REQUEST FOR QUALIFICATIONS (RFQ) FOR CIVIL ENGINEERING SERVICES

(2015-RFQ-02)



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FOR CIVIL ENGINEERING SERVICES
FOR JOPLIN PUBLIC LIBRARY
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CITY OF JOPLIN
REQUEST FOR CIVIL ENGINEERING SERVICES

The City of Joplin, Missouri will accept sealed qualifications until 2:00 P. M., November 24, 2014 at the Joplin City Hall, 602 S Main, Joplin, Missouri, 64801 for the following:

CIVIL ENGINEERING SERVICES
JOPLIN PUBLIC LIBRARY

Specifications and bid forms are available from Tony Robyn, Disaster Recovery Coordinator at 417-624-0820, ext. 541, by writing to the address indicated above or by visiting www.joplinmo.org/bids. Any proposals received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all proposals, to reject any or all proposals and solicit again at a later date. The City may waive any irregularities in the proposal or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of proposals and issuance of awards.

The City encourages minority and female owned businesses to submit proposals on all City purchases.

A general description of scope of work for this RFQ is attached as Exhibit “A”.

CITY OF JOPLIN reserves the right to refuse and reject any or all qualifications and to waive any or all formalities or technicalities or to accept the firm(s) who CITY OF JOPLIN in its sole discretion determines to be most qualified, and hold the qualification for a period of 90 days without taking action. Qualifications submitted past the deadline date and time will not be accepted. Caution to those submitting qualifications; those not in the proper form may be rejected.

CITY OF JOPLIN
REQUEST FOR CIVIL ENGINEERING SERVICES

PURPOSE OF RFQ

CITY OF JOPLIN invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing civil engineering services in connection with the Joplin Public Library as herein outlined.

LOCATION

CITY OF JOPLIN is planning to construct a new approximately 50,000SF public library. The City and its designated Project Development Manager, CBC Real Estate Group "CBC" are interested in obtaining the services of a civil engineering design firm for a new library complex to assist in the site design of the facility including such items as estimating and compiling budgets, full civil design, coordinating for the project, and assist with various grant reporting requirements. All work is in Joplin, Missouri. CITY OF JOPLIN/CBC intends to competitively bid the project to qualified general contractors who will perform the work according to plans and specifications proposed by the qualified firm chosen pursuant to this RFQ.

OBJECTIVE

CITY OF JOPLIN proposes to retain a highly qualified, capable firm(s) to act as the Civil Engineer during the planning of the project for not-to-exceed price as will be determined with the selected firm based upon a detailed scope of work.

Those firm(s) who participate in this RFQ process are sometimes referred to as "Respondents" and "Engineers". CITY OF JOPLIN will give prime consideration to the Civil Engineer with significant, current experience in the development, design, and construction, of similar projects. CITY OF JOPLIN reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

SCOPE OF WORK

The selected Civil Engineer will be required to perform the basic Civil engineering services to be specified more fully in a contract agreement. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. CITY OF JOPLIN anticipates a contract which will include design, construction documents, securing approvals and cost estimations as well as collaborating with architect design firm; however, CITY OF JOPLIN reserves the right to include additional project elements in the initial or subsequent professional services agreements as CITY OF JOPLIN may (in its sole discretion) deem appropriate. CITY OF JOPLIN will not use the standard AIA contract documents to secure the professional services herein described. The attached contract in Exhibit C will be utilized. The Civil Engineer will be required to retain and be responsible for all basic engineering disciplines such as basic civil design, grading, utility and landscape design as appropriate for the Scope of Work negotiated. The Civil Engineer will also be responsible for assisting with all civil entitlements required for the project including topographic survey, zoning and platting. Architectural design firm will be under separate RFQ. The Civil Engineer is also required to identify and select the appropriate sub-consultants; however,

CITY OF JOPLIN reserves the right to approve proposed sub-consultants that will be associated with the Project.

PROJECT FUNDING

Funding for the work described herein will be provided through the Economic Development Administration (EDA) with addition funding provided through the CITY OF JOPLIN.

FEDERAL GRANT REQUIREMENTS

Use of Federal Funds: All contracts, services, purchasing, and activities must conform to U.S. Department of Commerce - Economic Development Administration federal assistance and guidelines to include the following:

Access to and Retention of Records: The Owner, EDA, the Controller General of the United States, the inspector General of the Department of Commerce, or any of their duly authorized representatives, shall have access to any documents, books, papers, and records of the Company (which are directly pertinent to this contract) for the purpose of making an audit, examination, excerpts, and transcriptions. The Company shall maintain all required records for at least three years after the Owner makes final payment and all pending matters are closed.

