



RFQ#26-003 PLANS, SPECIFICATIONS, AND ESTIMATES FOR HINES ST. SIDEWALK

NOTICE TO PROPOSERS

The City of Republic, Missouri is requesting the services of a consulting engineering firm to perform professional services for the project: Plans, Specifications, and Estimates (PS&E) for Sidewalk Gaps Along Hines Street between Butternut Avenue and Main Street, Oakwood Avenue and Franklin Avenue, and Lincoln Avenue and Wilson's Creek Boulevard Trail. The required services include all plans and documentation necessary for surveying, preliminary engineering, environmental engineering, geotechnical investigation, right-of-way (ROW) plans, and final plans, specifications, and cost estimates. Further details are included in Exhibit A.

Firms wishing to be considered for these services may express their interest by submitting a Letter of Interest and Qualifications to the office indicated in this RFQ. Submittals shall not exceed 30 pages. The Letter of Interest and Qualifications should include information that will assist the City in the selection process, such as the proposed project team, the backgrounds and experience of key personnel, and descriptions of recent or ongoing projects of similar scope.

It is required that your firm's Statement of Qualifications (as defined in §§ 8.285–.291, RSMo) be submitted with the Letter of Interest or already be on file with the City of Republic. The SOQ can exceed 30 total pages.

DBE firms must be listed in the Missouri Regional Certification Committee (MRCC) DBE Directory, available on MoDOT's website at www.modot.gov, in order to be counted toward any established participation goal. The City encourages DBE firms to submit Letters of Interest as prime consultants for any project they believe can be effectively managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in MoDOT's Consultant Prequalification List; firms not prequalified will be considered non-responsive.

All qualification submittals must be received no later than 2:00 p.m. CST on April 6th. Submittals must be either:

1. Delivered to the BUILDS Office (4221 S. Wilson's Creek Blvd., Republic, MO 65738) in a sealed envelope containing all required information and clearly marked:
"RFQ#26-003: PLANS, SPECIFICATIONS, & ESTIMATES FOR HINES ST. SIDEWALK"; or
2. Submitted electronically via DemandStar with all required information.

There is no express or implied obligation for the City of Republic to reimburse responding firms for any expenses incurred in preparing responses to this RFQ, and no reimbursements will be made (Republic Title VIII, Fees).



Federal Funding Notice. This procurement is funded in part by the U.S. Department of Transportation (USDOT) and is subject to applicable federal requirements, including:

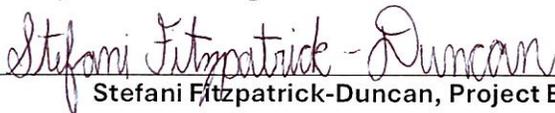
- 2 C.F.R. Part 200 (Uniform Guidance)
- Title VI of the Civil Rights Act of 1964 (including DOT Order 1050.2A Appendices A & E)
- Section 504 of the Rehabilitation Act
- ADA Title II (28 C.F.R. Part 35; 49 C.F.R. Parts 27, 37, and 38)
- Build America, Buy America (BABA, Pub. L. 117-58; 23 U.S.C. § 313)
- Section 889 of the FY2019 NDAA (telecommunications and video surveillance equipment prohibition)
- Debarment and Suspension (2 C.F.R. Part 180/1200)
- Byrd Anti-Lobbying (31 U.S.C. § 1352)
- Drug-Free Workplace (41 U.S.C. § 8103)
- Whistleblower Protections (41 U.S.C. § 4712)
- Record Retention & Access (2 C.F.R. §§ 200.334-.337).

Brooks Act/Qualifications-Based Selection (QBS). Selection will be conducted on the basis of demonstrated competence and qualifications for the type of services required; price is not a selection factor. Fees will be negotiated with the most qualified firm in accordance with §§ 8.285-.291, RSMo, and 2 C.F.R. § 200.320(c)(2). Proposers must not include fee schedules, cost proposals, or any pricing information in their Qualifications submittals.

Public Records & Sunshine Law. Submittals may be subject to the Missouri Sunshine Law (Chapter 610, RSMo). Do not submit trade secrets or other confidential information unless clearly marked as such; the City will comply with applicable law in responding to public records requests. Unpaid balances on prior records requests may delay processing in accordance with § 610.026.2, RSMo.

