# CITY OF JOPLIN

## REQUEST FOR QUALIFICATIONS
## *(RFQ)*

## FOR

## ARPA Grant Stormwater Engineering Services

**SEALED QUALIFICATION SUBMISSION DEADLINE**
**NO LATER THAN 5:00 P.M., CENTRAL TIME, FEBRUARY 28, 2023**

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# STATEMENT OF WORK

## PROJECT DESCRIPTION & OVERVIEW

The Missouri Department of Natural Resources (MDNR) is administering a Water Infrastructure Community Grant Program, funded by the 2021 American Rescue Plan Act (ARPA). The City of Joplin was awarded a stormwater grant based on its application submitted to MDNR last summer. Consequently, the City seeks to secure the services of a qualified engineering firm to provide the services outlined in this document. The City's goals in this procurement are the delivery of services by the selected firm in the most expeditious manner, and quality infrastructure improvements constructed with ARPA funds. The terms of the grant require that all construction agreements be signed in advance of December 31, 2024 and all City expenditures occur by December 31, 2026. The projects identified for this stormwater grant are located in 9 sites and whose funding total exceeds $8,000,000. Exhibit(s) prepared for the grant application are available upon request.

## SCOPE OF SERVICES

The City seeks a professional engineering consultant who can provide all-encompassing professional services during the grant period, whether solely or in partnership with other firm(s). At a minimum, the consultant's scope of work will include 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. The scope of services may include, but not be limited to the following:

- Overall Project Management
- Design Survey
- Project GIS Deliverables
- Hydraulic Studies
- Environmental Review
- Permits
- Property Appraisal Services (including review appraisals if required)
- Negotiation Services for Easements or Rights-of-Way
- Utility Relocation Coordination and Planning/Permitting
- Construction Inspection
- Materials Testing
- Geotechnical Investigations

NOTE: the City of Joplin has made project beautification consideration a priority for all its projects. The Consultant will be required to work with City staff to develop a range of creative

ways to provide enhancements at the project sites that are in line with this priority and that add value to other City-wide enhancements.

## TERM OF SERVICES

Once the City's procurement process culminates in the signing of an agreement, the consultant will be expected to start immediately on engineering services. The grant requires all expenditures to be completed before December 31, 2026.

# 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. Any questions regarding this RFQ are to be submitted in writing before February 13, 2023. Please email questions to Lynden Lawson, Deputy Director of Public Works at LLawson@joplinmo.org

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.

Due to the grant's time constraints and project scope, the City does not envision interviewing candidates for this project, but rather, to use the qualification statements submitted by proposers to be the basis for evaluation and selection of the most qualified engineering consultant. Proposers are urged to refer to the Evaluation Criteria section for scoring criteria. The evaluation phase of the RFQ process will begin as quickly as practicable after the submittal deadline. Proposers shall not contact or lobby evaluators during the evaluation process. Attempts by a Proposer to contact evaluators may result in disqualification.

## 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 February 28, 2023.

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

   ARPA STORMWATER GRANT ENGINEERING SERVICES
   Public Works Department, Engineering
   ATTN: Lynden Lawson, Deputy Director of Public Works
   City of Joplin
   602 S Main St
   Joplin, MO 64801
   (417) 624-0820 Ex: 1538
   LLawson@joplinmo.org

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 from any one person, partnership, corporation, or other entity will be accepted.
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 a mailed notification of the selection.

## SUBMITTAL FORMAT

1. A four (4) page limit ***(each side of paper is considered a page)*** using no smaller than eleven (11) font text on the statement of qualifications is required.
2. Submittal responses must have a "cover letter" on a letterhead signed 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, as well as, any additional information pertaining to the evaluation of the firm's qualifications. The cover letter shall also be limited to two pages with no smaller than 11 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. 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 each submittal. In addition, a copy shall be submitted on a flash drive in "PDF" format.
4. All four copies of the cover letter and submittal shall be stapled or bound individually.
5. PDF copies for electronic filing purposes is also requested from each Proposer.
6. 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 no smaller than 11 font text **(each side of paper is considered a page).** One cover letter 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.