Discrimination: The contractor agrees in the performance of this contract not to discriminate on the ground or because of race, creed, color, national original or ancestry, sex, religion, handicap, age, status as a protected veteran or status as a qualified individual with a disability, or political opinion or affiliation, against any employee of Contractor or applicant for employment and shall include a similar provision in all subcontracts let or awarded hereunder. The parties hereby incorporate the requirements of 41 C.F.R. 60.1(a)(7), 29 C.F.R. Part o471 Appendix A to Subparty A, 41 C.F.R. 60-300.5 (a) ii and 41 C.F.R. 60-741.5(a), if applicable.

a. This contractor and subcontractor shall abide by the requirements of 41 C.F.R. 60 -300.5 (a). This regulation prohibits discriminations against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.
b. This contractor and subcontractor shall abide by the requirements of 41 C.F.R. 60 -741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

SELECTION PROCESS

Selection of firm(s) will follow the submittal-interview process.

From a review of the statements of qualification received, CITY OF JOPLIN intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for this project. CITY OF JOPLIN will notify firms of the date and time of the interview. CITY OF JOPLIN reserves the right to make a selection based solely on statements of qualifications received. CITY OF JOPLIN may request that presentations be made to Selection committee consisting of city staff, city project manager, CBC and library staff.

EVALUATION CRITERIA

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

Stage 1 Mandatory Criteria -

"MANDATORY CRITERIA"	SATISFIED (YES/NO)
Demonstrated experience providing requested services for similar projects of scope and scale by providing three recent examples of projects completed on budget and on time.	
Demonstrates direct industry experience working with city funded and/or federally funded projects	

The CITY OF JOPLIN may discontinue the evaluation of, and reject, any Proposal that does not satisfy the Mandatory Criteria.

Stage 2 Rated Criteria - 100 possible points

"RATED CRITERIA"	MINIMUM RATED CRITERIA THRESHOLD (Minimum 3 out of 5)	WEIGHTING
Methodology - that the vendor will use to conduct work outlined in RFQ and evidence of ability to perform the work described herein	30 Maximum Points Possible	30%
Experience - previous experience performing related projects of complex nature	25 Maximum Points Possible	25%
References - will be based on references submitted as part of RFQ, but can include clients not submitted	15 Maximum Points Possible	15%
Has experience and knowledge of working with similarly sized communities and ability to comply with City of Joplin codes, policies and regulations.	15 Maximum Points Possible	15%
Staff - capability and availability of professional staff to serve the City of Joplin in a competent and timely manner	15 Maximum Points Possible	15%
TOTAL	100 Maximum Points Possible	100%

ADDITIONAL INSTRUCTIONS , NOTIFICATIONS AND INFORMATION

No Gratuities - Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of CITY OF JOPLIN for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process. Accordingly, contacts with members of CITY OF JOPLIN, which are outside of the establish process should not be initiated.

ADMINISTRATIVE REQUIREMENTS

A. RFQ Schedule

Activity	Date
RFQ issued	October 26, 2014
Final questions due from potential vendors	November 14, 2014
City responses to questions and/or addenda issuance	November 18, 2014
Proposal Submission Deadline	November 24, 2014
Proposed Shortlist Selection Date	December 2, 2014
Proposed Interviews and Contract Discussions	Week of Dec 8, 2014

This timetable may be modified based on number of proposals received and extent of interview and discussion timeframes.

B. Addenda to the RFQ and Requests for Information: The City may, at its sole discretion, issue Addenda to this Request for Qualifications containing responses to questions and requests for information, clarifications or revisions of the RFQ, or any other matters that the City deems appropriate. Addenda will be issued to those to whom the City sent the original RFQ. Addenda or clarifications will be posted on the City of Joplin's website

Any question, request for clarification, or request for additional information regarding this RFQ should be submitted no later than 2 p.m., November 14, 2014 via e-mail to both trobyn@joplinmo.org and mkaiser@cbcrealestategroup.com or in writing, to Tony Robyn, City of Joplin, 602 South Main, 3rd Floor, Joplin, MO 64801. No oral response by any employee or agent of the City shall be binding on the City or shall in any way be considered a commitment by the City. If a Contractor finds any inconsistency or ambiguity in the RFQ, the Contractor is requested to contact the City Attorney at the enclosed address. Access to a digital copy of this RFQ, as well as any additional Addenda issued, may be found at http://joplinmo.org/bids

The City may at its discretion dictate multiple design phases and construction contracts for any project. Staying within the proposed project budget will be of primary concern to the City staff. Innovative solutions outside of the proposed project plan will be given serious consideration. The City reserves the right to award one or more projects to one or more firms.