Accessibility & Title VI Solicitation Notice. The City hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this solicitation will be awarded without discrimination on the grounds of race, color, national origin, sex, age, or disability. Persons needing reasonable accommodations or language assistance for the RFQ process or for any public meetings should contact the City at least 72 hours in advance. Language assistance will be provided consistent with Executive Order 13166.

The City reserves the right to cancel this solicitation at any time.


Stefani Fitzpatrick-Duncan, Project Engineer

03-18-2026
Date



City/County: Greene	Route: Hines Street (Farm Road 178)
Location:	Along Hines Street (FR 178) between Route ZZ and Butternut Avenue.
Proposed Improvement:	Engineering design services to address three sidewalk gaps along the Hines Street Corridor between Butternut Avenue and Route ZZ, including the following segments: <ul style="list-style-type: none"> • Butternut Ave. to Main Street • Oakwood Ave. to Franklin Ave. • Lincoln Ave. to Wilson’s Creek Boulevard Trail
DBE Goal Determination:	0%
Consultant Services Required	See Exhibit A. The consultant shall also comply with the insurance and indemnification requirements set forth in Exhibit B, which is hereby incorporated into this RFQ.
Other Comments:	Interviews or presentations will not be required for consultant selection. A fee proposal will be required from the selected consultant within two (2) weeks of notification of selection. The consultant will be required to provide site-specific surveying where LiDAR or available MoDOT survey data is insufficient.
Contact:	Name: Stefani Fitzpatrick-Duncan Address: 4221 S. Wilson’s Creek Blvd. Republic, MO, 65738 Phone: 417-732-3423 Email: Sduncan@republicmo.com
Deadline:	2:00 p.m. CST April 6th, 2026



Pursuant to the Brooks Act for consultation selection, the following criteria will be used as the basis for evaluating and ranking firms:

RATING CRITERIA WITH WEIGHTED VALUES

Project Understanding & Innovation	20 Points Max
Past Performance	20 Points Max
Qualifications of Personnel Assigned	20 Points Max
General Experience of Firm	15 Points Max
Familiarity/Capability	15 Points Max
<u>Accessibility of Firm & Staff</u>	<u>10 Points Max</u>
Total Possible Points	100 Points Max



QUALIFICATIONS REQUIREMENTS

1. The consultant is expected to possess adequate organization, facilities, and personnel to ensure that services are provided to the City of Republic in a prompt and efficient manner.
2. Provide a description and the history of the consultant.
3. Provide a description of the qualifications of personnel who will be assigned to this project, with emphasis on experience relevant to the Scope of Services.
4. The consultant must be available to BUILDS Department Staff and/or the Technical Review Team as needed, including availability for email communication, conference calls, and special presentations conducted in person or virtually, as directed by the Community Development Director or their designee.
5. Provide recent experience from the past ten (10) years demonstrating current capacity, familiarity, and expertise in best practices. Experience similar in nature to the Scope of Services will be most useful.
6. Provide three (3) references for which the consultant has performed services within the past two (2) years that are similar in nature to the Scope of Services.

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SUBMITTAL REQUIREMENTS

One (1) complete Qualification Submittal shall be uploaded to DemandStar and/or delivered to 4221 S. Wilson's Creek Blvd., Republic, MO, 65738. If a physical copy is delivered, the City recommends including a digital copy (e.g. USB flash drive).

Qualification Submittals should be in the following format:

1. **Cover/Title Page:** Include the name of the firm, address, telephone number, name and email of the contact person, Unique Entity Identifier (UEI, SAM.gov), and the date of submission.
2. **Transmittal Letter.** Provide a signed letter identifying the services for which qualifications are being submitted and summarizing the contents of the Submittal. The letter must include a statement confirming that no cost or fee information is included anywhere in the submission and the respondent agrees to negotiate fees if selected as the most qualified firm.
3. **Letter of Interest.** Provide information that will assist the City in evaluating your firm, including: proposed project team and their roles, backgrounds and qualifications of key personnel, recent and relevant projects (completed or in progress), identification of the Project Manager, organizational chart, office location(s) serving the City, and experience with Federal-aid and MoDOT-funded engineering projects.
4. **Qualifications.** Provide the information required in the Qualifications Requirements section of this RFQ.
5. **References.** Include the references required in the Qualifications Requirements section.
6. **Sample Documents:** Applicants are encouraged to include examples of previous work relevant to the Scope of Services.

PAGE LIMIT

Letter of Interest should not exceed 30 pages total (8.5" x 11", single-sided). The SOQ can exceed 30 total pages.

