CITY OF JOPLIN

REQUEST FOR QUALIFICATIONS
(RFQ)

FOR
ENGINEERING SERVICES

2025 CDBG-DR Sidewalks Project

SEALED QUALIFICATION SUBMISSION DEADLINE
NO LATER THAN 2:00 P.M., CENTRAL TIME, JULY 24, 2025

CITY OF JOPLIN

REQUEST FOR QUALIFICATIONS

2025 CDBG-DR Sidewalks Project Engineering Services

I. REQUEST FOR QUALIFICATIONS

A. Request

Statements of Qualifications are now being accepted by the City of Joplin from qualified Engineering Firms for providing engineering services for 2025 CDBG-DR Sidewalks Project. Respondents to this Request for Qualifications shall submit to the City of Joplin, a statement of qualifications, which will address the various components as set forth in this Request for Qualifications.

B. Obtaining a Request for Qualifications

This document is available to all qualified Consultants that request a copy up to the closing date/hour of submission.

Copies can be obtained from the City of Joplin, Capital Improvement Project Manager, Rob Beachner, 602 S Main St., Joplin, Missouri 64801, or by calling (417 624-0820 Ext. 1543). They can also be obtained from the City of Joplin website at https://www.joplinmo.org/bids.aspx .

II. BACKGROUND INFORMATION

The City of Joplin ("the City"), Missouri has received funds from the Department of Housing and Urban Development (HUD) through the Community Development Block Grant – Disaster Recovery Program (CDBG-DR-1) to design public infrastructure projects for the recovery from the tornado of May 22, 2011. The funds currently available are to be used to design projects that will repair, replace, renovate and/or reconstruct curb & gutter, driveway approaches, sidewalks and ADA ramps. These funds have been approved by HUD to be used in the low-to-moderate income census tract to improve neighborhood infrastructure.

The City intends to procure the services of an engineering firm to provide detailed plans, specifications, engineering cost estimates and bid documents for this project. The City will provide existing condition assessment field data related to the sidewalks and curb & gutter project to the selected consultants. This data is intended for use by the selected consultants to facilitate, where appropriate, the validation of condition assessments to support the required design activities associated with these facilities.

The infrastructure project will be developed to further enhance overall neighborhood continuity and visual impact to achieve the objective of

developing an inviting and sustainable environment. Green infrastructure will be highly encouraged in terms of incorporating design features where appropriate; firms are also requested to highlight this type of experience in their response.

The project area is included in, but not limited to "Census Tract 110", generally bound by "C" Street to the North, 13th Street to the South, Maiden Lane to the West, and Main Street to the East.

III. SCOPE OF WORK

The scope of services for the 2025 CDBG-DR Sidewalks Project will include at a minimum the development of design documents for contractor procurement and construction of the project, including detailed plans, engineering cost estimates, and bidding documents. Construction management services for the project are required as well. A detailed scope of work will be developed in conjunction with the selected firm as part of the contract development process. Adherence to the City of Joplin's Complete Street Ordinance will be required.

1. The scope of services may include, but not be limited to the following:

    - Design Survey
    - Project GIS Deliverables
    - Traffic Studies
    - Hydraulic Studies
    - Environmental Review
    - Permits
    - Property Appraisal Services (including review appraisals if required)
    - ROW Negotiation Services
    - Utility Relocation Coordination and Planning/Permitting
    - Construction Inspection
    - Materials Testing
    - Construction Surveying

2. The City of Joplin has made project beautification consideration a priority for all its future projects. The Consultant will be required to work with the City to develop a range of creative ways to provide enhancements within the project area that are in line with this priority and add value to other City-wide enhancements and plans.

3. The Consultant will work with City of Joplin staff along with other project stakeholders regularly throughout the design process to ensure that the goals of the project are being met.

4. The Consultant will be required to assist with and attend a minimum of 1 public meeting during the design phase of the project, through award of a construction contract. This will include providing drawings, maps, project data, etc. for public viewing at each of the meetings.

IV. SCHEDULE

Schedule shall be determined during the contract negotiation phase with the selected Consultant.

V. DELINEATION OF RESPONSIBILITIES

A. Responsibilities of the Consultant

1. The Consultant shall be responsible for undertaking the services identified under Section III above, or as negotiated (if required) with the City, upon execution of the contract by both parties.

