



**SOLICITATION NO.:** Request for Qualifications (RFQUAL) 8/2025

**BUYER:** Cale Turner

**PHONE NO.:** (573) 874-7375

**E-MAIL:** [cale.turner@como.gov](mailto:cale.turner@como.gov)

**TITLE:** Engineering Services: Update of Vision Zero Action Plan and High-Injury Network Map

**ISSUE DATE:** December 31, 2024

**RETURN QUALIFICATIONS NO LATER THAN:** January 31, 2025 AT 5:00 PM CENTRAL TIME (END DATE)

**VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)**

**MAILING INSTRUCTIONS:** Print or type **Solicitation Number** and **End Date** on the lower left hand corner of the envelope or package. Delivered sealed qualifications must be in the Purchasing Division office (701 E. Broadway, 5<sup>th</sup> Floor) by the return qualifications date and time.

(U.S. Mail)		(Courier Service)
<b>RETURN QUALIFICATIONS TO:</b>	<b>CITY OF COLUMBIA PURCHASING</b>	<b>or</b>
	<b>PO BOX 6015</b>	<b>CITY OF COLUMBIA PURCHASING</b>
	<b>COLUMBIA MO 65205</b>	<b>701 E. BROADWAY, 5<sup>th</sup> FLOOR</b>
		<b>COLUMBIA MO 65201</b>

**ORIGINAL CONTRACT PERIOD:** Date of Award through Project Completion

**DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:**

**City of Columbia  
Public Works Department  
Columbia, Missouri**

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFQUAL shall govern in the event of a conflict with their qualifications. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract/Agreement is signed and issued by an authorized official of the City of Columbia, a binding contract shall exist between the offeror and the City of Columbia.

**SIGNATURE REQUIRED**

<b>VENDOR NAME</b>	
<b>MAILING ADDRESS</b>	
<b>CITY, STATE, ZIP CODE</b>	
<b>CONTACT PERSON</b>	<b>EMAIL ADDRESS</b>
<b>PHONE NUMBER</b>	<b>FAX NUMBER</b>
<b>VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt	
<b>AUTHORIZED SIGNATURE</b>	<b>DATE</b>
<b>PRINTED NAME</b>	<b>TITLE</b>

RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

**1. INTRODUCTION AND GENERAL INFORMATION**

**INTRODUCTION AND PROJECT BACKGROUND:**

This document constitutes a request for competitive, sealed qualifications for the provision of engineering services for update of vision zero action plan and high-injury network (HIN) map for the City of Columbia, Public Works Department (hereinafter referred to as City) as set forth herein.

The City has been awarded Safe Streets and Roads for All (SS4A) federal grant funding (Attachment 1) to complete the work. The contractor should be familiar with and able to assist the City in complying with the requirements of the grant program.

As the first city in Missouri to become a Vision Zero city in 2016, Columbia was an early adopter of the strategy and has been working toward the goal of zero traffic fatalities and serious injuries by 2030. The City developed its first action plan in 2017, with updates in 2018 and 2019. Work toward the City's Vision Zero goals has been continuous and progress has been made. Updates on Vision Zero work have been provided to the City Council each year since 2019, and the City seeks to develop a formal updated Action Plan with additional community input and to update our HIN map.

The contractor shall assist the City with the development of the Action Plan and implementation program. The Action Plan and implementation program shall outline short-term implementation action items, longer-term projects that may be added to the City's Capital Improvement Program, technical input (such as best practices), meeting preparation and support, meeting facilitation, and preparation of written documents. The City envisions the Action Plan to be a five (5) year work plan.

The focus of the Action Plan shall be safety for all roadway users and the reduction and eventual elimination of roadway fatalities and serious injuries. The Action Plan shall promote the idea that traffic deaths are preventable, and that human failure should be considered when designing Columbia's transportation system. The Action Plan shall be based on the US Department of Transportation's (USDOT's) Safe System Approach.

The contractor shall collect data and perform analysis to identify problem areas in the City and update the HIN map. The updated HIN map shall be a critical component of the updated plan and will serve as a focus of the City's Vision Zero work moving forward.

This project shall help identify feasible roadway safety improvement projects and strategies within the City. The Action Plan shall be expected to address all modes of transportation, with an emphasis on the most vulnerable users such as pedestrians, bicyclists, public transport users, the elderly and children.

