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March 9<sup>th</sup>, 2022

Dear Consultant:

The Historic Kirkwood Train station is a vibrant hub of transportation that serves as a regional and local asset and icon. Approximately 100,000 Amtrak travelers and visitors pass through the station each year, which is located at the corner of Argonne and Kirkwood Road, in downtown Kirkwood, MO.

Constructed in 1893, the stone structure is a fine example of Romanesque architecture styled after the work of Henry Hobson Richardson, who design many railroad stations on the east coast. In 1985, the Kirkwood Missouri Pacific Depot was officially listed in the National Register of Historic Places.

The City of Kirkwood, Missouri is requesting the services of a consulting firm (“Firm”) to provide the professional design services for the Historic Train Station Rehabilitation project as described in this Request for Qualifications and included on the attached list. 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 included in the attachments. Please limit your letter of interest to no more than (10) 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 the project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. The information should describe your firm’s experience, capacity and capability, and past record of performance. 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 Kirkwood. The statement of qualification is not included in the total page count limit.

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 [MoDOT’s Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

Firms are to download the Request for Statements of Qualifications from the City of Kirkwood’s E-Procurement Platform by registering at <https://kirkwoodmo.ionwave.net>. Submission of qualifications will be accepted until the date and time listed in the E-Procurement Platform. All questions are to be submitted through the E-Procurement Platform by the date and time listed in the E-Procurement Platform.

Sincerely,

Sara Foan-Oliver  
Director of Procurement



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**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL DESIGN SERVICES  
STATEMENT OF QUALIFICATIONS DUE BY  
2:00PM ON MARCH 31<sup>st</sup>, 2022**

The City of Kirkwood (hereafter noted as “the City”) is requesting sealed qualifications for **Professional Design Services**. Qualified firms (hereafter noted as “Firm”) are invited to submit sealed qualifications related to **Rehabilitation of the Historic Kirkwood Train Station** in accordance with the specifications contained herein. Sealed qualifications, subject to the TERMS and CONDITIONS of this Request, will be received until 2:00 o’clock p.m. Central Time on, March 31<sup>st</sup>, 2022. General information and instructions to respondents are contained herein. **No faxed or e-mailed Responses will be accepted.**

The City of Kirkwood reserves the right, at its sole discretion, to reject any or all qualifications submitted.

Any inquiries concerning the qualifications submittal process should be directed to Cassandra James, Sr. Procurement Officer/Analyst, City of Kirkwood. Phone: (314) 822-5853; email: [jamescs@kirkwoodmo.org](mailto:jamescs@kirkwoodmo.org)

During the evaluation process, the City of Kirkwood reserves the right to request additional information and clarifications from vendors submitting under this proposal. Any additional information requests will be submitted as an addendum via the City’s e-Procurement Platform, Ionwave. Qualifications submitted in response to this notice shall be valid for a period of forty-five (45) days from date of bid opening and may not be withdrawn or modified by vendors prior to that date.

Submission of qualifications indicates acceptance by the firm of the conditions contained herein unless exceptions are clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Kirkwood and the firm selected.



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## **LEGAL NOTICE**

### **REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL DESIGN SERVICES**

The City of Kirkwood is soliciting qualifications from firms to provide professional design services for the Rehabilitation of the Historic Kirkwood Train Station.

All questions shall be submitted electronically through the City's e-Procurement Platform, Ionwave: <https://kirkwoodmo.ionwave.net> by 5:00 p.m. local time on March 17, 2022.

The services to be provided shall include, but are not limited to, serving as the engineering and design consultant, providing both Design and Construction Phase services as defined herein.

Qualified firms are required to submit their qualifications in accordance with the solicitation requirements.

After review of all qualifications, the City of Kirkwood reserves the right to reject any or all responses, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the City of Kirkwood.



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## **PURPOSE, BACKGROUND AND SCOPE OF SERVICES**

### **SECTION 1: BACKGROUND INFORMATION**

The City of Kirkwood is seeking qualifications for professional design services for the rehabilitation of the historic Kirkwood Train Station. Constructed in 1893, the stone structure is a fine example of Romanesque architecture styled after the work of Henry Hobson Richardson, who design many railroad stations on the east coast. In 1985, the Kirkwood Missouri Pacific Depot was officially listed in the National Register of Historic Places.

