Engineering Department
CITY OF JOPLIN

602 South Main Street ● Joplin, Missouri 64801
Phone (417) 624-0820 Ext. 530 ●

CITY OF JOPLIN, MISSOURI

ON-CALL ENGINEERING PROFESSIONAL SERVICES
REQUEST FOR QUALIFICATIONS

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SPECIFICATIONS, TERMS & CONDITIONS FOR ON-CALL ENGINEERING SERVICES

RESPONSE DUE:

BEFORE 5:00 P.M.

ON:

December 4, 2019

AT
CITY OF JOPLIN CITY HALL
602 S. MAIN ST.
JOPLIN, MO 64801

Table of Contents

ACRONYM AND TERM GLOSSARY....3
STATEMENT OF WORK....4
PROJECTS DESCRIPTION & OVERVIEW 4
SCOPE OF SERVICES 4
TERM OF SERVICES 7
OTHER CITY REQUIREMENTS .... **Error! Bookmark not defined.**
INSTRUCTIONS TO PROPOSERS....7
CITY CONTACTS 7
SUBMITTALS PROCESS/REQUIREMENTS 7
SUBMITTAL FORMAT 8
SUBMITTAL CONTENTS 8
EVALUATION CRITERIA/SELECTION PROCESS 9
NOTICE OF AWARD....10
TERMS AND CONDITIONS....10
AWARD.... 10
METHOD OF CONTRACTING....11
STANDARD ATTACHMENTS....11

ACRONYM AND TERM GLOSSARY

Unless otherwise noted, the terms below may be upper or lowercase. Acronyms will always be uppercase.

ADA	American with Disabilities Act
A/E	Architecture(-al) and Engineer(-ing)
Council	Shall refer to the City of Joplin Council
CD	Compact Disk (for storing electronic files)
Contractor	When capitalized, shall refer to selected Proposer(s) that is awarded a contract
City	When capitalized, shall refer to the City of Joplin
Federal	Refers to United States Federal Government, its departments and/or agencies
F.O.B.	Shall mean without charge for delivery to destination and placing on board a carrier at a specified point (Free On Board)
IRS	Internal Revenue Service
Labor Code	Refers to Missouri Labor Code
LEED	Leadership in Energy and Environmental Design (basis for USGBC rating system)
NOA	Notice of Award
NPDES	National Pollution Discharge Elimination System
OSHA	Refers to Missouri Occupational Safety and Health Administrations
PDF (.pdf)	Portable Document Format by Adobe Systems
Submittal	Shall mean proposer/contractor response to this RFQ
Proposer	Shall mean specific person or firm responding to this RFQ
PO	Purchase Order(s)
Qualifications	Shall mean Proposer's response to this RFQ
Request for Qualification	Shall mean this document, which is the City of Joplin's request for proposers' qualification to provide the goods and/or services being solicited herein. Also referred herein as RFQ
Response	Shall refer to proposer's Statement of Qualifications submitted in reply to RFQ
RFI	Request For Information
RFP	Request for Proposal
RFQ	Request for Qualifications
SF	Standard Form
SLEB	Small Local Emerging Business
SOQ	Statement of Qualifications
State	Refers to State of Missouri, its departments and/or agencies
USGBC	United States Green Building Council

STATEMENT OF WORK

PROJECTS DESCRIPTION & OVERVIEW

City of Joplin has a continuous need for professional engineering services for a variety of City projects. These projects comprise a wide range of scopes from new design and construction to major and minor infrastructure repair or improvements. Some of these projects involve work related to bringing existing City buildings or infrastructure to compliance with current local, State, or Federal regulatory requirements. These projects are spread over the entire City geographic limits. The City intends to procure these services on an as-needed and as-requested basis. When needed, depending upon the value of the contract, contracts will be approved by either the Council or City's Public Works Department.

After the City establishes the list of the pre-qualified consultants in the professional disciplines of Surveying, Traffic Engineering, Construction Inspection, Geotechnical Engineering and Material Testing, Storm Water Engineering, Sanitation Sewer Engineering, Structural Engineering, Grant Applications and Transportation Design services (the On-Call List), consultants on the On-Call List will be asked to attend a scoping meeting with City staff to develop a scope and fee for professional services for specific projects. If the scope and fee for professional services is approved by Public Works staff, then an agreement will be prepared and will be approved by either the Council or City's Public Works Department.