C. All Information True

By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, may be excluded.

D. Interviews

After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. Respondents who are “short-listed” should expect and anticipate subsequent interviews which will most likely focus not only on the Respondent’s approach, but on an appraisal of the persons who would be directly involved in the Project. “Short listed” respondents may be asked to make a presentation to the CITY OF JOPLIN project team and leadership.

E. Inquires

Please refrain from contacting CITY OF JOPLIN staff to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.

F. Cost of Responses

CITY OF JOPLIN will not be responsible for the costs incurred by anyone in the submittal of responses.

G. No Obligation

CITY OF JOPLIN reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in CITY OF JOPLIN’s best interest; or cancel the entire process.

H. Professional Liability Insurance

The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Missouri.

SUBMITTAL INSTRUCTIONS

Sealed submittals are required. An original and one copy of the responses are to be delivered to:

Contact: Tony Robyn, Disaster Recovery Coordinator
Phone: (417) 624-0820 ext. 541, Fax: (417) 624-4620
Email: trobyn@joplinmo.org

Michelle Kaiser, Senior Project Manager
CBC Real Estate Group, LLC – Senior Project Manager
Phone: 816-285-9550
Email: mkaiser@cbcrealestategroup.com

Submittals will be received by the Disaster Recovery Coordinator and Project Manager at the specified location until the time and date cited above. Only submittals received by the correct time and date will be recorded.

Submittals must be submitted in an envelope with the Request for Qualifications number **(2015-RFQ-02)** and the Vendor's name and address clearly indicated on the envelope. All submittals must be completed in ink or typewritten and submitted by the time and date above. A digital copy in Word or PDF format should be included on CD or flash drive.

Proposers are strongly encouraged to carefully read the entire Request for Qualifications.

To enable CITY OF JOPLIN to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated.

Pages shall be no larger than letter size (8 ½" by 11") or, if folded to that dimension, twice letter size (11" by 17") each section (defined below) shall be separated by a tabbed divider. Elaborate covers and permanent binders are not required.

PLEASE CLEARLY MARK "CONFIDENTIAL/PROPRIETARY" ANY INFORMATION THAT YOU SEEK TO PROTECT FROM PUBLIC DISCLOSURE UNDER THE MISSOURI PUBLIC INFORMATION ACT AND SUBMIT SUCH INFORMATION A SEPARATELY MARKED ENVELOPE. CITY OF JOPLIN CANNOT ASSURE ANY RESPONDENT THAT INFORMATION THAT IS MARKED CONFIDENTIAL/PROPRIETARY WILL REMAIN PRIVATE, HOWEVER, IN THE EVENT OF A REQUEST FOR SUCH INFORMATION UNDER THE PUBLIC INFORMATION ACT, CITY OF JOPLIN WILL TIMELY NOTIFY YOU IN WRITING OF THE REQUEST AND YOU WILL BE AFFORDED THE RIGHT TO SUBMIT BRIEFING TO THE MISSOURI ATTORNEY GENERAL.

CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.

Each submittal shall include the following:

The submittal must detail how the design firm will provide the Scope of Services required by this RFQ as required by federal procurement guidelines. The design firms are encouraged to present in their submittals any alternate or creative means of providing any item specified

in the Scope of Services.

1) Company Profile

Provide the following information relative to your firm:

A. Firm name and business address, including telephone and facsimile numbers, and e-mail address.

B. Year established (include former firm names and year established). Identify the country and state in which the firm was incorporated or adopted.

C. Provide the Firm's type of ownership and, if applicable, parent company or subsidiaries. Include dates of any corporate mergers and/or acquisitions, including all present and former subsidiaries with dates of any and all restructuring since the founding date. Also, provide any licensure in Missouri.

D. Clarify the business address and telephone number of the office(s) at which the work is to be accomplished (if different than item #A). Also include the name, address, and telephone number of the project manager, if different than item A.

2) Organizational Structure

Describe your firm's organizational structure and discuss how you anticipate organizing your project team for this engagement.

3) Key Staff Resumes

Provide a listing of key project team members who will be involved. Provide resumes for the project manager and other key managerial staff and technical information, which include work experience, education, and any work-related publications. The key people proposed for the project must actually participate. If, because of extenuating circumstances, a member must be replaced, the City must approve the new member.

