

**REQUEST FOR QUALIFICATIONS
FOR DESIGN PROFESSIONAL SERVICES CONTRACT
FOR CITY PROJECT NO. 70171305 – CHOUTEAU AND I-35 INTERCHANGE
FEDERAL PROJECT NO. CMAQ 3319(412)
MODOT PROJECT NO. J4S3400
PARKS AND RECREATION DEPARTMENT
CITY OF KANSAS CITY, MISSOURI**

1. **Purpose.** This is a Request for Qualifications (“RFQ”) for City Project No. 70171305 (Federal Project No. CMAQ 3319 (412) & MoDOT Project No. J4S3400) Chouteau and I-35 Interchange issued by the City of Kansas City, Missouri (“City”).
2. **Definition of Request for Qualifications.** This RFQ is an invitation by the City to Design Professionals to submit their qualifications and all other required submissions as part of their statement of interest for performing the services specified in this RFQ. Selection will be based upon the judgment of the City in obtaining a Design Professional that will be in the best interests of the City. Design Professional’s submittal of a proposal in response to this RFQ does not create any right in or expectation to a contract with the City.
3. **DBE Goal Determination: 0 %.** 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.
4. **Due Date.** Qualifications are due by **August 14th, 2020 at 5:00pm**. Qualifications shall be submitted electronically. Design Professional should submit a PDF version of the proposal to James Wang at james.wang@kcmo.org via either email or file sharing software, such as Dropbox, Box, Google Drive, OneDrive, company ftp site, and etc. The City reserves the right at any time to change or extend the due date and time for any reason.
5. **RFQ Package.** The RFQ package for this project contains the following:
 - a. Attachment A – Scope of Services.
 - b. Attachment B – Project Schedule
 - c. Attachment C – Experience and Reference Summary
 - d. Attachment D - Employee Eligibility Verification Affidavit
6. **Requirements.** The following items are required with your firm’s Statement of Qualification:
 - a. Experience and Technical Competence
 - (1) See completed **Experience and Reference Summary**.
 - (2) Description of project understanding and project approach
 - (3) Description of the Project Control Plan
 - (4) Description of the earliest times and durations of time that work may commence and when it can be completed
 - b. Capacity and Capability
 - (1) List and description of key team members’ professional experience.
 - (2) List the approximate percentage of the project for each team member.
 - (3) Include the resume of each Key Personnel, showing relevant project experience, professional registrations, education, certifications, and credentials.

- (4) State each key personnel's time commitment for this project.
- c. Past Record of Performance
 - (1) Completed **Experience and Reference Summary** - Provide project descriptions of similar projects for the past three years and contact name with current address, email address, and telephone number for the owner of each project;
 - (2) Provide project descriptions of projects for the past three years with the City of Kansas City, MO listed in the **Experience and Reference Summary**, and identify the City's project manager for each project.
- d. Completed Attachment D - Employee Eligibility Verification Affidavit
- e. Completed E-Verify Memorandum of Understanding (15 CSR 60-15.020) at www.dhs.gov/xprevprot/program/gc_1185221678150.shtm

Proposals should be limited to Twenty Five (25) pages in 12 point Font on (8-1/2" x 11") paper using one side of the page and numbered. Covers, Tables of Contents, and divider tabs will not count as pages, provided no additional information is included on those pages.

Any supplemental information or documents (i.e., not required by this RFQ) that are included in the proposal should be marked as an Attachment and clearly identified in the Table of Contents.

- 7. **Prohibited activities by former City employees and officials.** Section 2-1018 of the City's Code prohibits former elected City officials and former executive or administrative employees of the City from trying to influence a decision of the City on behalf of an employer or client for one year after that former employee or official leaves the City's employ. By submitting a proposal, Design Professional affirms that Design Professional and its team members and employees are in compliance with the requirements of Section 2-1018. Failure to comply with the requirements of Section 2-1018 may cause the Proposal to be rejected.
- 8. **Contract Information Management System.** The selected Design Professional shall be required to use City's Internet web based Contract Information Management System/Project Management Communications Tool provided by City and protocols included in that software during the term of this Contract. The selected Design Professional shall submit user applications to City's provided Contract Information Management System for all personnel, subcontractors or suppliers as applicable.
- 9. **Closed Records.** All Proposals and documents and meetings relating thereto may remain closed records or meetings under the Missouri Sunshine Act until a contract is executed or until all Proposals are rejected.
- 10. **Disclosure of Proprietary Information.** A Design Professional may restrict the disclosure of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the Proposal by:
 - a. marking each page of each such document prominently in at least 16 point font with the words "Proprietary Information";
 - b. printing each page of each such document on a different color paper than the paper on which the remainder of the proposal is printed; and
 - c. segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words "Proprietary Information" in at least 16-point font, along with the name and address of the Design Professional.

- d. After either a contract is executed pursuant to the RFQ, or all submittals are rejected, if access to documents marked “Proprietary Information”, as provided above, is requested under the Missouri Sunshine Law, the City will notify the Design Professional of the request, and it shall be the burden of the Design Professional to establish that such documents are exempt from disclosure under the law.

11. **Evaluation Criteria/Rankings.** Any evaluation criteria, weighing of criteria or ranking is used by the City only as a tool to assist the City in selecting the most qualified Design Professional for this Project. Evaluation scores or ranks do not create any right in or expectation to a contract regardless of any score or ranking given to any Design Professional.

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design.

Experience and Technical Competence	40 Points Max
Capacity and Capability	30 Points Max
Past Record of Performance	30 Points Max

12. **Questions.** Forward all questions in writing to the following Project Manager and Contract Administrator. Questions received less than Five (5) days prior to the Submittal Date may not be answered. Interpretations or clarifications considered necessary by the Project Manager in response to such questions will be issued by Addenda to all Proposers. Oral or other interpretations or clarifications shall be without legal effect, even if made at a Pre-Proposal Meeting.

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For persons with disabilities needing reasonable accommodations please contact the City's ADA Specialist at 816-513-2532. If you need to use the Relay Service, dial