RFQ FOR
City of Joplin Stormwater Management Masterplan Update
2019



City of Joplin
Department of Public Works
602 S. Main Street
Joplin, MO 64801

Phone: 417 624-0820 Ext. 531
FAX: 417 625-4738

REQUEST FOR QUALIFICATIONS

FOR THE CITY OF JOPLIN'S STORMWATER MANAGEMENT

MASTERPLAN UPDATE

The City of Joplin, Missouri, seeks to procure the services of an engineering firm to conduct an update to the City's Stormwater Management Master Plan by Burns & McDonnell in 1998 and the 2007 Supplemental Master plan by Allgeier, Martin and Associates (AMA). Consultant should have in-house hydraulic expertise or secure the services of a sub-consultant with expertise in that field. The general "scope of work" shall be negotiated after consultant selection. Services and goals for the plan include but are not limited to:

1. Attending public meetings during the study process to gather information concerning existing drainage problems throughout the City and the public's perception and opinions regarding overall drainage service. City staff will set up and coordinate the public meetings (anticipating 3).

2. A field investigation of the City's existing major drainage structures and open channel system for areas of the City not included or otherwise annexed in since the original 1998 Masterplan or 2007 Supplemental Masterplan, and of hydrologic land use parameters throughout the drainage basins to measure and record data for use in computer modeling of the system.

3. Review, expand upon or otherwise update existing drainage system maps developed in the 1998 Stormwater Management Masterplan Plan and the 2007 Supplemental Masterplan identifying:
    a. Watershed and sub-watershed boundaries
    b. Existing major drainage system components
    c. Known drainage problem locations.
    d. Proposed system capital improvements plan.

4. Evaluating the performance capability and deficiencies of the existing major drainage system for areas of the City not included or otherwise annexed in since the original 1998 Masterplan or 2007 Supplemental Masterplan through development of computer models utilizing the Corp of Engineers' HEC programs for return periods from one year to 100 years.

5. Developing an optimized capital improvements plan incorporating structural components, public and private regulatory detention facilities, and improved and natural open channels considering hydraulic performance, capital costs, annual operation and maintenance costs, and water quality impacts. The consultant will

also evaluate and expand on the City's current unfunded needs list and incorporate the list into the developed capital improvements plan.

6. Defining recommended project priorities and an overall schedule for implementing the capital improvements plan.

7. Evaluating and updating the City's current maintenance plan for its storm drainage system.

8. Evaluating and updating the City's current operations plan, including evaluating the necessary personnel and equipment needed for the maintenance of the City's current storm drainage system and determining whether current personnel/equipment is sufficient.

9. Assessment and update of the City's existing web-based GIS system for its storm sewer network. In 2015, the City's stormwater GIS layer was updated throughout the 2011 disaster recovery area by Bartlett & West. The selected consultant will expand on the update to include areas of the city outside the disaster recovery area or otherwise not included in the 2015 update.

10. Compliance and conformance with the requirements of the Department of Natural Resources grant that is anticipated to provide partial funding for this project. Specifically, the requirements for the grant as outlined per section **10 CSR 20-4.061 (3)(D)**. Details of the grant and its requirements can be found on the DNR website using the following link: https://www.sos.mo.gov/cmsimages/adrules/csr/previous/10csr/10csr0110/10c20-4.pdf

RFQ CONTENT

All Statements of Qualifications shall include at least the following information:

1. Letter of Transmittal that summarizes the respondent's understanding of the project and the services requested.
2. Background information for the firm.
3. Key personnel anticipated to be assigned to the project, including resumes and their availability to work on this project in the near future.
4. Project approach and technical work plan, including innovative or unique methods that the respondent may utilize in completing the work.
5. Past experience of completing similar work.

6. 3-5 project examples and references of work similar in scope to this project which includes capital improvement plan development, storm sewer GPS mapping, GIS data development and WebGIS development.
7. Familiarity with the City of Joplin GIS.
    a. Familiarity with Jasper and Newton County GIS will also be a benefit
8. Outside consultants, associates, etc. that the respondent expects to utilize for the project. The City will accept sub consultants however they are not recommended.
9. Include a schedule to complete the project and provide an outline of the schedule in a bar or Gantt chart to reflect activities beginning with an assumed Notice to Proceed date of March 23, 2019.
10. Any other additional information that will indicate the qualifications of the firm.

CONSULTANT SELECTION PROCESS

The Evaluation Criteria 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 (10)* • *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 (10)* • *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*	*15 Points TOTAL*
Qualifications of the Firm • *Specialized experience and technical competences*	*30 Points TOTAL*
Litigation History • *Litigation history, if any, is described. If judgement(s) against Proposer, appropriate explanation provided.*	*5 Points TOTAL*

Respondents should submit four copies of their submittal, highlighting their qualifications and experience. Including any cover letter, the entire document must be no more than 20 pages in length. Qualification submittals should be clearly marked "**Joplin Stormwater MasterPlan**" and should be mailed or delivered to the following address: **ATTN: Steven Martinez, Engineering department, 4th Floor Joplin City Hall**, 602 S. Main Street Joplin, MO 64801. Submittals must arrive no later than **5:00 p.m. (CST) Monday, January 13, 2020**. The respondent shall submit with this RFQ the name and relevant experience of any proposed sub-consultants. The City may, at its discretion, choose to interview one or more consultants prior to making a final selection. Questions concerning the RFQ should be directed to:

Steven Martinez Stormwater Engineer via E-mail (smartine@joplinmo.org) or phone (417-624-0820), ext 531.

or

Dan Johnson, Assistant Director of Public Works, via E-mail (djohnso1@joplinmo.org) or phone (417)-624-0820, ext 538.

After receiving all of the Statements of Qualifications the City will analyze and rank the responses. Some of the qualified submittals may be scheduled to make presentations to the selection committee depending on the qualifications received. The top ranked firm will be chosen, and financial negotiations will conclude by the end of the month of February. When a satisfactory proposal and fee has been reached, it will be presented to the City Council on March 16, 2020.