4) Experience and Qualifications

Set forth your experience and qualifications as they relate to the proposed project in terms of technical scope, tasks involved, deliverable products, and other elements of the work as they relate to the evaluation criteria and all requirements of this RFQ. The Proposal should provide all information which the Contractor considers pertinent to its qualifications for performing the work called for by the RFQ; including, but not limited to work detailed in the Scope of Work. Please limit representative projects to a maximum of 5 projects. These projects should have been completed in the last 5 years.

5) References

Each Contractor must furnish a minimum of five (5) references. At least three (3) of the five (5) references should be from projects of similar complexity and community size as the City of Joplin. Each reference must identify and describe the project worked on, and specify the originating and final project manager for the party providing the reference. References may or may not be reviewed or contacted, at the sole discretion of the City.

6) Disclosures

Disclose and detail whether your firm, staff, or proposed subcontractors have been involved in any library predevelopment discussion, design, planning, cost-estimating, or related work of the city-retained master developer, Wallace Bajjali Development Partners, to include brokerage relationships, commission arrangements, overrides or any other compensation arrangements. Disclosure of previous activity will not automatically disqualify your firm. Failure to disclose participation in predevelopment activities will disqualify the applicant.

7) Pending Claims

Each Contractor must describe any pending or ongoing administrative or judicial proceedings material to its business or finances, including, but not limited to litigation, consent orders, or agreements with state or federal regulatory agencies, and any claims, whether past, current, or pending, that involve work similar to the work sought by this RFQ. The nature of any such claim or proceeding must be described, together with its current status, final disposition (if any), and the parties involved.

EXHIBIT "A"
GENERAL DESCRIPTION OF SCOPE OF WORK

Purpose

The City and its designated Project Development Manager, CBC Real Estate Group "CBC" are interested in obtaining the services of a Civil Engineering firm for a new library complex for site design and construction documents, coordinating additional RFQ's for the project, and assist with various grant reporting requirements.

Background

Joplin's *Blueprint for the Future* and the Citizens Advisory Recovery Team *Implementation Next Steps* both identify opportunities to continue to develop, invigorate, and nurture the areas most devastated by the tornado, as well as create synergy among major anchor projects and other projects underway in the community. By design, the library, like many of the proposed redevelopment projects and programs have ripple effects beyond the tornado damage zone and are intended to reach a broad base of citizenry and their expressed needs and issues. Since the early stages of recovery, the city's objective and actions have been to stabilize and minimize population loss. In addition to the reconstruction and development underway across the city and disaster area, the importance of this project stems from the fact that it is part of a suite of priority reconstruction and recovery efforts, including critical infrastructure improvements and anchor developments intended to transform the face of Joplin into an interconnected, vibrant and growing city moving forward. These projects together provide a powerful catalytic effect within and adjacent to the tornado recovery zone and provide incentives and implications for associated ancillary development, while specifically addressing a multitude of community challenges and needs. The whole of these projects will benefit the Joplin community well into the future and represent an unprecedented, once in a life time opportunity.

In 2012, the City of Joplin was awarded a grant from the U.S. Economic Development Administration, EDA Award No.: 05-79-05345, to relocate and build a modern library facility in the heart of the disaster area, to, in part, help generate growth and economic resiliency in the wake of the 2011 tornado disaster. This EDA grant is for the redevelopment of the tornado impact zone including 20th Street corridor improvements. This project will be partially funded with Federal funds from the US Department of Commerce, Economic Development Administration and therefore is subject to the Federal laws and regulations associated with that program.

The City currently employs approximately 500 full-time employees. Our commitment to safety, our people, our work environment, and the reconstruction of the Joplin community, is principal. Our citizens are a vital ingredient in our success; they are in part what keep us informed and focused on maintaining and growing the community and stewarding its resources for the future.

CBC Real Estate Group, LLC has been selected as Project Development Manager, and is responsible for all aspects of procurement, programming, construction management and delivery of the Joplin Library Complex. The successful bidder will work closely with

designated City staff and CBC personnel and will be under the direction of the CBC project manager.

