



711 MAIN ST.  
GRAIN VALLEY, MO 64029  
816-847-6220 Phone  
816-847-6206 Fax  
www.cityofgrainvalley.org

**TITLE-SIGNATURE PAGE  
REQUEST FOR QUALIFICATIONS NO. 10-01**

The City of Grain Valley is accepting statements of qualifications for on call professional engineering services for the period April 2010 – April 2012 with one (1) optional one year extension if agreed by both the City and the selected firm.

(4) Unbound copies  
MUST BE RECEIVED BY:  
5:00 P.M. on February 26, 2010

**PLEASE MARK YOUR SUBMITTAL "SEALED PROPOSAL" AND SEND OR DELIVER IT TO:**

City of Grain Valley  
Attention: Director of Public Works  
711 Main St.  
Grain Valley, Missouri 64029

The City reserves the right to reject any and all proposals, to waive technical defects, to select the proposal(s) deemed most advantageous to the City, and to negotiate the fees and service delivery contemplated in this solicitation and in submitted proposals.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. **Respondent is REQUIRED to complete, sign and return this form with their submittal.**

Company Name	Authorized Person (Print)
_____	_____
Address	Signature
_____	_____
City/State/Zip	Title
_____	_____
Telephone #	Date
Fax #	Tax ID #
_____	_____
E-mail	Entity Type
_____	_____



## CITY OF GRAIN VALLEY

## REQUEST FOR QUALIFICATIONS 10-01

The City of Grain Valley, Missouri, invites you to submit a proposal and statement of qualifications for on call engineering services for the period April 2010-April 2012 with one (1) optional one year extension if agreed by both the City and the selected firm.

Proposals must be received by 5 P.M. local time, on February 26, 2010 at the City Hall, 711 Main St., Grain Valley, MO 64029 and will be opened on March 1 at 1 P.M. local time.

Proposal documents are available by accessing the City's web site at [www.cityofgrainvalley.org](http://www.cityofgrainvalley.org) or by contacting the City of Grain Valley at 816-847-6220.

The City reserves the right to reject any and all proposals, to waive technical defects in the proposals, to select the proposal deemed most advantageous to the City, and to negotiate the fees and service delivery contemplated in this solicitation and in submitted proposals.

*Jeff Fisher, Director of Public Works*



**PART I**  
**SERVICES REQUIRED**

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1 SCOPE OF SERVICES

1.1 Professional Engineering Services

- 1.1.1 General consultation when needed and provide preliminary or final engineering design for projects determined by the City of Grain Valley. The engineering design shall include, but not be limited to, structural design, storm water studies, sanitary sewer evaluation and design, roadway design and water main design.
- 1.1.2 All drawings shall be provided electronically in Missouri State Plane Coordinates for use in Arcview software. A hard copy of the drawing shall be provided.
- 1.1.3 All drawings, notes, etc. shall be certified by a Registered Professional Engineer, licensed in the State of Missouri.

1.2 Land Surveying Services

- 1.2.1 May provide preliminary, intermediate and/or final design engineering surveys for projects that the City of Grain Valley will design or have a consultant design. The surveys shall include, but not be limited to, horizontal and vertical control, (Missouri State Plane) topography, cross sections, profiles, property corners, field locates and any other field information deemed necessary. Horizontal control shall be tied to the closest sectionalized land corner as is practicable.
- 1.2.2 Provide boundary surveys.
- 1.2.3 Provide all research needed to obtain plats, section corner report forms, ownership, easements and rights of way.
- 1.2.4 Provide construction staking on projects when deemed necessary.
- 1.2.5 Contact all utility companies for field locates at project locations.
- 1.2.6 All field data shall be provided electronically for use in Arcview software as a drawing with all data collection points included in an ASCII format. A hard copy drawing of the field data shall be provided along with a hard copy of the point file.
- 1.2.7 All field data, drawings, notes, etc. shall be certified by a Registered Land Surveyor, licensed in the State of Missouri.

3. COMPENSATION

Compensation for services will be made at the hourly rate and fee schedule described below:



3.1 Personnel hourly rates:

<u>Position</u>	<u>Rate/Hour</u>
Professional Engineer (Civil)	\$ _____
Professional Engineer (Structural)	\$ _____
Engineer-in-Training	\$ _____
Public Affairs	\$ _____
Registered Land Surveyor	\$ _____
2-man crew	\$ _____
3-man crew	\$ _____
1-man crew w/ GPS	\$ _____
2-man crew w/ GPS	\$ _____
CAD Technician	\$ _____
Clerical	\$ _____

3.2 Mileage

3.2.1 \$0.50 per mile for trips associated with assigned projects.