SCOPE OF SERVICES

In accordance with the circumstances described above, the City seeks to pre-qualify and select professional services providers in the following categories:

- Limited number of Land Surveying firms
- Limited number of Traffic Engineering firms
- Limited number of Construction Inspection firms
- Limited number of Geotechnical and Material Testing firms
- Limited number of Storm Water firms
- Limited number of Sanitation Engineering firms
- Limited number of Transportation Design of City of Infrastructure
- Limited number of Structural Engineering firms
- Limited number of firms for grant applications (Tiger, TAP, etc)

The professional services that the City seeks will be in one or more of the following described areas:

1. Land Surveying

   Land surveying and mapping services will be needed for a variety of public works projects. Typical services will include, but are not limited to:

   - Boundary Surveys - Boundary surveys shall meet or exceed the Missouri Minimum Standards for Property Boundary Surveys.
   - Topographic Surveys - Topographic surveys, in general, may include existing surface data, roadway geometrics, surface utility facilities, control monumentation, drainage facilities, trees, structures, pavement delineation, traffic control devices, waterways and other miscellaneous existing elements.
   - Right-of-Way Surveys - Right-of-Way surveys may include surveying project sites to determine existing and/or proposed right-of-way, setting monuments at right-of-way limits and preparing right-of-way descriptions and exhibits.
   - Construction Staking - Construction staking services shall include construction staking, preparation of staking notes, and/or cut sheets from project plans, and as-built surveys.

2. Traffic Engineering

Traffic engineering services will be needed for various types of projects that may be required by the City. Types of anticipated projects for this term of service include but are not limited to:

- Traffic Impact Studies – Services include design of roadway, bicycle facilities, pedestrian facilities, etc.
- Traffic Warrant Studies – Services shall be in accordance to MUTCD chapter 4C.
- Access Management Studies – Services shall include facility hierarchy, intersection and interchange spacing, driveway spacing, traffic signal spacing, median treatments and median openings, turning lanes and auxiliary lanes, and street connections.
- GIS Mapping – Services include using GIS to update, add, or maintain traffic counts, traffic features, sign inventory, pavement condition using the PASER manual, and any other information that could be useful to the City's geodatabase
- Conceptual Design/Planning – Services could include design of intersection improvements, traffic signalization and timing plans, street widening plans, etc.

3. Construction Inspection

Construction inspection services will be needed for various types of projects that may be required by the City. Types of anticipated projects for this term of service include but are not limited to:

- Contractor's activity inspections
- Daily report preparations
- Schedule monitoring
- Punch list preparations
- Field testing of soils, concrete and materials sampling

4. Geotechnical and Material Testing

Geotechnical and material testing services will be needed for various types of projects that may be required by the City. Types of anticipated projects for this term of service include but are not limited to:

- Making judgements and advising on the feasibility of a project based on subsurface conditions
- Determine soil conditions and their probable characteristics and behavior based on design parameters
- Observe and report during construction and recommending modifications of the design when necessary.
- Groundwater control
- Pavement Evaluation
- Subgrade and material evaluation
- Subsurface exploration and testing

5. Storm and Sanitation Engineering

Storm water engineering services will be needed for various types of projects that may be required by the City. Types of anticipated projects for this term of service include but are not limited to:

- Planning, design, and repair of storm water facilities
- Maintenance efforts including repair, cleaning, and removal of blockages of storm water facilities
- Review of storm water management of private development projects.
- Periodic site visits as deemed necessary by the City.

6. Sanitation Engineering

Storm and sanitation engineering services will be needed for various types of projects that may be required by the City. Types of anticipated projects for this term of service include but are not limited to:

- Planning, design, and repair of public sewers and treatment facilities
- Maintenance efforts including repair, cleaning, and removal of blockages of sewer mains
- Review of sanitary management of private development projects.
- Periodic site visits as deemed necessary by the City.

7. Transportation Design of City Infrastructure

General design of City infrastructure will be needed for various types of projects including but not limited to:

- Design of roadways, sidewalks, trails, shared-use paths, etc.
- Conceptual plans for street lighting, transit facilities, street furniture, etc.

8. Structural Engineering

Structural Engineering services for this term of service include but are not limited to:

- Analysis or design of City buildings, bridges, parking structures, retaining walls, foundations, etc.

9. Grant Applications

Grant applications will be needed for various types of services including but not limited to:

- TIGER Grants
- Transportation Alternatives Program(TAP)
- MoDOT Cost Share Projects
- May include limited engineering analysis and conceptual planning

TERM OF SERVICES

The City anticipates utilization of the On-Call consulting list to begin in January of 2020. The City goal in this procurement is the delivery of services by the selected firms in the most expeditious manner. The City will endeavor to distribute the work to the On-Call List in an equitable manner considering the type and needs of the project and the particular experience of the firms on the On-Call List. The City will not guarantee any amount of fees relating to work awarded to any firm on the On-Call List.

The initial term of the prequalified /approved On-Call List for award of contracts, will be one (3) years.