Approximately 100,000 Amtrak travelers and visitors pass through the station each year, which is located at the corner of Argonne and Kirkwood Road, in downtown Kirkwood, MO. The Historic Train Station is a contributing structure the National Historic Kirkwood Downtown Business District. Union Pacific recognizes Kirkwood, MO as Train Town USA.

The City of Kirkwood purchased the Train Station in 2003 and has been maintaining since. Though not threatened by demolition, certain aspects of the station are in seriously deteriorated condition. The last major “modernization” of the station took place in 1941. The overall appearance of the station is showing major deterioration, with the following as primary issues:

- Roof – Copper cladding and asbestos composite shingles last replaced in 1985; sagging roof structural members; cupola is deteriorating; copper guttering/downspouts are deteriorating.
- Ingress/Egress doors – minimally ADA accessible; wood frames and door panels/glass panes require replacement/major rehabilitation.
- Exterior limestone masonry – requires repairs, full tuckpointing and cleaning;
- HVAC system – outdated, inefficient and unable to properly heat/cool interior spaces.
- Interior walls – water damaged internal structures require major repair/rehabilitation.
- Men’s/Women’s toilets – last updated in 2005 to be ADA accessible. Prior to 1941, not ADA-compliant; the two toilet closets accommodate just one user at a time.
- Fire suppression – No current fire suppression system.
- ADA Accessibility – Limited ADA accessibility of pavement/sidewalk at north portico ingress/egress.

### **Recent Progress**

In June 2014 the Kirkwood mayor formed a Strategic Planning Committee to study the physical restoration/rehabilitation of the historic train station. Don Hussman, AIA, NCARB, NTHP, well-known local restoration architect, led the committee consisting of the mayor, local architects, city staff and interested citizens. Consulting the original 1893 construction drawings, plans for the 1941 modernization, and historic photos, the PSC provided a clear historical context of the station’s original and current structure as a means to inform the proposed restoration, rehabilitation, and renovation for the continued used and future uses of the station.



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## Project Goals

- The Kirkwood Train Station will continue to operate as a train station and transportation hub to serve Amtrak train/bus passengers, the third busiest in Missouri. The station will remain an intermodal trail head for bicyclists accessing the Katy and future Rock Island Trails.
- Serve as a local/visitor information center and place for train enthusiasts to observe daily traffic of freight/passenger trains.
- The project will address poor lighting, inefficient HVAC, sagging roof members, but will preserve and retain the historic character of the property.
- The restoration will preserve the original architectural elements, distinctive features, finishes and construction techniques and bring back the overhang of the platform that was once there prior to 1985. A new storage building is proposed with this project that will be compatible in materials, scale and architectural features.
- Function as event space annually hosting events, civic meetings and ceremonies.
- Provide space for monthly exhibits “Art at the Station,” sponsored by the city’s Kirkwood Arts Commission since 2015.
- Remain an outstanding example of late 19<sup>th</sup>-century Richardsonian Romanesque architecture

## SECTION 2: PROJECT SCOPE

The scope of the project is an interior and exterior restoration of historic Kirkwood Missouri Pacific Depot, Richardsonian Romanesque architectural style, constructed in 1893, modernized in 1941; listed in the National Register of Historic Places in May of 1985. City of Kirkwood owned since 2003, which includes the following:

1. Reproduction of original covered passenger platform connected to the Depot on the east side of the station;
2. Historically-informed design/construction of a small ancillary storage building on the west end of the station;
3. Redesign/installation of surrounding outdoor plaza for enhanced/expanded use by passengers and public/private events;
4. Expansion and ADA-compliant updating of Men’s and Women’s restrooms;
5. Repair/replacement of sagging structural members of roof;
6. Historically-informed reconstruction of roofing and cupola
7. Repair and tuck-pointing of original, locally quarried limestone masonry;
8. Repair and ADA-compliant reconstruction of three exterior doorways;
9. Refinish/rehabilitate all original exterior woodwork including striping 6+ layers of paint on baggage room doors;
10. Repair, restoration and painting of all windows;
11. Repair, restoration and period reproduction of interior walls, ceiling, flooring and lighting;
12. Design/installation of modern geothermal HVAC; control cabinet installation in station attic space;
13. Design/installation of modern fire suppression systems