3.3 Out of Pocket Expenses

3.3.1 Reimbursement of out of pocket expenses at cost (maps, ownership documents, etc.) will be paid at cost.

4. PAYMENT

Statements for services rendered shall be submitted on a monthly basis, payable within 30 days of each billing.

5. INSURANCE

The City of Grain Valley requires that professional liability insurance coverage be maintained and in force for each fiscal year, with a minimum coverage of \$1,000,000. An insurance certificate or copy of the policy shall be provided at the time the proposal is submitted and at the beginning of each fiscal year.

6. HOLD HARMLESS AGREEMENT

The City of Grain Valley, its Alderman, Mayor, Officers, Employees and Agents shall be held free and harmless against any and all losses, penalties, damages, settlements, costs, charges or other expenses and liabilities resulting from the errors, omissions, or negligent acts by the employees, agents or representatives of the firm selected to provide these services.

7. EVALUATION OF PROPOSALS

Proposals will be evaluated by a Selection Committee comprised of, but not limited to: City Administrator, Director of Public Works and City Engineer. There will be three firms chosen for personal interviews, after which, one will be selected in a timely manner. Selection will be based on Hourly Rates/Fee



Schedules and References that will be used to confirm quality of products and services and ability to provide services in an efficient and timely manner.

The City of Grain Valley reserves the right to request proposals for engineering and land surveying services on any Projects where those services will total more than \$50,000.

8. TERMS AND CONDITIONS

The City of Grain Valley reserves the right to award the contract by sections, to reject any or all proposals, or to waive any informalities or irregularities in the submitted proposals. The Request for Proposal does not commit the City of Grain Valley, Missouri, to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

Four (4) copies of the proposals for consideration shall be submitted to the Director of Public Works, City of Grain Valley, 711 Main Street, Grain Valley, Missouri, 64029, by 5:00pm on Friday, February 26, 2010.

9. TIMELINE:

Mail RFQ Notification	February 5, 2010
Receive Qualifications	February 26, 2010 at 5 PM
Meet to review	March 1, 2010 at 1 PM
Interviews	March 5, 2010
Select Consultant	
Negotiate Rates	
Finalize Contract	Week of March 8, 2010
Recommendation to BOA	March 22, 2010



## **PART II INSTRUCTIONS TO RESPONDENTS**

### **1. SELECTION PROCESS**

The proposals will be evaluated by a Selection Committee comprised of selected City personnel. The overall process will consist of three steps: the first being a review and evaluation of all responsive proposals by City staff, followed by interviews with the top three to five (3-5) selected firms.

Evaluation of proposals and interviews by the selection committee will be based on the following criteria:

- Experience, credentials, and time commitment of the Firm, Project Manager and other key personnel assigned to the project.
- Experience of the Design Team in completing projects of a similar nature.
- Responsiveness to the project goals and preparation of an all-inclusive Scope of Work.
- Presentation of a project schedule that meets the City's scheduling objectives.

The professional fee envelopes will be opened only after the Design Teams are evaluated based upon the proposals submitted and the interview process.

After staff review and evaluation of the proposals and oral interviews, a recommendation will be made to the Board of Aldermen for the selection of a proposal or the rejection of all proposals.

### **2. RESPONDENT COST TO DEVELOP PROPOSAL:**

All costs for preparing and submitting proposals in response to this RFQ are to be the responsibility of the respondent and will not be chargeable in any manner to the City.

### **3. INSTRUCTIONS FOR RESPONDING TO THIS RFQ**

Proposals must be completed as instructed, and four (4) unbound original bound copies returned in response to this RFQ.

The proposal shall be organized using the following format:

- 3.1 Table of Contents
- 3.2 Narrative/Project Approach



### 3.3 Experience and Project Management (Form 2 and Form 3)

a. Identify key personnel that will be assigned to the project. List the person's name, title, project assignments, years of experience and any other qualifications relevant to the Respondent's proposal .

b. References and Experience -- List those projects the Respondent has completed within the past five (5) years that are similar to that in the Respondent's proposal.

c. Include client name, address, person(s) to contact, telephone number, a brief description of the project completed, and date completed.

### 3.4 Fee Schedule

4. The following is a sample proposal ranking sheet that will be used to evaluate the proposals submitted by Respondents.