Equity shall continue to be a cornerstone for the City's Vision Zero work. Corridors/locations where the City's HIN overlaps with areas identified as historically disadvantaged, underserved, or otherwise vulnerable will be a priority. Additional weighting towards scheduling improvements could be applicable for collisions occurring in these areas.

Selection of a Professional Engineering contractor shall be in accordance with Missouri State Statutes.

**ORGANIZATION:**

This document, referred to as Request for Qualifications (RFQUAL), is divided into the following parts:

- 1) Introduction and General Information

RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

- 2) Scope of Services
- 3) Qualifications Submission Information
- 4) Selection Criteria
- 5) Exhibits A – F
- 6) Attachment 1 – Executed Grant

**TERMINOLOGY/DEFINITIONS:**

Whenever the following words and expressions appear in a RFQUAL document or any addendum thereto, the definition or meaning described below shall apply.

- Addendum/Amendment means a written, official modification to an RFQUAL.
- Attachment applies to all forms which are included with an RFQUAL to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- Qualifications end date and time and similar expressions mean the exact deadline required by the RFQUAL for the receipt of sealed qualifications.
- Offeror means the supplier, vendor, person, or organization that responds to an RFQUAL by submitting a qualifications with prices to provide the equipment, supplies, and/or services as required in the RFQUAL document.
- Buyer means the procurement staff member of the Purchasing Division. The contact person as referenced herein is usually the buyer.
- Contract means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- Contractor means a supplier, offeror, person, or organization who is a successful offeror as a result of an RFQUAL and who enters into a contract.
- Exhibit applies to forms, which are included with an RFQUAL for the offeror to complete and submit with the sealed qualifications prior to the specified end date and time.
- Request for Qualifications (RFQUAL) means the solicitation document issued by the Purchasing Division to potential offerors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes all exhibits, attachments, and addendums thereto.
- May means that a certain feature, component, or action is permissible, but not required.
- Must means that a certain feature, component, or action is a mandatory condition.
- Shall have the same meaning, as the word must.
- Should means that a certain feature, component and/or action are desirable but not mandatory.

**SCHEDULE OF ACTIVITIES:**

DATE	ACTIVITY
January 15, 2025	Close of written <i>Requests for Additional Information</i>
January 17, 2025	Written responses to <i>Requests for Additional Information</i> sent to all
January 1, 2025	RFQUAL response is due at 5:00 p.m. CST
March 2025	Contract Start Date
*The above dates are target dates and are subject to change by the City.	

RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

**QUALIFICATIONS SUBMISSION:**

Qualifications may be submitted in a sealed envelope at the purchasing office **or** uploaded electronically on the City's E-bidding website. No fax or e-mail qualifications will be accepted. Sealed qualifications must be delivered to the Finance Department, Purchasing Division, 701 E. Broadway, 5<sup>th</sup> Floor, Columbia, MO 65201 by the closing date and time. Qualifications received after the appointed time will be determined non-responsive and will not be opened. The qualifications must be in sealed envelopes and marked in bold letters "RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND HIGH-INJURY NETWORK MAP."

**QUESTIONS/CLARIFICATIONS OF THE REQUEST FOR QUALIFICATIONS:**

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail or fax to the name below. You are encouraged to submit your questions via e-mail.

Cale Turner, Purchasing Agent  
Phone: (573) 874-7375  
E-mail: [cale.turner@como.gov](mailto:cale.turner@como.gov)

Any oral responses to any question shall be unofficial and not binding on the City. An Addendum to this RFQUAL providing the City's official response will be issued if necessary to all known prospective offerors. Questions must be submitted no later than 5:00 p.m. on January 15, 2025.

This written *Request for Additional Information* will take place of the normal Pre-Qualifications Conference.

**VALIDITY OF QUALIFICATIONS:**

Offerors agree that qualifications submitted will remain firm for a period of ninety (90) calendar days after the date specified for the return of qualifications.

**REJECTION OF QUALIFICATIONS:**

The City reserves the right to reject any or all qualifications received in response to this RFQUAL, or to cancel the RFQUAL if it is in the best interest of the City to do so. Failure to furnish all information requested in this RFQUAL may disqualify the qualifications. Any exceptions to the requirements specified must be identified in the qualifications.