PROHIBITED CONTENT

No cost, pricing, or fee information shall be submitted. The City will negotiate a fair and reasonable fee with the highest-ranked firm.

QUESTIONS/ADDENDA

Questions must be submitted by email to the point of contact no later than 2:00 p.m. CST, March 30th, 2026.

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EXHIBIT A

SCOPE OF SERVICES

The City of Republic is requesting an engineer or engineering firm to prepare complete design documentation for three sidewalk segments along Hines Street (Farm Road 178) between Route ZZ and Butternut Avenue. The City intends to use these documents in future grant applications for construction. All work shall conform to Missouri Department of Transportation (MoDOT) standards, including the Local Public Agency (LPA) provisions of the Engineering Policy Guide (EPG).

The consultant shall provide the following services:

1. Surveying
2. Preliminary Engineering
3. Environmental Engineering including:
 - a. Environmental Clearance and Coordination
4. Geotechnical Investigation
5. Right-of-Way (ROW) Plans
6. Final Plans, Specifications, and Estimate (PS&E)

The consultant may be retained for the following phase two services if funding is available:

7. Right-of-Way (ROW) Acquisition
8. Construction Engineering Services such as:
 - a. Construction Bidding
 - b. Construction Inspection
 - c. Project Management
 - d. Quality Assurance

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EXHIBIT B

INSURANCE AND INDEMNIFICATION REQUIREMENTS

The selected consultant shall comply with the following insurance and indemnification requirements. These requirements will be incorporated into the agreement. Failure to maintain required insurance may result in termination of the contract.

1. Insurance Requirements. The consultant shall procure and maintain, at its own expense, the insurance coverage listed below for the duration of the contract and for a period of not less than three (3) years following completion of services.
 - 1.1. Professional Liability Insurance. Professional Liability (Errors and Omissions) Insurance with limits of not less than \$2,000,000 per claim and \$4,000,000 aggregate, covering negligent acts, errors, or omissions arising from professional services provided.
 - 1.2. Commercial General Liability Insurance with limits not less than the maximum liability amounts for Missouri public entities as established and published annually by the Missouri Department of Commerce and Insurance pursuant to § 537.610, RSMo. Coverage shall include bodily injury, property damage, personal injury, and completed operations. The City of Republic shall be named as an Additional Insured.
 - 1.3. Automobile Liability Insurance. Automobile Liability Insurance covering all owned, non-owned, and hired vehicles with limits of not less than \$1,000,000 combined single limit for bodily injury and property damage.
 - 1.4. Workers' Compensation and Employers' Liability Insurance. Workers' Compensation Insurance as required by Missouri law, and Employers' Liability Insurance with limits of not less than \$1,000,000 per accident.
 - 1.5. Umbrella/Excess Liability Insurance. Umbrella/Excess Liability Insurance with limits of not less than \$2,000,000 per occurrence, providing excess coverage over the General Liability, Automobile Liability, and Employers' Liability policies.
2. Insurance Certificates and Endorsements
 - 2.1. Certificate Requirements. Before commencing work, the consultant shall provide certificates of insurance and all required endorsements evidencing coverage. Certificates must include a provision that coverage shall not be canceled, materially changed, or non-renewed without 30 days' prior written notice to the City.
 - 2.2. Insurance Carrier Qualifications. All policies shall be issued by insurers licensed to operate in Missouri and rated A-VII or better by A.M. Best.
3. Indemnification
 - 3.1. General Indemnification. The consultant shall indemnify, defend, and hold harmless the City of Republic and its officers, employees, agents, and representatives from all claims,



damages, losses, liabilities, and expenses (including reasonable attorneys' fees) arising out of bodily injury, death, or property damage caused in whole or in part by the negligent acts or omissions of the consultant, its subcontractors, employees, or agents.

- 3.2. Professional Liability Indemnification. The consultant shall further indemnify and hold harmless the City from claims, damages, losses, or expenses arising out of any negligent act, error, or omission of the consultant in the performance of professional services.
- 3.3. Survival. Indemnification obligations shall survive termination, expiration, or the completion of services
4. No Limitation of Liability. Insurance requirements in this section shall not be interpreted as limiting the consultant's liability to the City. Any approval of insurance by the City shall not relieve the consultant of responsibility for full performance of obligations.
5. Subcontractor Requirements. The consultant shall require each subcontractor to maintain insurance coverage meeting the same requirements set forth in this section. Subcontractors shall name both the consultant and the City as Additional Insureds on their Commercial General Liability policies.

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