General Requirements

The selected civil engineer will be responsible for:

Site design and civil entitlement work for a modern public library facility of approximately 50,000 - 60,000 square feet (subject to final design) at 20th and Connecticut Streets in Joplin, Missouri, together with approximately 150 surface parking spots, landscaping, streetscaping, pedestrian access improvements, and an intermodal trailhead/pocket-park interface. The approximately 6 acre site is a combination of 12 different parcels which are under control of the City of Joplin by either 100 year ground lease or purchase. The property will require a boundary survey and rezoning. The City of Joplin is presently evaluating best methods to complete this scope.

While not seeking Leadership in Energy and Environmental Design certification, the overall facility should incorporate Leadership in Energy and Environmental Design-type standards and include sustainable technologies and innovations related to water efficiency, landscaping, site usability, and storm water management. Additional facility innovations and improvements should be explored and cost-projected such as an outdoor amphitheater and pocket park that can be utilized by the general public and programmed for library patrons

Site design will include surface parking for visitors, estimated at 150 spaces; capacity will be determined by the final site plan and will include a networked cluster of at least four Electric Vehicle Charging Station spaces with additional electrical conduit capacity allowing future expandability to ten spots. The charging station will be located near the electrical breaker panels and will also necessitate Wi-Fi, cellular coverage or a repeater.

The conceptual site design should incorporate landscape and streetscape elements which will tightly integrate–visually as well as in terms of pedestrian and traffic circulation–the facility with the proposed future adjacent mixed-use development to the east, as well as with 20th Street, Connecticut Avenue, and the surrounding residential neighborhoods. Considerable screening and berming should be incorporated providing residential privacy. The overall design concept is to create an anchor facility that is a landmark for the 20th and Connecticut intersection and serves as a modern key element of an integrated, family-friendly destination for adults,

students and children, which integrate seamlessly with the surrounding neighborhoods to enhance the community's vitality and viability as a walkable community. Library and site streetscape, frontage, and pedestrian elements should conform to, and integrate with, overall 20th Street Corridor design elements in design, aesthetics, and functionability and conform to all City codes and regulations.

Infrastructure and Site Conditions and requirements are modest; the site is currently cleared of vegetation and buildings with the exception of an asphalt parking lot remaining from buildings destroyed by the tornado. The site is relatively level, with minimal excavation work required. Completed Phase I and II Environmental studies give no indication of undermining or mine tailings issues at or surrounding the site; however some lead soil remediation will take place during construction in accordance with Jasper County procedures. Existing streets (20th and Connecticut) are adequate to serve the site. Adequate utility infrastructure is already in place to the site. Innovative stormwater management, run-off quality, and quality Missouri native landscaping approaches are important and will be incorporated in the conceptual site plan; exterior lighting and signage will be modest in keeping with the City's corridor overlay design standards and will mitigate light pollution. North and South Public Trolley Stops on Connecticut will be incorporated. Based on adjacent neighborhood residents' recommendations of any final design, the design will incorporate significant landscaped berming and buffering to minimize any adverse noise or view shed impacts for privacy. Include traffic lights at 18th and Connecticut and any other necessary traffic control provisions.

Site Plan Opportunity: See attached map of site. Also, to the east of the site is a proposed 100,000 square feet of future mixed-use retail/residential private development; library site designs should allow for interconnectivity with pedestrian access, parking and traffic flow. While not a part of the EDA-supported project, this private development is indicative of the economic development envisioned in the 20th and Connecticut area that will be catalyzed by the project and, in turn, will be an additional draw for traffic to the library. The site plan should at least include a pocket-park setting with intermodal trailhead features including benches, signage, lighting, art and water features, however, a small outdoor amphitheater should also be explored.

The site presents no major obstacles to the proposed construction. It is relativelylevel and devoid of any structures or significant vegetation as a result of the tornado damage, as it has been entirely cleared of previous structures (with the exception of four foundation slabs and an asphalt parking lot from buildings destroyed by the storm), trees and major vegetation. Adjacent streets are in place and all utilities are readily available.

EXHIBIT "B"
SPECIFIC REQUIREMENTS

Scope of Work

Selected firm will be required to work with CBC/CITY OF JOPLIN to finalize site design to ensure needs of CBC/CITY OF JOPLIN as well as commitments made in grant application are satisfied. Based on this information, your firm will develop in collaboration with selected architectural design firm preliminary site plan. A formal presentation will be made to building committee and CBC/CITY OF JOPLIN Board members in order to finalize design intent. Presentation materials should be in full color.