INSTRUCTIONS TO PROPOSERS

CITY CONTACTS

The City's Public Works Department is managing the RFQ process. All contact during the competitive process is to be through the Public Works Department only.

The evaluation phase of the RFQ process shall begin upon receipt of sealed submittals. Proposers shall not contact or lobby evaluators during the evaluation process. Attempts by a Proposer to contact evaluators may result in disqualification.

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail to:

Dan Johnson, P.E.,
Assistant Director of Public Works
City of Joplin
602 S Main St
Joplin, MO 64801
(417) 624-0820 Ex: 538
DJohnso1@joplinmo.org

SUBMITTALS PROCESS/REQUIREMENTS

It is the responsibility of each proposer to be familiar with all of the specifications, terms and conditions of this RFQ. By the submission of qualifications, Proposer certifies that if awarded a contract, they will make no claim against the City based upon ignorance of conditions or misunderstanding of the specifications.

1. All submittals must be **SEALED** and must be received at the Public Works Department on the 4th floor of City Hall **NO LATER THAN** 5:00 p.m. on December 4, 2019.

   NOTE: LATE AND/OR UNSEALED SUBMITTALS CANNOT BE ACCEPTED. IF HAND DELIVERING SUBMITTALS PLEASE ALLOW TIME FOR PARKING AND ENTRY INTO A SECURE BUILDING.

   Submittals will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any submittals received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the Proposer unopened.

   All submittals, whether delivered by an employee of Proposer, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time designated. The Public Works Department's timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of submittals.

2. Submittals are to be addressed and delivered as follows:

   On-Call Engineering Services – (Professional Service submitting for)
   Public Works Department, Engineering
   ATTN: Dan Johnson
   602 S. Main St. 4th Floor
   Joplin, MO 64801

3. Proposer's name and return address must also appear on the mailing package.
4. No telegraphic, e-mail, or facsimile submittals will be considered.
5. By submission of its submittal, Proposer agrees and acknowledges all RFQ specifications, terms and conditions and affirms ability to perform.
6. All costs required to prepare the preparation and submission of a submittal shall be borne by Proposer.
7. Only one submittal response will be accepted from any one person, partnership, corporation, or other entity per service to be provided.
8. All information in the submittal responses will be held as confidential until such time as the City Evaluation Committee have completed their evaluations. Proposers will receive mailed qualified/non-qualified notification(s), which will include the names of the Proposers deemed qualified and placed on the On-Call List.

SUBMITTAL FORMAT

1. A two (2) page limit ***(each side of paper is considered a page)*** using twelve (12) font text on the statement of qualifications is required.
2. Submittal responses must have a "cover letter" on a letterhead signed in ink by all persons required under the applicable organizational documents in order to bind the Proposer on the submittal response. The cover letter may contain general information about the firm that applies to all disciplines the firm submits for. Provide applicable signature documentation pursuant to Proposer's organizational structure verifying the authority of the person signing the submittal response to commit to its Submittal on behalf of the Proposer. A cover letter shall be provided for each category. The cover letter shall also be limited to two pages with 12 font text **(each side of a paper is considered a page).**
3. Submittals shall contain only material directly related to response to requirements, not general marketing material. Organize your information in the Submittal responses are to be straightforward, clear, concise and specific to the information requested. Submit in 8-1/2"x11" format four (4) copies of the cover letter and submittal. In addition, a copy shall be submitted on a read-only CD in "PDF" format.
4. All four copies of the cover letter and submittal shall be stapled or bound individually.
5. In order for submittals to be considered complete, the Proposer must provide all information requested.

SUBMITTAL CONTENTS

The cover letter shall not exceed two pages with 12 font text **(each side of paper is considered a page) .** One cover letter per category per category may be provided or the same cover letter may be repeated for each category. Submittal response shall include the following information:

1. Organization
    a. Describe the background of key team members. Indicate the composition and number of staff, facilities available and experience of your firm/team as it relates to this open-ended scope of work.
    b. Provide a summary of the roles of key individuals on the team. Summarize public sector experience for the general Scope of Work as well as the length of employment with proposing firm. Key members, especially the Project Manager, shall have significant demonstrated experience with the type of projects listed above, and should be committed to stay with the team for the duration of the term of service.
2. Schedule of Work
    a. Describe your scheduling methodology and approach to schedule management along with your success at being on time and under budget.
    b. Describe your team's availability for assignment over the contract period.

EVALUATION CRITERIA/SELECTION PROCESS

Completeness Review: The City will perform a preliminary completeness review to identify any patently defective or non-responsive submittals. Submittals not meeting the requirements of the RFQ will be receive lower ratings. The City reserves the right to take action consistent with the requirements of this document including without limitation, requesting additional information. After receipt and opening of any submittal (and any additional requested information) the City may waive any inconsequential submittal defects.

