



Request for Qualifications (RFQ) for On-Call Project Engineering and Civil Site Services.

The City of Centralia, Missouri, is accepting Qualification Statements until **2:00 p.m., Wednesday, January 4, 2017 in the City Clerk's office, City of Centralia, City Hall, 114 S Rollins St., Centralia, MO 65240** for the following:

The City of Centralia, Missouri, is inviting engineering firms to submit qualifications for professional services for a variety of services in the City of Centralia, Missouri. An annual agreement that is renewable for up to an additional three years will be available to the firms selected. Renewals will be granted for each firm if recommended by city staff after an annual review meeting.

Once firms have been selected and the Agreement for On-Call Services signed, all assigned work shall be based upon the engineer's experience, training, and knowledge of, and in accordance with, practices reputable and in current use in the engineering and construction professions. Each task will be done under a different task order signed by both parties. Entering into an Agreement for On-Call Services will not guarantee that actual work will be assigned, and if no work is assigned, then no payment will be due.

The City of Centralia will review the qualifications provided by firms for use in selecting one (1) or more firms in each area of expertise listed below. You may provide qualifications for one, some, or all of the areas of expertise. Below and attached you will find the format required for the submittal. The City will be evaluating each firm based on the information and qualifications provided for each area of expertise. There will be no bias based upon the number of areas of expertise in which a consultant submits qualifications, or on the overall size of the firm.

Areas of Expertise: The scope of work for projects may include but is not limited to the following:

1. Roadway/Alley Rehabilitation and Reconstruction, including Sidewalks and ADA compliance and construction inspection.
2. Wastewater Collection and Treatment (with experience in minimal release/land application systems preferred).
3. Municipal Water Utility Engineering, including Distribution and Water Plant design, construction, and operation.
4. Water and Wastewater Sample Testing.
5. Stormwater Management and Low Impact Development
6. Geotechnical Engineering and Materials Testing
7. Surveying
8. Subdivision and Site Plan Review
9. Project Management (both locally and federally-funded projects, from inception to completion)

Scope of work for which qualifications are being submitted may include but are not limited to the following elements, to be determined on a per project basis: civil engineering, mechanical engineering, document preparation, specification preparation, bid management services, and project management services.

If your firm desires to be considered for one of these Indefinite-Delivery/Indefinite-Quantity (IDIQ) open-ended contracts, in one or multiple areas of expertise, please return two (2) sets of your Qualification Statement in hard copy and a CD with the same information in PDF format by **2:00 p.m., Wednesday, January 4, 2017 in the City Clerk's office, City of Centralia, City Hall, 114 S Rollins St., Centralia, MO 65240.** They should be addressed as follows:

Heather Russell, City Clerk
City of Centralia
114 S. Rollins St.
Centralia, MO 65240
RE: RFQ – On-Call Engineering Services

An optional pre-bid conference will be held Thursday, December 8, 2016 in the Council Chambers of Centralia City Hall at 10:00 a.m.

Please submit the required elements of the Qualification Statement in this order:

1. Cover Letter (paragraph form, maximum two (2) pages):
 - a. Describe your familiarity with the City of Centralia and its unique circumstances, and describe how your firm is uniquely qualified and situated to take on those challenges by providing these areas of expertise to the City of Centralia.
 - b. Describe your capacity to complete work on schedule.
 - c. QA/QC Plan description.
2. Qualification Submission Checklist (See Attached).
3. For each area of expertise (two (2) to five (5) pages for each area of expertise):
 - a. Description of firm's qualifications and specialties.
 - b. Evidence of relevant experience.
 - c. Evidence of at least three (3) relevant projects within the last five years completed by the firm and current staff:
 - i. Describe the project, including location, scope of work, and role of the firm.
 - ii. Specify leads and project managers.
 - iii. Client reference and contact information.
 - iv. Project Cost (estimated and actual).
 - d. Summary of key personnel that will complete the work and their professional qualifications.
 - e. Clearly state the firm's intent to use any subcontracted professional services or existing strategic partnerships.
 - f. Clearly state the location of the service office that will supply services and personnel.