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The approximate construction cost is \$3,959,841. A DBE goal of 16% has been established by MoDOT for this project. 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 [MoDOT’s Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

<b>City/County: City of Kirkwood, MO / St. Louis County</b>	
Federal Aid No:	TAP-5502(613)
Location:	110 W Argonne Dr, Kirkwood, MO 63122
Proposed Improvement:	Historic Preservation and Rehabilitation of the Kirkwood Train Station
Length:	NA
Approximate Construction Cost:	\$3,959,841
DBE Goal Determination:	16%
Consultant Services Required:	<p><b>Consultant Services</b></p> <p>The selected Firm shall be responsible for developing a comprehensive team for the following categories of work:</p> <ul style="list-style-type: none"> <li>• Section 106 Documentation and Application</li> <li>• Threatened and Endangered Species Documentation/Application</li> <li>• Job Special Provisions (Specifications)</li> <li>• Construction Cost Estimating</li> <li>• Pavement Borings and Design</li> <li>• Utility Coordination</li> <li>• Surveying</li> <li>• Design <ul style="list-style-type: none"> <li>○ Architecture</li> <li>○ MEP/FP Engineering</li> <li>○ Lighting Design</li> <li>○ Structural Engineering</li> <li>○ Civil Engineering</li> <li>○ Low Voltage Design – Audio Visual, Telecommunications, Data, Security Design</li> <li>○ Landscape and Irrigation Design</li> <li>○ Site furniture and furniture inventory, planning, selection, estimating and procurement.</li> <li>○ Signage Design</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"> <li>○ Public Agency Interface: All pre-planning required for AHJ approvals and permitting</li> <li>○ Code Analysis</li> <li>○ Stakeholder Engagement &amp; Presentations</li> <li>○ Typical Construction Phase Administration and Final Commissioning</li> <li>● Geotechnical Investigation, included Hazardous Waste Inspections for asbestos and lead paint.</li> <li>● Subsurface Utility Exploration</li> <li>● Water Quality Design</li> <li>● Right-of-Way Plans for Temporary Construction Easement on Property of Union Pacific</li> </ul> <p><b>Services Provided by the City</b></p> <ul style="list-style-type: none"> <li>● Owner Representative Services through Navigate Building Solutions</li> <li>● Materials Testing</li> </ul>
Other Comments:	
Contact:	City of Kirkwood Procurement Department Cassandra James Sr. Procurement Officer/Analyst Phone: (314) 822-5853 Email: <a href="mailto:jamescs@kirkwoodmo.org">jamescs@kirkwoodmo.org</a>
Deadline:	March 31 <sup>st</sup> , 2022
<p>Submit: Letter of interest should not exceed 10 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Firms are to download the Request for Statements of Qualifications from the City of Kirkwood’s E-Procurement Platform by registering at <a href="https://kirkwoodmo.ionwave.net">https://kirkwoodmo.ionwave.net</a>. Submission of qualifications will be accepted until the date and time listed in the E-Procurement Platform. All questions are to be submitted through the E-Procurement Platform by the date and time listed in the E-Procurement Platform.</p>	
<p>Evaluation Criteria:</p> <p><b>Experience and Technical Competence                      45 points</b>            Project Manager and technical leads have successfully managed similar projects. Plan for sub-consultants to contribute meaningfully to this project.</p> <p><b>Capacity and Capability    30 points</b>            Project team availability            Proposed project approach demonstrates a thorough understanding of the project and of the City’s needs</p>	



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<p><b>Past Record of Performance</b> <span style="float: right;"><b>25 points</b></span></p> <p>Prior projects presented are representative of the technical challenges of the project being solicited</p> <p>Prior projects include federal-aid projects for Missouri Local Public Agencies</p>
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**SECTION 3: PROJECT SCHEDULE**

The following table outlines Project Development Schedule as approved for the project.