**WITHDRAWAL OF QUALIFICATIONS:**

Any offeror may withdraw their qualifications at any time prior to the scheduled closing time for the receipt of qualifications. However, no qualifications will be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for the receipt of qualifications.

**ALTERATION OF SOLICITATION:**

The wording of the City's solicitation may not be changed or altered in any manner. Offerors taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their qualifications; such exceptions will be evaluated and accepted or rejected by the City, whose decision will be final.

RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

**RESPONSE MATERIAL OWNERSHIP:**

All material submitted regarding this RFQUAL becomes the property of the City. Any person may review qualifications after the Agreement has been issued, subject to the terms of this solicitation.

**INCURRING COSTS:**

The City shall not be obligated or be liable for any cost incurred by offerors prior to issuance of an Agreement. All costs to prepare and submit a response to this solicitation shall be borne by the offeror.

**COLLUSION CLAUSE:**

Any agreement or collusion among offerors and prospective offerors to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the qualifications of such offerors void.

**CONTRACT DOCUMENTS:**

The final agreement between the City and the offeror will include by reference:

- Offeror's Response to the RFQUAL
- The City Issued RFQUAL with any addendums

Any changes, additions or modifications hereto will be in writing and signed by the City Manager. No other individual is authorized to modify the agreement in any manner.

**FUNDS:**

Financial obligations of the City payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the City.

**MISSOURI LICENSURE AND CERTIFICATE OF AUTHORITY:**

Offeror certifies that it is currently in compliance, and agrees to maintain compliance for the duration of the agreement/contract, with all licensure requirements of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects (hereinafter referred as APEPLSPLA) to practice in Missouri as a professional engineer as provided under Chapter 327 of the Missouri Revised Statutes. To the extent required by Section 327.401 of the Missouri Revised Statutes, offeror understands and agrees that the person personally in charge and supervising the professional engineering services of offeror under the agreement/contract shall be licensed and authorized to practice engineering in Missouri, and the offeror will keep and maintain a valid certificate of authority from APEPLSPLA.

## **2. SCOPE OF SERVICES**

The contractor shall help ensure the City's updated action plan contains the components of an action plan that are required by the USDOT's Safe Streets and Roads for All grant program. These required components shall include the following at a minimum:

- Leadership Commitment and Goal Setting
- Planning Structure
- Safety Analysis
- Engagement and Collaboration
- Equity Considerations
- Policy and Process Changes
- Strategy and Project Selections
- Progress and Transparency

The development of the Action Plan shall incorporate feedback from public engagement efforts, equity analysis, feedback from internal and external stakeholders, and data analysis. The contractor shall also create an engagement plan that focuses on internal and external communication concerning the Action Plan. The engagement plan shall include engaging the community at large with emphasis on underserved communities, local businesses, and community safety partners.

Utilizing available traffic/collision data and any other data collection methods that are valid, the contractor shall identify locations and/or corridors that have a high number of past collisions and those with a high potential for future collisions based on available data. Analysis shall consider all modes of travel in this analysis. Analysis of locations identified through relevant existing plans, reports, lists and reviews is expected. Newly identified locations shall be backed up with historical collision (or other relevant) data. The contractor shall be expected to work with the City to identify engineering problem locations and provide a summary of collision data collected. The data shall include a list of locations with high potential for collisions.

The HIN Map Methodology shall include the following at a minimum:

- Be sensitive to differing contexts (e.g., to allow for additional weighting for other factors)
- Be replicable so that it could be used over time to track changes
- Be quantifiable so that assessments can be made objectively
- Focus on collisions resulting in fatalities or serious injuries
- Consider all modes of travel, but provide the option for reviewing only motor vehicle-motor vehicle, motor vehicle-pedacycle, motor vehicle-pedestrian. These categories shall include most personal conveyance/micromobility devices.
- Identify high injury corridors and not only hot spots
- Include segments that are normalized by length
- Delineate street corridors under the jurisdictions of the City from state-owned roadways

An HIN map shall show where fatal and serious collisions are occurring – it is not an assessment of whether a street or location is dangerous. The HIN map shall help identify a subset of the network where the most collisions are occurring (>50%). The HIN map shall be used to:

- Assist in determining the geographic areas where crashes are concentrated and the causes of these collisions, so efforts can be focused on the most challenging areas and crash factors;
- Strengthen collaboration to focus street improvements and education campaigns along the HIN;

RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

and

- Help prioritize investments.