Evaluation of consultants will be in accordance with the City of Centralia's Purchasing Policy and the [Missouri Revised Statute § 8.289](#), as shown below:

[8.289](#). Present provisions of law notwithstanding, in the procurement of architectural, engineering or land surveying services, each agency which utilizes architectural, engineering or land surveying services shall encourage firms engaged in the lawful practice of their professions to annually submit a statement of qualifications and performance data to the agency. Whenever a project requiring architectural, engineering or land surveying services is proposed for an agency of the state or political subdivision thereof, the agency shall evaluate current statements of qualifications and performance data of firms on file together with those that may be submitted by other firms regarding the proposed project.

In evaluating the qualifications of each firm the agency shall use the following criteria:

1. The specialized experience and technical competence of the firm with respect to the type of services required;
2. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project, including partnerships with other firms;
3. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
4. The firm's proximity to and familiarity with the area in which the project is located.

Statements will be evaluated by a committee with approval by the Board of Aldermen to award contract for the proposed work.

The City of Centralia reserves the right to reject any and all qualifications as it sees fit.

The City reserves the right to reject any Qualification Statement if the evidence submitted by, or investigation of, such Qualification Statement fails to satisfy the City that such contractor is qualified to carry out the obligation of the contract and to complete the work as described.

An optional pre-bid conference will be held Thursday, December 8, 2016 in the Council Chambers of Centralia City Hall at 10:00 a.m.

Questions regarding Qualification Statements should be directed to Matt Harline, City Administrator, at cityadmin@centraliamo.org or 573-682-2139.

RFQ CHECKLIST



NAME OF FIRM

MAIN CONTACT

MAIN PHONE NUMBER

MAIN FAX NUMBER (optional)

MAILING ADDRESS OF FIRM

Street

City,

State Zip Code

EMAIL ADDRESS OF MAIN CONTACT FOR FIRM (optional)

_____ @ _____

1. **INSURANCE REQUIREMENTS (BELOW) ARE ACCEPTABLE AND CERTIFICATE OF INSURANCE IS ENCLOSED; YES _____ No _____**

2. **WE UNDERSTAND THE REQUIREMENTS FOR E-VERIFY, EQUAL OPPORTUNITY HIRING AND APPLICABLE CITY, STATE AND FEDERAL LAWS AND REGULATIONS AND HAVE SIGNED AND SUBMITTED THE AFFIDAVIT FOUND BELOW; YES _____ NO _____**

3. **CURRENT CREDENTIALS AS A MISSOURI REGISTERED PROFESSIONAL ENGINEER ARE ENCLOSED FOR ALL STAFF WITH P.E. CREDENTIALS LISTED IN THE PROPOSAL; YES _____ No _____**

4. **WE BELIEVE THAT WE HAVE ADEQUATE STAFF TO COMPLETE THE PROVIDE THE SERVICE OFFERED; YES _____ NO _____**

5. **LITIGATION HISTORY IN THE LAST FIVE (5) YEARS, IF ANY, IS DESCRIBED. IF JUDGEMENT(S) AGAINST PROPOSER, APPROPRIATE EXPLANATION PROVIDED. YES (ATTACHED) _____ NOT APPLICABLE _____**

6. **NUMBER OF YEARS IN BUSINESS; AT ANY LOCATION _____ AT THE OFFICE CLOSEST TO CENTRALIA, MO _____**

AREAS OF EXPERTISE SUBMITTED:

- _____ 1. ROADWAY/ALLEY REHABILITATION AND RECONSTRUCTION, INCLUDING SIDEWALKS AND ADA COMPLIANCE AND CONSTRUCTION INSPECTION.
- _____ 2. WASTEWATER COLLECTION AND TREATMENT (WITH EXPERIENCE IN MINIMAL RELEASE/LAND APPLICATION SYSTEMS PREFERRED).
- _____ 3. MUNICIPAL WATER UTILITY ENGINEERING, INCLUDING DISTRIBUTION AND WATER PLANT DESIGN, CONSTRUCTION, AND OPERATION.
- _____ 4. WATER AND WASTEWATER SAMPLE TESTING.
- _____ 5. STORMWATER MANAGEMENT AND LOW IMPACT DEVELOPMENT
- _____ 6. GEOTECHNICAL ENGINEERING AND MATERIALS TESTING
- _____ 7. SURVEYING
- _____ 8. SUBDIVISION AND SITE PLAN REVIEW
- _____ 9. PROJECT MANAGEMENT (BOTH LOCALLY AND FEDERALLY-FUNDED PROJECTS, FROM INCEPTION TO COMPLETION)

Bids/PROPOSALS/QUALIFICATIONS shall be submitted by mail or in person on the bid form (Attachment A) and delivered or mailed to the City of Centralia **NO LATER** than: **DATE & TIME**

BIDS/PROPOSALS/QUALIFICATIONS must be sealed and labeled “RFQ -ON-CALL ENGINEERING SERVICES”.

All bids will be publicly opened at approximately **2:01 p.m., Wednesday, January 4, 2017 in the City of Centralia, City Hall, 114 S Rollins St., Centralia, MO 65240**

Bids should be addressed to:
HEATHER RUSSELL, CITY CLERK
City of Centralia
114 S. Rollins St.
Centralia, MO 65240
RE: RFQ - ON-CALL ENGINEERING SERVICES

Questions regarding this REQUEST FOR BIDS/PROPOSALS/QUALIFICATIONS may be directed to:
CITY ADMINISTRATOR, MATT HARLINE, 114 S. Rollins St., Centralia, MO 65240.
Phone: (573) 682-2139. Email: cityadmin@centraliamo.org

THE FOLLOWING STATEMENT OF QUALIFICATIONS IS THE OFFICIAL SUBMISSION OF OUR FIRM AND CONTAINS NO KNOWN ERRORS OR OMISSIONS:

SIGNATURE *DATE*

NAME PRINTED TITLE

INSURANCE REQUIREMENTS

Insurance

The Bidder/Contractor shall procure, maintain and provide proof of insurance coverages for injuries to persons and/or property damage as may arise from or in conjunction with the work performed on behalf of the City of Centralia by the Bidder/Contractor its agents, representatives, employees or subcontractors. The City of Centralia shall be named as an additional insured under such contracts (except for Worker's Compensation coverage) with endorsements. Proof of coverage as contained herein shall be submitted along with the **submittal of qualifications** and cover the period of time from the commencement of the agreement and such coverage shall be maintained by the Bidder/Contractor for the duration of the agreement period. Claims made on policies must be enforce or that coverage purchased for three (3) years after the completion of the agreement.

1. General Liability

\$2,000,000 General Aggregate Limit
\$1,000,000 Products and Completed Operations
\$1,000,000 Personal and Advertising Injury
\$1,000,000 Each Occurrence Limit
\$1,000,000 Fire Damage Limit
\$5,000 Medical Expense Limit

2. Automobile Liability

\$2,000,000 Combined Single Limit
\$1,000,000 Each Occurrence Limit
\$5,000 Medical Expense Limit

3. Contractual Liability

\$1,000,000 Bodily Injury Each Accident
\$1,000,000 Property Damage Each Accident

Insurance for items 1 – 3 General, Automobile and Contractual may be satisfied with a combination of primary and umbrella coverage.

4. Worker's Compensation

Limit as required by the Worker's Compensation Statutes of the State of Missouri,
Employers Liability, \$1,000,000

AFFIDAVIT OF WORK AUTHORIZATION ANNUAL RENEWAL DOCUMENT

The contractor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization Annual Renewal Document.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature	Printed Name
Title	Date
E-Mail Address	E-Verify Company ID Number

Subscribed and sworn to before me this _____ of _____. I
am

(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.