PROJECT DEVELOPMENT SCHEDULE			
Note: many stages can occur concurrently.			
Activity Description	Start Date (MM/YYYY)	Finish Date (MM/YYYY)	Time Frame (Months)
Receive notification letter	04/2021	04/2021	1
Execute agreement (project sponsor and DOT)	04/2021	08/2021	4
<b>Engineering services contract submitted and approved*</b>	09/2021	04/2022	7
Obtain environmental clearances (106, CE2, T&E, etc.)	04/2022	08/2022	4
Public meeting/hearing	09/2022	09/2022	1
Develop and submit preliminary plans	10/2022	10/2022	1
Preliminary plans approved	10/2022	02/2023	4
Develop and submit right-of-way plans	02/2023	03/2023	1
Review and approval of right-of-way plans	03/2023	04/2023	1
<b>Submit and receive approval for notice to proceed for right-of-way acquisition (A-Date)*</b>	04/2023	06/2023	2
Right-of-way acquisition	06/2023	12/2023	6
Utility coordination	10/2022	10/2023	12
Develop and submit PS&E	10/2023	02/2024	4
<b>District approval of PS&amp;E/advertise for bids*</b>	02/2024	04/2024	2
Submit and receive bids for review and approval	04/2024	06/2024	2
Project implementation/construction	06/2024	08/2025	14
* Finish date must match fiscal year for each milestone shown in <b>bold text</b> .			

**SECTION 4: SUBMISSION REQUIREMENT**

Submittals should be specific and with adequate detail to accurately define your Firm and its ability to provide professional services for the proposed scope of work. Particularly, discuss the following elements:

General Information and Sub Consultant Team Structure

Provide a company profile including a brief history of the lead Firm. Include an organizational chart depicting all sub consultants for the planning phase of the project. Identify any subconsultants you would need to add to complete the Final Design Phase of the project. Each subconsultant’s area of responsibility and their relationship to your Firm. Provide a table listing



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the projects your Firm has completed with each sub consultant. Provide the following information on the lead Firm:

- Date, state and type of business organization
- Federal and State tax ID numbers
- Names of Owners, Principals and/or Officers
- Civil or criminal claims, judgments or suits within the last ten (10) years
- Evidence of the Firm's financial wherewithal to complete the project
- The name, title, email address, mailing address and telephone number of the officer authorized to represent the Firm

### Relevant Project Experience

Indicate the related and special experience of your Firm within the past five years, in conducting services of similar scope and magnitude, with the City of Kirkwood and other agencies. Please include information for each project listed including (dates, description, size, cost, locations, key personnel, and references). Emphasis should be given to the specialties and strengths of your firm and projects performed from the local area office using staff nominated as available for this project.

### Key Personnel Qualifications

Provide a staffing proposal with includes the names and resumes of the project manager and staff (including sub consultants) to be committed to the project. ONLY include resumes for staff that will have a specific and key role on this project. For each of the key personnel identify years in industry, education, years with your Firm (or sub consultant firm), their expected areas of responsibility, a list of previous experiences on similar projects, licenses/registrations and the office location where they reside.

Describe the firm's current workload and ability of the proposed staff to competently and expeditiously provide the design services required.

Describe your Firm's contingency plan to respond with appropriate back-up staff in the case of death, disability, illness or separation.

Identify any sub-consultants you may use to augment your efforts. Include their personnel qualifications, experience, and anticipated tasks.

### Project Understanding/Approach/Schedule

Describe your understanding of the project and approach to delivering the Services requested. Furthermore, please review the schedule information provided herein and provide a detailed schedule and/or narrative of how your Firm will accomplish the objectives set forth for the planning phase.

### Record of Performance / References

Provide references for the last five (5) clients (please list in order based upon contract date) that have utilized your Firm's services. Please provide a list of any professional liability insurance claims made against your firm in the last 10 years.



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### **Proposal Schedule**

It is the intent of the City of Kirkwood to adhere to the following schedule for the selection of the Firm. However, should the schedule change, respondents will be notified.