The contractor shall provide management of the project schedule, budget, and organization of meetings.

The contractor shall collaborate with the City and relevant stakeholders, including City Staff, associated City commissions, community groups and potentially the City Council to gather information about community transportation safety.

The contractor shall provide the following minimum deliverables:

- Review and analysis of City, Missouri Department of Transportation (MoDOT), and Missouri State Highway Patrol (MSHP) safety data with a focus on crashes involving Vulnerable Road Users (VRUs)
- Detailed project budget and schedule
- Detailed work plan
- Regular progress reports as requested by the City
- Updated Action Plan
- Updated High-Injury Network map

**PERIOD OF SERVICE:**

The contractor shall commence with shortly after City Council approval of the contract in early 2025 with a desired total duration of the project extending over six to ten months.

### **3. QUALIFICATIONS SUBMISSION INFORMATION**

#### **SUBMISSION OF QUALIFICATIONS:**

On-line Qualifications - If a registered offeror is responding electronically through the City Bidding System website, the registered offeror should submit completed exhibits, forms, and other information concerning the qualifications as an attachment to the electronic qualifications. The registered offeror is instructed to review the RFQUAL submission provisions carefully to ensure they are providing all required information.

The exhibits and forms provided herein can be saved into a word processing document, completed by a registered offeror, and then sent as an attachment to the electronic submission. Other information requested or required may be sent as an attachment. Be sure to include the solicitation/bid number, company name, and a contact name on any electronic attachments.

In addition, a registered offeror may submit the exhibits, forms, etc., through mail or courier service. However, any such submission must be received prior to the specified end date and time.

If a registered offeror submits an electronic and hard copy qualifications response and if such responses are not identical, the offeror should explain which response is valid. In the absence of an explanation, the City shall consider the response which serves its best interest.

Hard Copy Qualifications - If the offeror is submitting qualifications via the mail or a courier service or is hand delivering the qualifications, the offeror should include completed exhibits, forms, and other information concerning the qualifications. The offeror is instructed to review the RFQUAL submission provisions carefully to ensure they are providing all required information.

Recycled Products - The City recognizes the limited nature of our resources and the leadership role of government agencies in regard to the environment. Accordingly, the offeror is requested to print the qualifications double-sided using recycled paper, if possible, and minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding. Lengthy qualifications may be submitted in a notebook or binder.

Open Records - Pursuant to section 610.021, RSMo, the offeror's qualifications shall be considered an open record after a contract is executed or all qualifications are rejected. At that time, all qualifications are scanned into the bid file by the Purchasing Division.

The scanned information will be available upon request from the Purchasing Division. Therefore, the offeror is advised not to include any information in the qualifications that the offeror does not want to be viewed by the public, including personal identifying information such as social security numbers.

In preparing qualifications, the offeror should be mindful of document preparation efforts for scanning purposes and storage capacity that will be required to image the qualifications and should limit qualifications content to items that provide substance, quality of content, and clarity of information.

To facilitate the evaluation process, the offeror is encouraged to organize their qualifications into sections that correspond with the individual evaluation categories described herein. The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the City is under no obligation to solicit such information if it is not included with the qualifications. The



RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

offeror's failure to submit such information may cause an adverse impact on the evaluation of the qualifications.

The qualifications should be page numbered.

The signed page one from the original RFQUAL and all signed addendums should be placed at the beginning of the qualifications.

Each section should be titled with each individual evaluation category and all material related to that category should be included therein.

Questions Regarding the RFQUAL – Except as may be otherwise stated herein, the offeror and the offeror's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFQUAL, the solicitation process, the evaluation, etc., to the buyer of record indicated on the first page of this RFQUAL. Inappropriate contacts to other personnel are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer.

The buyer may be contacted via e-mail or phone as shown on the first page.

Only those questions which necessitate a change to the RFQUAL will be addressed via an addendum to the RFQUAL. Offerors are advised that any questions received less than ten (10) calendar days prior to the RFQUAL opening date may not be addressed.