2. All invoices for services shall be submitted to the City in duplicate and include a brief description of services rendered. In addition, invoices must show the name of the Department or Division for which the services were performed and the City of Joplin Purchase Order Number.

3. During the course of the project, the Consultant may invoice the City for services rendered, no more than once per month.

B. Responsibilities of the City of Joplin

1. The City shall make available to the Consultant all documents, studies, plans and specifications in the City's possession, which will be useful in completing the project work. However, it will remain the Consultant's responsibility to gather and verify necessary data.

C. Review Committee

The City will set up a committee to review the Qualifications

VI. QUALIFICATIONS FORMAT

The Submittal of Qualifications shall include the following:

A. Letter of Transmittal

The letter of transmittal shall be addressed to the City of Joplin Capital Improvement Project Manager, 602 South Main Street, Joplin, MO 64801 and must, at a minimum, contain the following:

1. Identification of the Consultant including name, address, telephone number, and email.

2. Location of the office from which service will be provided, including hours of operation.

2. An officer of the firm authorized to contract for the work shall sign the transmittal letter.

B. Responsiveness of written response in clearly stating an understanding of the scope of work as outlined in the scope of services portion of this request for qualifications.

C. Consultant's Experience

The Qualifications must include a demonstration of the Consultant's knowledge and experience relative to the items identified under the Scope of Work. This will include a list of similar projects and a description of the Consultant's general organization and names of key personnel, indicating the depth and quality of experience.

References (three minimum) shall be provided identifying each client, a contact person and the client's mailing address and telephone number for similar projects done by the personnel to be involved in these projects. One of the clients shall be a government agency.

D. Project Team

The Qualifications shall include the identification and organization of the team proposed to be assigned to this project, with individual resumes and the specific areas of responsibility of key personnel, concentrating on both breadth of experience and experience on similar projects. The same information for any sub-consultants proposed to be involved in any work shall also be included.

E. Approach

Responding parties shall provide their proposed methods of proceeding with the project work, including the method of keeping the City informed on the progress of the project.

F. Conflict of Interest Information

Information on possible conflicts of interest should be provided in the Submittal of Qualifications. Such information will be taken into account in making a decision on the selection of the Consultant to perform the services.

Should a conflict arise during preparations for or while undertaking these services, the Consultant shall immediately advise the City of such conflict.

VII. PROCESSING OF QUALIFICATIONS

A. Questions

Questions regarding this Request for Qualifications, the Scope of Work, or need for additional data or information can be obtained from Rob Beachner, Capital Improvement Project Manager, City of Joplin, 602 S. Main, Joplin, Missouri 64801. Contact 417-624-0820 Ext. 1543.

B. Pre-submittal Meeting

None anticipated.

C. Submission of Qualifications

To receive consideration, respondents should submit six copies of their submittal, highlighting their qualifications and experience. Including any cover letter, the entire document must be **no more than 10 pages in length**. Qualification submittals must be received in the Engineering Department, 4th Floor City Hall, 602 South Main, Joplin, Missouri 64801, **no later than 2:00 P.M., July 24, 2025** at which time they will be opened and distributed for evaluation. The outside of the envelope shall be marked **"RFQ for 2025 CDBG-DR Sidewalks Project Engineering Services"**. All submittals will be held in confidence until a contract has been executed or the City has rejected all Submittals. Late submittals will not be considered. They will be returned, unopened, to the sender.

D. Evaluation of Qualifications

The City of Joplin reserves the right, to evaluate each submittal of Qualifications, and to reject any or all submittals, or to accept the submittal(s) that in its sole judgment may be in the best interest of the City.

E. Time Frame

The Consultant shall maintain the contracted time frames.

F. Pre-contractual Expenses

The City shall not, in any event, be liable for any pre-contractual expenses incurred in the preparation of a Consultant's Submittal, prior to execution of the contract by both parties.

Pre-contractual expenses are defined as expenses incurred by the Consultant in:

1. Preparing and submitting qualifications(s) to the City;
2. Negotiations with the City on any matter related to the contract terms, professional fees, and schedule;
3. Any other expenses incurred by the Consultant prior to reaching agreement in advance of the date of execution of the negotiated contract.

