

CITY OF Willard

REQUEST FOR QUALIFICATIONS: The City of Willard is requesting qualifications from professional engineering firms for municipal engineering services in relation to the duties of City Engineer.

Qualifications are requested for furnishing professional services pertinent to the scope of services outlined below. Qualifications are due on August 14, 2020, no later than 4:00PM. Please submit qualifications in person to Randy Brown at the City of Willard.

PURPOSE AND SCOPE OF PROJECT:

The selected firm(s) will provide personnel to fulfill the duties of the position of City Engineer and to perform other related duties as directed by the City Administrator. Services include, but are not limited to the following:

- Plan Review – Subdivision, Platting, Regulation Compliance, etc.
- Water Systems Engineering – Wells, Towers, Distribution System, reports and studies, etc.
 - Ability to review Willard’s Water Master Plan and consult the City on value-based capacity decisions
 - Knowledge of Tri-State Water Coalition and future water capacity gaps related to the region’s aquifers.
- Wastewater Engineering – Lift Stations, Collection System, Wastewater Treatment, reports and studies, etc.
 - Ability to review and develop compliance programs in line with regulatory pretreatment requirements
 - Ability to review local non-residential users and develop an industrial user survey for stakeholders on Willard’s sewer system.
 - Ability to consume to previous sewer plans and designs and understand locations of future lift stations or treatment facilities
- Stormwater Management – Control, Collection and Conveyance, reports and studies
 - Ability to forecast future regulatory needs related to stormwater management
- Transportation Engineering – Streets, Bridges, Sidewalks, reports and studies
- Architectural – Architecture, Structural, Mechanical and Electrical
- Survey – Boundary, Topographic, Legal, etc.
- Geotechnical – Phase 1 Environmental Assessment, Lead Based Paint and Asbestos Assessment, Geotechnical Investigation
- Construction Services – Construction Staking, Materials Testing, Inspection, etc.

In addition to providing the services of City Engineer, the selected firm may be asked to provide other duties as listed below.

Advisory Services

1. Attendance at meetings of the City Council. The City Engineer shall attend regular Board of Aldermen meetings or work sessions of the Board of Aldermen, as requested.

2. Staff Meetings. The City Engineer shall attend staff meetings with city staff to review projects and provide guidance and direction, as requested.
3. Consultation on City utilities and facilities. The City Engineer shall furnish advice and consultation on the operation, maintenance, and permitting of the City's water distribution system, stormwater drainage system, transportation system, and other City-owned facilities under the direction of the City Administrator.
4. Consultation on development projects/permits. The City Engineer shall review project plans and proposals by private parties, for compliance with City Code, Standards and Specifications, and other applicable requirements. The selected candidate shall meet with residents, contractors, developers, engineers, etc., as requested.

Development Services/Construction Projects

1. Analyze/study improvement projects. The City Engineer will be required to prepare preliminary engineering analysis, cost estimate and feasibility studies for various capital improvements.
2. Prepare contracts for bid. The City Engineer will be requested to prepare detailed plans, specifications, and contract documents for bid for various City construction projects. In addition, the City Engineer will prepare a final cost estimate, and coordinate with other governmental/regulatory agencies as necessary. The City Engineer will assist the City Administrator in any negotiations of acquisitions of any necessary right-of-way or easement.
3. Review bids. The City Engineer shall assist the City in the review of bids submitted for construction, in the selection of qualified contractors and in the inspection of construction work. The City Engineer will provide general supervision of the contractor for City construction projects.

A professional services agreement entered into by and between the City and City Engineer(s) shall specify the scope of included services. The City reserves the right to enter into additional agreements with the City Engineer for specified projects (e.g. the design or construction observation of major public improvements). The City anticipates the negotiation of the scope of services and the format of payment for such services shall be a collaborative undertaking between the City and successful respondent(s).

SUBMITTAL REQUIREMENTS:

The response to this RFQ must be organized according to the following format. Information should be concise and specific to address each request and be limited to a total of 15 pages (single sided). **Please Note**, the Cover Sheet is not included in the page count.

1. Contain a letter of interest (no more than one page long); with Firm Name/Address;
2. Provide the name of each engineer proposed to provide services to the City and the name of the lead engineer who will have the main contact with the City. This individual is expected to remain the responsible engineer throughout the engagement. The lead engineer must be licensed to practice in the State of Missouri, and must have at least five (5) years' experience practicing as an engineer. Experience representing on the behalf of local government(s) is highly desired;
3. The specialized experience and technical competence of the firm with respect to the type of services required;
4. The capacity and capability of the firm to perform the work in question, including specialized services, the ability to respond in a timely manner and on short notice, and the proposed approach to communicating with the City;

5. 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;
6. The firm's proximity to and familiarity with the City of Willard;
7. Provide at least three references from these organizations including names, contact person, and phone numbers.

SELECTION CRITERIA:

A City review team will evaluate each firm's submission based upon the criteria stated in this Request for Proposal and the ability to execute the services. If necessary, the top firms will be invited to an interview the weeks following the submittal deadline. Following the evaluation process, the team will then select the firm the City considers most qualified and negotiate a fee. The City reserves the right to negotiate modifications to the RFQ it deems acceptable. The City reserves the right to terminate this process in the event it deems the progress towards a contract to be insufficient. Firms will be evaluated in accordance with the weighted criteria listed below.

Criteria Weight:

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| 1. Experience and qualifications | 20% |
| 2. Past performance and references | 20% |
| 3. Understanding of the City's Needs | 20% |
| 4. Location of Firm and Staff Assigned to this Project | 15% |
| 5. Overall Ability to Execute Services | 25% |

REQUIREMENTS:

A Statement of Qualification Package shall:

- Be submitted to Randy Brown at the City of Willard
- Be sealed and clearly marked "**Statement of Qualifications for Professional Services**";
- Include one (1) bound copy of the Statement of Qualifications; and
- Include one (1) CD with a single PDF file containing an exact copy of the bound Statement of Qualifications with PDF file size not exceeding 5MB.

PROCEDURE INFORMATION:

- Submittals received after the deadline may not be considered.
- The City reserves the right to reject any and all submissions that the City determines do not meet the intent of these requirements and to waive defects in form or irregularities where the best interest of the City would be served.
- Respondent must bear all costs associated with submittal including preparation, copying, postage, and delivery costs. The City will not be responsible for any costs or expenses incurred by person or organizations attempting to respond to this Request for Qualifications.
- The City retains the right to cancel this solicitation at any time. If this solicitation is cancelled, all submittals received in response to this Request for Qualifications will be rejected.
- The City shall be under no obligation to return any materials submitted in response to this Request for Qualifications.

(End of RFQ)