- |    |                                 |                              |
|----|---------------------------------|------------------------------|
| A. | RFQ - Issuance                  | March 9, 2022                |
| B. | Advertise                       | March 9, 2022-March 30, 2022 |
| C. | RFQ – Responses Due             | March 31, 2022               |
| D. | Shortlist Notifications         | April 5, 2022                |
| E. | Interviews                      | April 12, 2022               |
| F. | Selection / Fee Proposal Opened | April 15, 2022               |
| G. | Finalize Contract and Fees      | April 22, 2022               |
| H. | Council Approval / NTP          | May 5, 2022                  |



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## SUBMITTAL REQUIREMENTS, TERMS, AND CONDITIONS

### SECTION 1. SUBMITTAL REQUIREMENTS

Discuss the qualifications of your firm’s project team and its ability to provide professional services as presented in Section 3. Particularly discuss the following elements.

A. General Consultant Information

List the general information of your Firm including name, mailing address, location, phone number, fax number and email address of firm/person submitting the proposal.

B. Related Experience and Past Performance of Firm

Indicate the related and special experience of your Firm within the past five years, in conducting services of similar scope and magnitude, with the City of Kirkwood and other agencies. Include the name of the client and project, location, scope of work and services provided, date completed, and contact, including telephone number. Emphasize the specialties and strengths of your firm. Specifically elaborate on experience with road safety audits. Also, discuss the firm’s ability and experience studying and evaluating mid-block crossings for a safe design and appropriate traffic control devices.

C. Personnel Availability and Work Load

List a Brief resume of each key person(s) and/or specialist(s) to be assigned to these projects and indicate your Firm’s current work load and availability of personnel to complete projects in a timely and professional manner. Include the number of employees available in your Firm, classified by their field(s) of experience.

D. Proposed Sub-Consultants, Joint Ventures or Partnership Agreements

Identify any sub-consultants you may use to augment your efforts. Include their personnel qualifications, experience and anticipated tasks.

### SECTION 2. EVALUATION CRITERIA

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

Experience and Technical Competence -	<u>45</u>	Max Points
Project Approach -	<u>30</u>	Max Points
Past Record of Performance -	<u>25</u>	Max Points

### SECTION 3. MISCELLANEOUS

1. Incurring Costs

This Request for Qualifications does not commit the City to award a Contract or to pay for any cost incurred by successful or unsuccessful submittal in the preparation for this request.



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## 2. Confidentiality

The City shall follow the Missouri Sunshine Law, section 610, therefore all documentation, qualifications, proposals, bids, contracts and other documentation submitted to the City in response to this Request for Qualifications is subject to this law. In the event any Firm submitting qualifications shall include any information deemed “proprietary or confidential” such information shall be clearly marked. The City as a public entity cannot and does not warrant that information will not be disclosed.

## 3. Logo

The City’s logo is trademarked and should not be used in responding to this request.

## 4. Conflict of Interest

Firm will disclose all business interests or family relationships with any city officer or employee who was, is, or will be involved in Firm’s selection, negotiation, drafting, signing, administration, or evaluating Firm's performance. As used in this section, the term "Firm" shall include any employee of Firm who was, is, or will be involved in the negotiation, drafting, signing, administration, or performance of the Agreement. As used in this section, the term "family relationship" refers to the following: spouse or domestic partner; any dependent parent, parent-in-law, child, son-in-law, or daughter-in-law; or any parent, parent-in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of a civic leader, elected official, city officer or employee described above.

Through submittal Firm certifies, to the best of their knowledge that they have no conflict of interest regarding provision of the services as detailed herein. Firm will inform the City if a potential conflict of interest arises during the period in which services are rendered.

## 5. Non-Discrimination

The Firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. Firm shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability. Firm shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for work performed under the terms and conditions of this



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anticipated contract. A breach of this provision may be grounds for Contract termination.

6. Governing Law

Firm shall at all times observe and comply with all Federal and State laws, all local laws, ordinances, and regulations existing at the time of or enacted subsequent to the execution of the contract which, if in any manner, affect the prosecution of the work. Firm shall indemnify and save harmless the City and all of its representatives, and employees against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by himself, his employees, or his sub- contractors.

