity Sheets
    - (5) Removal/Clearing Plan, including removal of trees greater than 4” DBH.
    - (6) Right of Way Plan
    - (7) Plan & Profile (trail)
    - (8) Special Sheets (as necessary)
    - (9) Erosion Control Plan
    - (10) Cross Sections (25 foot sections + critical locations)



- (11) Detail sheets
  - ii) Consultant shall address and incorporate review comments during Preliminary/Right of Way Design phase
  - iii) Utility conflict summary
  - iv) Engineer's Opinion of Probable Construction Costs
  - v) Drawings shall be prepared in accordance with MoDOT & City standards
  - vi) One electronic set in PDF format will be provided to OTO for review and comment
- b) Bid Documents
  - i) Consultant shall prepare front-end documents for the bid book and assemble all contract documents for bidding. This includes items listed on the MoDOT LPA PS&E Checklist (EPG 136.9.1).
  - ii) Consultant shall prepare special provisions for items not covered in MoDOT's standard specifications. A measurement and payment specification shall also be included to clearly describe each item in the bid proposal and how it shall be measured and paid.
- c) Deliverables:
  - i) Final for Review Plans
  - ii) Final Plans
  - iii) Engineer's Estimate of Probable Construction Costs
  - iv) Bid Book, Special Provisions and Front End Documents

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