The evaluation of the submittals will be performed by City staff.

1. Step 1 - Submittal Technical Evaluation

    The written submittals will be evaluated by City staff with experience in the professional services described herein. The evaluation of the submittals shall be within the sole judgment and discretion of the staff. City staff will evaluate each submittal to determine whether it meets the qualification requirements set forth in this RFQ. Proposers should bear in mind that any submittal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the

complexity and risk of the City's requirements as set forth in this RFQ. City staff will score each submittal reviewed, where the maximum score is 100 points, in accordance with the Evaluation Criteria set forth in this RFQ. The scores by each staff member will be totaled and averaged for a final score (up to 100 points) to arrive at a short list of highest ranked submittals.

All contact during this evaluation and selection process shall be through the City Contact Person only. Proposers shall neither contact nor lobby other City consultants, other City staff or officials, members of the City Evaluation Committee Process or members of the City Interview Panel during the evaluation process. Attempts by a Proposer to contact and/or influence these persons may result in disqualification of Proposer. Routine and legitimate inquiries should go through the City Contact Person.

The Evaluation Criterial and their respective weights are as follows:

Qualifications of Personnel *Experience and Organization of Proposed Team (20 Points)* • *Proposes adequate and appropriate disciplines of a typical project team.* • *Team has experience working on similar projects and has knowledge of the work necessary for the completion of such Projects.* • *Some or all of team members (firms) have previously worked together on similar project(s).* • *Overall organization of the team is relevant to City needs.* *Project Management Approach (10 Points)* • *Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.* • *Team successfully addresses ability to provide depth and breadth of services described in Scope of Services* • *Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.* • *Technical Background of Key Individuals on the Team* • *Proposed team members have relevant technical experience for their role in the project.* • *Key positions required to execute the project team's responsibilities are appropriately and adequately staffed.* • *Staff has appropriate licenses, registrations, and certifications.* • *Working Relationship with the City (* • *Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.* • *Team leadership understands the nature of public sector work and its decision making process.* • *Submittal responds to need to assist the City during the project.*	*50 Points TOTAL*
Past Performance • *Ability to respond during the contract period* • *Past Performance on controlling cost* • *Past performance in meeting deadlines*	*30 Points TOTAL*
Qualifications of the Firm • *Specialized experience and technical competences*	*15 Points TOTAL*
Litigation History • *Litigation history, if any, is described. If judgement(s) against Proposer, appropriate explanation provided.*	*5 Points TOTAL*
References • *Three (3) references are provided*	*Pass/Fail*

NOTICE OF AWARD

At the conclusion of the RFQ response evaluation process, all Proposers will be notified in writing of the pre-qualification status award recommendation. The notification document will provide the following information:

- The names of the proposers being recommended for the On-Call Services
- The names of all the proposers in alphabetical order

Debriefings for unsuccessful proposers may be scheduled and provided upon request and will be restricted to discussion of the unsuccessful applicant's submittal. ***UNDER NO CIRCUMSTANCES WILL ANY DISCUSSION BE CONDUCTED WITH REGARD TO CONTRACT NEGOTIATIONS WITH THE SUCCESSFUL PROPOSERS.***

TERMS AND CONDITIONS

AWARD

1. The City will recommend award to the proposers who, in its opinion, have provided submittals that best serve the overall interests of the City and attain the highest overall point scores.
2. The City reserves the right to reject any or all responses that materially differ from any terms contained herein in form and Exhibit(s) attached hereto and to waive informalities and minor irregularities in responses received.
3. The City reserves the right to award multiple proposers.
4. The City has the right to decline award of a contract for any reason.
5. The RFQ specifications, terms, conditions, and Exhibits, RFQ Addenda and Proposer's submittal, may be incorporated into and made a part of the contract that may be awarded as a result of this RFQ.

METHOD OF CONTRACTING

When an opportunity for a project comes up, the City will approach one of the appropriate firms on the On-Call List and solicit a proposal for the work. The City will evaluate the proposal and if it is satisfactory will negotiate a fee. If an agreement on a negotiated fee cannot be achieved, the City will approach another appropriate firm on the List and solicit a proposal. Once a fee is agreed upon the City will draft an agreement to be processed to obtain Council approval.

1. A signed Agreement may be issued upon Council approval.
2. Agreements will be mailed and shall be the only authorization for the Proposers to begin work.
3. Payments will be issued only in the Proposers name.
4. Change orders shall be agreed upon by the Proposer and the City and issued as needed in writing by the City.

STANDARD ATTACHMENTS

City standard scope of services.