CITY OF JOPLIN

REQUEST FOR QUALIFICATIONS
(RFQ)

FOR
SITE SELECTION AND DESIGN SERVICES

Transit Transfer Station
City of Joplin, Missouri

SEALED QUALIFICATION SUBMISSION DEADLINE
NO LATER THAN 10:00 A.M., CENTRAL TIME, OCTOBER 4, 2021

CITY OF JOPLIN

REQUEST FOR QUALIFICATION

Transit Transfer Station Site Selection and Design Services

I. REQUEST FOR QUALIFICATIONS

A. Request

Statements of Qualifications are now being accepted by the City of Joplin from qualified Architecture Firms for providing Architectural and Engineering Design Services for construction of a new Transit Transfer Station. The new transit facility will include administrative offices, driver training room, dispatch area, and covered vehicle parking. 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, Transportation Coordinator, Robert Lolley, 123 S Main St., Joplin, Missouri 64801, or by calling (417 625.4793). They can also be obtained from the City of Joplin website.

II. BACKGROUND INFORMATION

The City has operated a transit system consisting of three deviated fixed routes since 2007. Under the current system, the three routes meet at three designated transfer points where riders can transfer from one route to another and the system operates under one-hour headways. Many service providers and popular destinations utilized by transit riders, i.e. Mercy Hospital, Ozark Center, and Joplin Public Library rebuilt in new locations following the May 2011 tornado. Joplin's transit system needs to implement route changes in order to adapt to the emerging transit needs of the community and better serve our citizens.

In January 2019, the City of Joplin initiated the Joplin Transit Comprehensive Operational Analysis (COA). The objective of the COA was to analyze existing transit service; engage the community and local stakeholders about the role of public transit; develop transit service design guidelines; conduct an alternatives analysis; and identify short-term, medium-term, and long-term service plans. The medium-term plan recommended the construction of a new transfer station near the geographic center of the proposed service area. Eight transit routes will operate from the transfer station providing 30-minute loops from the transfer station to their terminus and back to the transfer station.

III. SCOPE OF WORK

1. The Consultant will assist with transfer station design and final transfer station site placement criteria and recommendations related to ingress and egress.

2. The Transfer Station is envisioned to be a 10-bay station, with one bay to accommodate a 35' vehicle and nine bays to accommodate 25' vehicles.

3. The design is envisioned to include an office building with three administrative offices, dispatch center for 4 employees, training/conference room for 30 people, small customer service lobby, public and private restrooms, and covered pedestrian access between the office building and all vehicle bays.

4. ADA parking accommodations for 10 vehicles is to be included in the site plan.

5. The Consultant will provide the City with 4 separate location options for the placement of the Transit Transfer Station, including a conceptual building layout design and site plan for each proposed location.

IV. WORK DETAILS

The Consultant shall be prepared to assist the City with the following activities:

1. Programming and planning of space for end-users to determine the optimum, functional building layout. Special consideration shall be given to the orientation of the building and vehicle bays for vehicle entrance and exiting, and traffic patterns.

2. Meet with City design review team at least once review findings and provide updates regarding the consultant's work to date.

3. Provide an estimate of probable cost for each proposed location option and conceptual layout.

V. DESIGN PRODUCTION SCHEDULE

All items and tasks in the Consultant's scope of work shall be completed and submitted to the City within 150 calendar days after Notice-To-Proceed.
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VI. 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 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. The original invoice is to be presented to City of Joplin Finance Department, 602 South Main Street, Joplin, MO 64801. The duplicate invoice shall be submitted to the department receiving the services; the City of Joplin, MAPS Department, 123 S. Main Street, Joplin, MO 64801.

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.

2. The City will pay invoices submitted in conformance with the contract within thirty calendar days after submittal, but no more than once per month.

C. Review Committee

The City will set up a committee to review the Qualifications

VII. 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 Transportation Coordinator, 123 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.

3. 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 and Options. 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. Level of Effort

A proposed project schedule shall be provided by Scope of Work tasks, as outlined in Section III and IV. The schedule should be presented in Gantt chart format highlighting the target dates.

G. 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.

VIII. 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 Robert Lolley, Transportation Coordinator , City of Joplin, 123 S. Main, Joplin, Missouri 64801. Contact 417.625.4793.

B. Pre-submittal Meeting

None anticipated.

C. Submission of Qualifications

To receive consideration, **an original (signed in blue ink) and five copies** (***6 total***) of the qualifications submittal must be received in the MAPS office, 123 South Main, Joplin, Missouri 64801, **no later than 10:00 A.M., October 4, 2021** at which time they will be opened and distributed for evaluation. The outside of the envelope shall be marked **"Transfer Station Design 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.

E. 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.

F. Time Frame

The Consultant shall maintain the contracted time frames.

G. 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.

H. Notification of Successful Consultant(s)

Successful potential Consultant(s) shall be notified as soon as possible by the City following approval by Council of the rank listing of Consultants with which the City is to commence contract negotiation in descending order. 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.

I. 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).

IX. 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 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 (transfer stations) and experience with Leeds Certification, environmental and energy focused design.
3. Project Team 20%
   Qualifications of staff to be assigned, education, position in firm and years experience will be considered.
4. Approach 20%
   Accessibility to client, client/consultant relationship and general Approach to project.
5. Level of Effort 20%

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.**

Recommendations for a Consultant will be made to the City Council for final approval. However, 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.

X. POINT OF CONTACT

Robert Lolley- Transportation Coordinator
City of Joplin
MAPS Department
123 S. Main
Joplin, Missouri 64801
Phone: (417) 625-4793 email : rlolley@joplinmo.org

XI. 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