# PROPOSAL RANKING SHEET

## EVALUATION CRITERIA

Evaluation Criteria	Maximum Points	Score
1. Project Approach: Evaluate the Respondent's approach for working with identified staff, assembling information, and providing deliverables that will enable the City to make strategic decisions regarding potential projects.	30	_____
2. Firm Experience: Evaluate the Respondent's credentials and experience in performing similar work for other municipalities.	20	_____
3. Project Management/Personnel: Consider comparable experience and background of specific personnel that shall be assigned to the project as outlined on Form 2 of the RFQ.	25	_____
4. Project Schedule: Consider the ability to meet or exceed the needs of the City in providing services requested under this RFQ.	25	_____
Ranked By: _____	TOTAL POINTS	=====
	100	



**PART III  
FORMS AND SUBMITTALS**

The following table sets forth the specific items to be addressed in the proposal. Respondents must return this page with their proposal and with the corresponding page numbers indicated on the information submitted within their proposal:

**Page Number**

A.	TABLE OF CONTENTS: Submit this page with page numbers provided.	Page 1
B.	NARRATIVE DESCRIPTION OF PROJECT/ OVERALL DEVELOPMENT PLAN CONCEPT: <i>Include any sketch drawings, site layout, etc. as exhibits in this section.</i> Form 1 provided	Page 2 - _____
C.	PROJECT MANAGEMENT: Form 1A provided (include a listing of all firms / organizations involved in overseeing this project as proposed)	Page _____ - _____
D.	LIST OF KEY PERSONNEL PROPOSED TO BE INVOLVED IN THIS PROJECT: Form 2 provided (may be reproduced and attached in sequence if more space is required).	Page _____ - _____
E.	EXPERIENCE: Form 3 provided (may be reproduced and attached in sequence if more space is required).	Page _____ - _____
F.	FINANCIAL PLAN: Form 4 provided	Page _____ - _____
G.	TERMS AND CONDITIONS: Form 5 provided	Page _____ - _____
H.	STATEMENT OF SUBMITTAL Form 6 provided	Page _____ - _____



**FORM NO. 1:**  
**Narrative/Project Approach** (limit to three pages)

**Narrative Description of Project (include any drawings as exhibits to this form):**



# FORM NO. 1A: PROJECT MANAGEMENT

1. Firm / Provider / Organization (or Joint Venture) Name and Address:
  - 1a. Firm / Provider / Organization is:  National  Regional  Local
  - 1b. Year Firm / Provider / Organization Established:
  - 1c. Licensed to do business in the State of Missouri:  Yes  No
  - 1d. Name, title, and telephone number of Principal to contact:
  - 1e. Address of office to perform work, if different from Item No. 1:
2. Please list the number of persons by discipline that your Firm/Joint Venture will commit to the City's project:
3. If submittal is by Joint Venture, list participating firms / providers and outline specific areas of responsibility for each firm:
  - 3a. Has this Joint Venture previously worked together?  Yes  No



# FORM NO. 2: KEY PERSONNEL (limit to two pages per person)

Brief resume of key persons, specialists, and individual consultants that shall be assigned to the City project:

- a. Name and Title:
  
- b. Project Assignment:
  
- c. Name of Firm / Provider with which associated:
  
- d. Years Experience:  
With this firm \_\_\_\_\_ Other firms
  
- e. Education: Degree(s)/Year/Specialization:
  
- f. Active Registration: Year First Registered/Discipline
  
- g. Other Experience & Qualifications relevant to the proposed project:



# **FORM NO. 3: EXPERIENCE & REFERENCES** (limit to one page per project)

List work by Respondent which best illustrates current qualifications relevant to the City's project that has been/is being accomplished by personnel that shall be assigned to the City's project. List no more than eight (8) projects:

Project Name & Location:

Completion Date (Actual or Estimated):

Project Owners Name & Address:

Project Owner's Contact Person, Title & Telephone Number:

Estimated Cost (in Thousands) for Entire Project: \$

Estimated Cost (in Thousands) for Work Which Firm was/is Responsible: \$

Scope of Entire Project: (Please give quantitative indications wherever possible).

Nature of Respondent's responsibility in project: (Please give quantitative indications wherever possible).