3. Evaluation Criteria
    a. Provide information pertinent to the Evaluation Criteria described within this document.

# EVALUATION OF PROPOSERS

## 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 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 – 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.

2. Step 2 – Contacting Evaluation Team Prohibited

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

| The Evaluation Criteria and their respective weights are as follows: | |
|---|---|
| ***Qualifications of Personnel***<br><br>*Experience and Organization of Proposed Team (20 Points)*<br>• *Proposes adequate and appropriate disciplines of a typical project team.*<br>• *Team has experience working on similar projects and has knowledge of the work necessary for the completion of such Projects.*<br>• *Some or all of team members (firms) have previously worked together on similar project(s).*<br>• *Overall organization of the team is relevant to City needs.*<br>*Project Management Approach (10 Points)*<br>• *Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.*<br>• *Team successfully addresses ability to provide depth and breadth of services described in Scope of Services*<br>• *Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.*<br>*Technical Background of Key Individuals on the Team (10 Points)*<br>• *Proposed team members have relevant technical experience for their role in the project.*<br>• *Key positions required to execute the project team's responsibilities are appropriately and adequately staffed.*<br>• *Staff has appropriate licenses, registrations, and certifications.*<br>*Knowledge of Public Sector Projects (10 Points)*<br>• *Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.*<br>• *Team leadership understands the nature of public sector work and its decision-making process.*<br>• *Submittal responds to need to assist the City during the project.* | *50 Points TOTAL* |
| ***Past Performance***<br>• *Ability to respond during the contract period*<br>• *Past Performance on controlling cost*<br>• *Past performance in meeting deadlines* | *20 Points TOTAL* |
| ***Qualifications of the Firm***<br>• *Specialized experience and technical competences*<br>• *Familiarity with projects funded by the State of Missouri or federal dollars; demonstrated success meeting grant requirements*<br>• *Familiarity with State and local design criteria, as well as, with the City's master plan for this type of infrastructure.* | *25 Points TOTAL* |
| ***Litigation History***<br>• *Litigation history, if any, is described. If judgement(s) against Proposer, appropriate explanation provided.* | *5 Points TOTAL* |
| ***References***<br>• *Three (3) references are provided if City has used the Proposer less than 3 times within the past 5 years in this area of expertise.* | *Pass/Fail* |

### NOTICE OF AWARD

At the conclusion of the evaluation process, the selected Proposer will be notified in writing that the project's scope and fees determination process can begin. 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 the City entertain any discussions with unsuccessful proposers about contract negotiations with the selected proposer.

## TERMS AND CONDITIONS

### AWARD

1. The City will recommend award to the proposer who has 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

The City will follow its standard procedures for procuring the services of an engineering firm; a signed Agreement and its associated Work Authorization outlining the terms of the contract between the City and the selected engineering consultant will be issued upon Council approval of the same.

## ATTACHMENTS

Grant Application Summary of Improvements

Presentation to Joplin City Council, Fall of 2022

# Storm Water ARPA Project

| | |
|---|---|
| **Category** | Stormwater |
| **Schedule of Project** | Design and Right-of-Way in 2023<br>Construction from 2024-2026<br>(Fund must be obligated by Dec. 31, 2024 and spent by Dec. 31, 2026) |
| **Goal** | The 9 proposed storm water improvement projects are designed to reduce and eliminate the frequency of private structure and City infrastructure flooding while improving flow capacity and life-span of existing stormwater infrastructure. |
| **Background** | • 3,883 LF of 15", 18", 24", 30", 36", and 42" reinforced concrete pipe<br>• 2,132 LF of 2'x2', 4'x4', 6'x4', 8'x4', 9'x3', 10'x5', 12'x4', and 12'x6' reinforced concrete box<br>• 2,148 LF of drainage channel restoration<br>• 1,973 LF of trapezoidal and concrete channel<br>• 3,406 LF of cellular confinement geotextile and French drains |