7. City to be Indemnified and Held Harmless

The anticipated contract shall require that Firm covenants and agrees to release the City and any municipal partners from any and all liabilities of any kind or nature in which the right, cause of action or claim of any kind or nature whatsoever may hereafter accrue to Firm, its employees or agents, by virtue of the anticipated contract between Firm and the City. Firm further covenants and agrees to indemnify and hold the City harmless from any and all claims, rights or causes of actions or damages of every kind and nature whatsoever which may arise as a result of the anticipated contract between the City and Firm and Firm shall defend or pay the cost of defense of the City arising by virtue of any claim or cause of action for damages. Firm agrees to pay any and all amounts which the City may be required to pay for damages or amounts which the City may be required to pay for damages or compensation connected with any claim arising by virtue of the anticipated contract between Firm and the City.

8. Firm's Declaration

Firm will not be permitted to use, to its advantage, any omission or error in the Request for Qualifications, the specifications, requirements, or the contract documents and the City reserves the right to issue new instructions for such error or omission if originally specified. Through submittal Firm states that they have examined the information and conditions surrounding the operation of the service contemplated by the Request for Qualifications, and is familiar with the requirements as to equipment, supplies and labor of such undertaking; and that Firm has carefully prepared, examined and checked the Qualifications to ascertain that no mistake or error is contained the Qualifications; and that Firm will make no claim for correction or modification after the closing time for the receipt of the qualifications.



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## 9. Award of Contract

The award of the contract, if it be awarded, will be made to the most qualified Firm(s). The award of the anticipated contract will not be determined solely on price, but as a review of the proposed Firm in its entirety. The City will notify the Firm(s) after qualifications receipt what information, if any, is required. After the receipt of qualifications, the City will solicit a proposal from the selected Firm. The City reserves the right to reject any or all proposals and to waive any irregularities therein. The successful Firm will be notified by letter mailed to the address shown on the proposal response that their proposal has been accepted and that they have been awarded the Contract.

## 10. Agreement and Term

It is the intent of the City to enter into a single or multiple agreement(s) with selected Firm(s). The selected Firm(s) will enter into written contract(s) (the "Agreement") with the City of Kirkwood with the terms and conditions set forth herein and provide service at the rates submitted in the accepted Proposal Response. The resulting contract(s) will be subject to termination by the City in the event of sale or destruction of the facilities or misfeasance, nonfeasance or malfeasance of the Firm.

## 11. Termination of Contract by Convenience

The City may terminate the anticipated contract at any time during its term by giving 30 days written notice of such intention to terminate this contract and setting forth a specific termination date. The City shall compensate Firm for all approved services rendered at the point of termination.

## 12. Laws to be Observed

The successful Firm shall have a valid business license, hold all applicable certifications, and agree to maintain them throughout the terms of the anticipated agreement. Firm shall at all times observe and comply with all

Federal and State laws, all local laws, ordinances, and regulations existing at the time of or enacted subsequent to the execution of the contract which, if in any manner, affect the prosecution of the contract. Firm shall indemnify and save harmless the City and all of its representatives, and employees against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by himself, his employees, or his subcontractors.



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### 13. Insurance Requirements

Indicate your ability to obtain professional liability insurance. Provide the value of professional liability, general and automotive liability insurance that your firm can provide. Also provide the form of insurance program that your firm is under. Indicate your ability to provide general and automotive liability insurance at rates per State of Missouri statutory requirements.

### 14. E-Verify

Indicate your ability to provide a signed e-verify affidavit of compliance of Missouri Revised Statute section 285.530.1 in that is shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

### 15. Amendment Issuance

If Firm has any questions which arise concerning the true meaning or intent of the specifications or any other requirements stated herein, Firm shall request that an interpretation be made in an Addendum. Failure to request an Addendum governing any such question shall not relieve Firm from delivery in accordance with the intent of the specifications. If it becomes evident that the material contained within this Request for Qualifications requires amendment, the Director of Procurement shall issue a formal written amendment to these documents for distribution to all known prospective respondents. The issuance of an amendment may be released until the stated date and time of qualification receipt. If it is deemed necessary by the City, the amendment may extend the current qualification receipt deadline.