In collaboration CBC/CITY OF JOPLIN and architectural design firm the civil engineer will:

1. Assemble and review all available site data for the project area;
2. Meet with government and non-government personnel to ascertain all concerns, issues, problems and programs directly related to the project area;
3. Fully coordinate all activities necessary to complete the project including development of schematic designs and construction drawings and secure approvals from relevant agencies;
4. Master site plan and programming for site; building footprint will be provided by provided by selected architectural design firm. Civil will prepare detailed site layout and site design to incorporate the architect's conceptual plan, library direction and city requirements
5. Complete traffic study based on City of Joplin requirements;
6. Work with CBC/CITY OF JOPLIN to rezone all parcels;
7. Complete boundary and topographic survey (undetermined at this time if ALTA will be required);
8. Prepare necessary site plan documents for design review package in collaboration with architect including being present at all necessary meetings;
9. Preliminary landscape design for city submittals and design review;
10. SWPPP/Erosion & Sediment control plan as required to meet local requirements and EPA standards;
11. Attend coordination meetings with the design team, library, city and agencies during the course of the project;
12. Provide supplementary assistance to the design team to competitively bid the proposed work including cost estimating, review of general contractor proposed alternates and preparation of bidding addenda;
13. Close out documents as needed by governmental agencies

The above is a basic scope of work to provide a general scope of work. Additional scope may be added at the discretion of CBC/CITY OF JOPLIN.

Construction Documents and Administration

Based upon CBC/CITY OF JOPLIN approved preliminary design, Civil Engineer shall further prepare, document and develop final Construction Documents to cover all Work.

1. Construction documents to include;

- site layout including final location, sizing and layout of pedestrian and vehicle access, parking, building location, ADA requirements, paving material and site furnishings. Civil to provide all site details necessary to demonstrate specified site construction. Civil to coordinate efforts with architectural design team including electrical engineer for site lighting and power.
- Prepare grading and drainage construction plans in accordance with current industry standards and agency requirements
- Provide site engineering for all site utilities: sanitary sewer, water, power, gas and storm sewer. Civil to coordinate with City of Joplin or other agencies for design of this work;
- Refine preliminary site landscape plans prepared for entitlement approvals to include a complete planting plan with tree and shrub call-outs, bed areas defined, lawn areas designated, and in all legends, schedules and planting details required. Also include a complete irrigation plan including point of connection, mainline route, zoning, valve locations, lateral configuration, head layout, along with legends, schedules, and irrigation component details

2. Preparation of complete set of construction documents developed from a client approved set of scope documents. One (1) reproducible of each sheet shall be provided to the client for review at 50% and 90% completion stages. At 100% completion, two complete sets of as-builts will be delivered to the City of Joplin disaster recovery coordinator.
3. The construction documents will be sufficient to allow for complete and accurate pricing and construction. Documents shall be complete, thorough, well-coordinated between consultants, etc.
4. Bid documents will be required to include all of the applicable federal provisions (i.e. BuyAmeria, EDA contracting provisions, EDA sign, etc)
5. The firm shall be responsible for coordinating its construction documents with plans prepared by others. The firm will provide timely interpretations of the construction documents to the selected mechanical, electrical, plumbing and structural engineers and such other consultants or general contractors which the client may choose to become involved in the preparation of plans.
6. In order to support the fast track delivery of the Project, the Civil Engineer may be requested to issue separate packages of drawings which shall include at a minimum (a) Site / Civil Documents and (b) Core & Shell Documents.
7. Prior to the completion of the Construction Documents, at approximately 75% completion, the firm shall prepare a permit set of documents showing all required information necessary to obtain a building permit in the designated locality. The firm shall provide appropriate Civil Engineers seal as required.
8. Arrange for and conduct a pre-construction conference with client, other consultants and the general contractor to mutually agree upon the administration process and to further review critical areas of interface and the impact of long-lead products. Attend general contractor bid review meetings as requested.

9. Be made available to provide interpretation and clarification to contract documents and respond to field construction issues as necessary.
10. Review and approve required shop drawings, samples, product information as required to facilitate completion of the project. No review period shall take more than one (1) week for any single submission.
11. Visit and tour the project premises during construction to monitor the progress of the work. Verify locations of work as requested by client or general contractor. Generally, verify that the work is proceeding in accordance with the contract documents. Prepare periodic field reports as necessary.
12. Prepare and issue addenda requests for pricing, etc., as requested.
13. Attend weekly construction meetings at the job site.
14. Conduct two (2) project reviews in order to prepare and issue to the general contractor, an appropriate "punch-list" of items to be corrected before final payment by the client.

Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE

(Missouri Unauthorized Alien Workers Act)

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in

connection with the contract services provided to the City.

_____

Affiant