G. Notification of Successful Consultant(s)

Successful potential Consultant(s) shall be notified as soon as possible by the City following review and scoring. In the event that the City is unable to negotiate a contract with the first selected Consultant, the City shall terminate those negotiations in writing, and negotiations shall then commence with the next Consultant on the list and continue downward.

H. Notification of Unsuccessful Consultants

The City shall notify unsuccessful potential Consultants as soon as possible, after execution of a contract with the successful Consultant(s).

VIII. SELECTION OF CONSULTANT

A. Qualifications

The Consultant may be a single firm or a joint venture and must show evidence of

its technical capability in this work. The Consultant shall also be knowledgeable in accordance with all applicable federal, state, and local government laws and regulations. Work shall be done in conformance with current professional practices in the State of Missouri.

B. Criteria for Selection

Selection among the Submittals shall be done using Quality Based Selection (QBS) methods, and shall be based upon the following criteria.

1. Concept and Responsiveness to City's Request 20%
   Responsiveness of the written response in clearly stating an understanding of the work to be performed as outlined in the scope of service.

2. Consultant's Relevant Experience 20%
   The Firms overall experience with similar projects
3. Project Team 20%
   Qualifications of staff to be assigned, education, position in firm and years experience will be considered.
4. Approach 40%
   Accessibility to client, familiarity with the area, proximity to the client, client/consultant relationship and general approach to project.

The City may prepare a short list of firms from the submitted Qualifications for oral presentations to a Selection Committee. This decision will be based on the number and quality of Submittals. If Submittals are deemed of a high enough quality, oral presentations may be waived, and a finalist selected based on Qualifications submitted.

In the event oral presentations are required, the City of Joplin will not be responsible for any expenses incurred by the potential Consultants for these presentations. New evaluation criteria may be established for oral interviews. The City will provide the desired format and criteria prior to the oral presentations. **PRESENTATIONS SHALL BE CLEAR AND CONCISE.**

If it is determined to be in the best interest of the City, all Submittals may be rejected, and the City may reissue Requests for Qualifications.

C. Negotiation of Contract

After selection of the successful Consultant the City of Joplin shall negotiate the contract under which the work is to be performed. All items submitted in the proposal shall be subject to negotiation. Additionally, the City reserves the right to enter into single or multiple contract(s) with a selected Consultant or Consultants for any or all of the components of this project.

If negotiations for fees and services are successful with the selected Consultant, as determined by the City, a contract for service will be prepared. In the event that negotiations for fees or services are not successful, the City will terminate these negotiations in writing and will then begin negotiations with the next Consultant, in descending order of approval.

The Consultant will not assign or transfer any or all of its rights, duties or obligations without the prior written consent of the City.

IX. POINT OF CONTACT

Rob Beachner- Capital Improvement Project Manager
City of Joplin
Engineering Department
602 S. Main
Joplin, Missouri 64801
Phone: (417) 624-0820 Ext. 1543 email: rbeachne@joplinmo.org

X. POLICY ON NONDISCRIMINATION ON THE BASIS OF DISABILITY

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the City of Joplin does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs, activities, or services.

For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in City programs, activities, or services contact:

City of Joplin Human Resources Division
602 South Main
Joplin, Missouri 64801
(417) 624-0820 ext. 1211

XI. NO LOBBYING

Respondent acknowledges and accepts that from the date of issuance of the RFQ until a final decision has been made by the City, it will not take any action, make any effort or support, or engage others on its behalf to take actions or efforts with attempt to influence the decision-making process for his RFQ in the favor of the respondent. This includes direct contact with the City Council, City Manager and City staff of the City of Joplin, Joplin Chamber of Commerce/IDA, and others who may be engaged in the process. Additionally, the respondent acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFQ evaluation or decision-making process. Any respondent violating any of the aforementioned conditions is subject to immediate disqualification from consideration.

XII. DISBARMENT

By submitting qualifications, the respondent certifies that it is not currently disbarred from submitting qualifications for consulting services agreements issued by any political subdivision or agency of the State of Missouri or the Federal government, and that it is not a person or entity that is currently debarred from submitting qualifications for consulting services agreements issued by any political subdivision or agency of the State of Missouri or the Federal government.