Respondent's Personnel (Name/Project Assignment) who worked on the stated project that shall be assigned to the City's project:



**PART III  
GENERAL CONDITIONS  
GOVERNING RESPONSES AND SUBSEQUENT CONTRACTS  
City of Grain Valley, MO**

1. **SCOPE:** The following terms and conditions, unless otherwise modified by the City of Grain Valley within this document, shall govern the submission of proposals and subsequent contracts. The City of Grain Valley reserves the right to reject any proposal that takes exception to these conditions.
2. **DEFINITIONS AS USED HEREIN:**
  - a. The term "request for qualification" means a solicitation of formal, sealed qualifications.
  - b. The term "respondent" means the person, firm or corporation who submits formal sealed qualifications.
  - c. The term "City" means City of Grain Valley, MO.
  - d. The term "Board of Aldermen" means the governing body of the City of Grain Valley, MO.
  - e. The term "contractor" means the respondent awarded a contract under this request for qualifications.
3. **COMPLETING SUBMITTAL:** All information must be legible. Any and all corrections and/or erasures must be initialed. Each submittal must be signed in ink by an authorized representative of the respondent and required information must be provided. The contents of the submittal by the successful respondent of this RFQ will become a part of any contract award as a result of this solicitation.
4. **REQUEST FOR INFORMATION:** Any requests for clarification of additional information deemed necessary by any respondent to present a proper proposal shall be submitted in writing to the Purchasing Officer, 711 Main Street, Grain Valley, MO 64029, referencing this RFP number, a minimum of five (5) calendar days prior to the proposal submission date. Any request received after the above stated deadline will not be considered. All requests received prior to the above stated deadline will be responded to in writing by the City in the form of an addendum addressed to all prospective respondents.
5. **CONFIDENTIALITY OF PROPOSAL INFORMATION:** Each proposal must be submitted in or under cover of a sealed envelope to provide confidentiality of the information enclosed. The envelope should be sealed and clearly marked with RFP number and the name of the project.

All proposals and supporting documents will remain confidential until a final contract has been executed. Information that discloses proprietary or financial information submitted in response to qualification statements will not become public information. This is in accordance with the Missouri Sunshine Law.
6. **SUBMISSION OF PROPOSAL:** Proposals are to be sealed and submitted to the Purchasing Officer, 711 S. Main Street, Grain Valley, MO 64029, prior to the date and time indicated on the cover sheet. At such time, all proposals received will be formally opened. The opening will consist of only the name and address recording of respondents.
7. **ADDENDA:** All changes, additions and/or clarifications in connection with this proposal will be issued by the Purchasing office in the form of a WRITTEN ADDENDUM. SUBMIT EQUAL NUMBER OF SIGNED ADDENDUM WITH THE NUMBER OF PROPOSALS REQUIRED. Verbal responses and/or representations shall not be binding on the City.
8. **LATE PROPOSALS AND MODIFICATION OR WITHDRAWALS:** Proposals received after the date and time indicated on the cover sheet shall not be considered.

Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are resubmitted or modified must be sealed and submitted to the Purchasing Office prior to the proposal submission deadline. Each respondent may submit only one (1) response to this proposal.
9. **BONDS:**

When a Bond is required it shall be executed with the proper sureties, through a company licensed to operate in the State of Missouri, and hold a current Certificate of Authority as an acceptable surety under 31 CFR Part 223 (and be listed on the current U.S. Department of the Treasury Circular 570 and have at least   A   Best's rating and a   FPR9   or better financial performance rating per the current A.M. Best Company ratings.)
10. **NEGOTIATION:** The City reserves the right to negotiate any and all elements of this proposal.
11. **TAX EXEMPT:** The City and its Agencies are exempt from State and local sales taxes. Sites of all transactions derived from this proposal shall be deemed to have been accomplished within the State of Missouri.



12. RIGHTS RESERVED: The City reserves the right to reject any or all proposals, to waive any minor informality or irregularity in any proposal, and to make award to the response deemed to be most advantageous to the City.
13. RESPONDENT PROHIBITED: Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this proposal or any resultant agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the previous written approval of the City.
14. DISCLAIMER OF LIABILITY: The City, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.
15. HOLD HARMLESS: The contractor shall agree to protect defend, indemnify, and hold the City Council, City of Grain Valley, MO, its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the contractor, its agents, employees or representatives, in the performance of the contractor's duties under any agreement resulting from award of this proposal.
16. LAW GOVERNING: All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Missouri.
17. ANTI-DISCRIMINATION CLAUSE: No respondent on this request shall in any way, directly or indirectly discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.
18. CONFLICTS: No salaried officer or employee of the City, and no member of the Board of Aldermen shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Federal conflict of interest regulations and applicable provisions of Sections 105.450 – 105.496 shall not be violated. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this contract. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed.