Joint Venture or Co-Counsel Response – If the qualifications is being submitted in conjunction with another entity or law firm (similar to a joint response, joint venture, or co-counsel), there can be only one (1) response submitted in response to the RFQUAL by the entities/firms involved. Therefore, only one (1) entity/firm must be designated as lead and must be designated as the official offeror for purposes of submitting the qualifications. Such lead offeror and contractor, if awarded the contract, must be the only party officially signing and submitting the qualifications as well as serving as the official signatory for the joint venture or co-counsel.

**MINIMUM REQUIRED SUBMITTALS:**

- A brief description of the firm (Exhibit A)
- The qualifications and background of the firm (Exhibit A)
- A summary of any arrangements that will be made with any other firm for assistance on the work (Exhibit D)
- A list of key personnel to be involved in the work (Exhibit C)
- A list of similar work performed for other municipalities or agencies, including a description of work and the name of the municipality or agency, and the action taken as a result of the work. A list of references should be included. (Exhibit B)
- Discussion explaining why the firm believes the City would benefit from selecting the firm to do the work. (Exhibit D)

RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

- A description of the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work. (Exhibit D)

**MISCELLANEOUS SUBMITTAL INFORMATION:**

Affidavit of Work Authorization and Documentation - Pursuant to section 285.530, RSMo, if the offeror meets the section 285.525, RSMo, definition of a “business entity” (<http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>), the offeror must affirm the offeror’s enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The offeror should complete Exhibit E, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. Exhibit E must be submitted prior to an award of a contract.

The offeror should complete and submit Exhibit F, Miscellaneous Information.

Business Compliance - The offeror must be in compliance with the laws regarding conducting business in the City. The offeror certifies by signing the signature page of this original document and any addendum signature page(s) that the offeror and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The offeror shall provide documentation of compliance upon request by the Purchasing Division. The compliance to conduct business in the state shall include, but not necessarily be limited to:

Registration of business name (if applicable) with the Secretary of State at <http://sos.mo.gov/business/startBusiness.asp>  
Certificate of authority to transact business/certificate of good standing (if applicable)  
Taxes (e.g., city/county/state/federal)  
State and local certifications (e.g., professions/occupations/activities)  
Licenses and permits (e.g., city/county license, sales permits)  
Insurance (e.g., worker’s compensation/unemployment compensation)

RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

**4. SELECTION CRITERIA**

**CRITERIA:**

After determining that a qualification satisfies the mandatory requirements stated in the RFQUAL, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the qualifications in accordance with the criteria stated below.

- Evaluation of proposals/interview
- Proven background and experience in the work required
- Reputation of the firm handling similar projects
- References provided
- Ability to complete the work in the time required
- Specific background and experience of the key people who will be involved in providing these services.

**EVALUATION PROCESS:**

After receipt of the qualifications, a review committee appointed by the City Manager at least two members of which are licensed professional engineers or architects shall evaluate the qualifications and select as a general rule, not less than three firms for interview.

After interviews are conducted, the review committee shall select a firm for negotiation of terms of an agreement/contract. The services in the agreement/contract shall substantially conform to those described in the RFQUAL. Modifications may be made to accommodate budget limitations or to address related issues not considered in the original scope of work.

**COMPETITIVE NEGOTIATION OF QUALIFICATIONS:**

The offeror is advised that under the provisions of this RFQUAL, the Purchasing Division reserves the right to conduct negotiations of the qualifications received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

Negotiations may be conducted in person, in writing, or by telephone.

Negotiations will only be conducted with potentially acceptable offeror. The Purchasing Division reserves the right to limit negotiations to those qualifications which received the highest rankings during the initial evaluation phase. All offerors involved in the negotiation process will be invited to submit a best and final offer if necessary.

Terms, conditions, methodology, or other features of the offeror's qualifications may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the qualifications.

RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

The mandatory requirements of the RFQUAL shall not be negotiable and shall remain unchanged unless the Purchasing Division determines that a change in such requirements is in the best interest of the City.

**AGREEMENT/CONTRACT:**

When agreement on a detailed scope of services and fee schedule is reached, a formal agreement/contract will be prepared and submitted to City Council for approval. If an agreement/contract cannot be reached, the City will terminate negotiations and select an alternate firm for negotiations.

RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

**EXHIBIT A**

**OFFEROR INFORMATION**

The offeror should provide the following information about the offeror's organization:
--

Provide a brief company history, including the founding date and number of years in business as currently constituted.

Describe the nature of the vendor's business, type of services performed, etc. Identify the vendor's website address, if any.

Provide a list of and a short summary of information regarding the vendor's current contracts/clients.

List, identify, and provide reasons for each contract/client gained and lost in the past two (2) years.

RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

**EXHIBIT B**

**CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name:</b> _____ (if reference is for a Subcontractor):	
<b>Reference Information (Current/Prior Services Performed For :)</b>	
Name of Reference Company/Client:	
Address of Reference Company/Client:	
Reference Contact Person Name, Phone #, and E-mail Address:	
Title/Name of Service/Contract	
Dates of Project Initiation and Project Completion:	
If service/contract has terminated, specify reason:	
Description of Services Performed, such as: <ul style="list-style-type: none"><li>✓ What the offeror did</li><li>✓ How the offeror did it</li><li>✓ Results</li><li>✓ Additional Detail</li></ul>	
Personnel Assigned to Service/Contract (include all key personnel and identify role):	

RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

**EXHIBIT C**

**EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each key person proposed)

<b>Title of Position:</b> _____	
<b>Name of Person:</b>	
Educational Degree (s): include college or university, major, and dates	
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed.	
# of years' experience in area of service proposed to provide:	
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	
Describe this person's responsibilities over the past 12 months.	
Previous employer(s), positions, and Dates	

**Staffing Methodology**

Describe the person's planned duties/role proposed herein:	
--	--

RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

**EXHIBIT D**

**WORK TO BE PERFORMED**

The offeror should use this Exhibit, or any format desired, to present a written plan for performing the requirements specified in this Request for Qualifications.



RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

**EXHIBIT E**

**NOTICE TO OFFERORS**

**Sections 285.525 To 285.550 RSMo.**

Pursuant to section 285.530 (1) RSMo., No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. {RSMo 285.530 (2)}

An Employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. **The E-verify system issues a Memorandum of Understanding once enrollment is complete; the City of Columbia requires a copy of this document be attached to the Work Authorization Affidavit.** The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. {RSMo 285.530 (4)}

For offerors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at:  
<http://www.dhs.gov/e-verify>

RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

**EXHIBIT E, Continued**  
**CITY OF COLUMBIA, MISSOURI**  
**WORK AUTHORIZATION AFFIDAVIT**  
**PURSUANT TO 285.530 RSMo**  
**(FOR ALL BIDS IN EXCESS OF \$5,000.00)**

County of \_\_\_\_\_ )  
 )SS.  
State of \_\_\_\_\_ )

My name is \_\_\_\_\_. I am an authorized agent of \_\_\_\_\_(Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City of Columbia. This business does not knowingly employ any person who is an unauthorized alien in connection with the services being provided. **Documentation of participation in a federal work authorization program is attached to this affidavit.**

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contacts that they are not in violation of Section 285.530.1 RSMo and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Printed Name

Personally appeared before me, a Notary Public, within and for the County of \_\_\_\_\_,

State of Missouri, the person whose signature appears above, **PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED**, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission expires \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

RFQUAL 8/2025: ENGINEERING SERVICES: UPDATE OF VISION ZERO ACTION PLAN AND  
HIGH-INJURY NETWORK MAP

**EXHIBIT F**

**MISCELLANEOUS INFORMATION**

**Employee/Conflict of Interest:**

Offerors who are elected or appointed officials or employees of the City of Columbia or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror's organization is currently an elected or appointed official or an employee of the City of Columbia or any political subdivision thereof, please provide the following information:	
Name and title of elected or appointed official or employee of the City of Columbia or any political subdivision thereof:	
If employee of the City of Columbia or political subdivision thereof, provide name of City or political subdivision where employed:	
Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the City of Columbia or political subdivision thereof:	_____ %

**Registration of Business Name (if applicable) with the Missouri Secretary of State**

The offeror should indicate the offeror's charter number and company name with the Missouri Secretary of State. Additionally, the offeror should provide proof of the offeror's good standing status with the Missouri Secretary of State. If the offeror is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

<b><i>Charter Number (if applicable)</i></b>	<b><i>Company Name</i></b>
If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:	