CITY OF JOPLIN

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

PROFESSIONAL SEWER RATE STUDY SERVICES

SEALED QUALIFICATION SUBMISSION DEADLINE
NO LATER THAN 2:00 P.M., CENTRAL TIME, JANUARY 24, 2024

CITY OF JOPLIN

REQUEST FOR QUALIFICATIONS

Professional Sewer Rate Study 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 professional rate study services for Joplin's wastewater treatment and sanitary sewer system. Respondents to this Request for Qualifications (RFQ) shall submit a statement of qualifications which addresses the various components as set forth in this document.

B. Obtaining a Request for Qualifications

The RFQ document is available to all qualified consultants that request a copy up to the closing date/hour of submission. The document is available on the City of Joplin's website and on file with the office of the Director of Public Works. To download the file, visit https://www.joplinmo.org/bids.aspx; alternatively, printed copies may be obtained from the 4th Floor of City Hall, located at 602 S Main St., Joplin, Missouri 64801.

II. BACKGROUND INFORMATION

Sewer billing rates were established in 2019 for the subsequent 5-year period which expires at the end of 2024. Joplin City Council desires to notify citizens several months prior to the new rates going into effect January of 2025.

III. SCOPE OF WORK

The selected consultant for sewer rate study services will develop a Sanitary Sewer Rate Study for the five-year period, commencing in 2025 and ending in 2029. The selected consultant will perform a review of current and projected sewer revenues to meet capital requirements over the life of the study period. A detailed scope of work will be developed with the selected firm as part of the contract development process.

1. The scope of services may include, but not be limited to the following:
    - attend meetings with City staff, City Council, and the public;
    - understand needed improvements over the life of the Rate Study period;
    - advise the City concerning the best recommended fee structure framework for the utility;
    - assist the City in preparing deliverables for Council, citizens and industries;

- present options for the City and evaluate costs of various options;

2. 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.

3. The Consultant will be required to assist with and attend public meeting(s) during the life of the contract, providing various drawings, maps, project data, etc. for public viewing at each meeting(s).

IV. SCHEDULE

As stated previously, the entire rate study process must conclude prior to the end of calendar year 2024. Joplin's City Council desires to inform citizens of the proposed sewer rates for 2025 at least three (3) months prior to their effective date. The selected consultant's scope and fees must be approved by City Council. Upon the contract's effective date, the consultant shall work to meet the schedule. Consultants should anticipate a compressed, six-month timeframe.

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 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's 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

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 study. However, it will remain the Consultant's responsibility to gather and verify necessary data.

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's designated point of contact; see Section IX of this RFQ document for further information. The letter 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 services under this contract will be provided, including hours of operation.

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

B. Project Understanding

Provide a written response, 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 performing the project; the method of keeping the City informed on the progress of the project; and addressing the capacity and capability of the team to perform this work, per the schedule constraints mentioned in the Section IV, Schedule, above.

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. GENERAL PROCEDURES

A. Questions

Questions regarding this Request for Qualifications, the Scope of Work, or need for additional data or information can be obtained from to the City of Joplin's designated point of contact; see Section IX of this RFQ document for further

information.

B. Pre-submittal Meeting

None anticipated.

C. Submission of Qualifications

To receive consideration, respondents shall submit five copies of their submittal, highlighting their qualifications and experience. Including any cover letter, the entire document must be **no more than 6 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., January 24, 2024** at which time they will be opened and distributed for evaluation. The outside of the envelope shall be marked **"RFQ for Professional Sewer Rate Study Services**." All submittals will be held in confidence until a contract has been executed or City Council 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.

A selection committee, comprised of City staff, will be established to evaluate the qualification submittals. No solicitation by respondents will be accepted prior to, or during, the evaluation process.

E. Time Frame

Submittals will be evaluated as soon as is practicable, in the City's interests.

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

No action anticipated.

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 of 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. Project Understanding — 10%
   Demonstrated responsiveness in the Submittal, including a clear understanding of the work to be performed, as outlined in the scope of service.

2. Consultant's Relevant Experience — 30%
   The Firm's 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.

If needed to aid the committee in selecting a consultant, a short list of firms might be prepared for oral presentations to the Selection Committee. In the event that oral presentations are required, consultants should be aware that, a) the City of Joplin will not be responsible for any expenses incurred by the potential Consultants for these presentations; b) new evaluation criteria may be established for oral interviews; c) the City will provide the desired format and criteria prior to the oral presentations; and, d) oral 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 a Request 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 evaluation scoring.

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(S) OF CONTACT

Primary:
Chris Parker
Civil Engineer 2
Phone: (417) 624-0820 Ext. 1584
email: CParker@joplinmo.org

Secondary:
Chad Weller
Asst. Dir. of Public Works – Operations
(417) 624-0820 Ext. 1560
CWeller@Joplinmo.org

City of Joplin
Engineering Department, 4th Floor
602 S. Main
Joplin, Missouri 64801

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.