



**FRANKLIN COUNTY
PURCHASING DEPARTMENT**

REQUEST FOR QUALIFICATIONS (RFQ)

RFQ NO: 2020-19

TITLE: On-Call Civil Engineering Consulting Services

Solicitation Schedule & Deadlines:

March 4, 2020	Solicitation Release Date
March 18, 2020 2:00PM	Deadline for Submitting Questions
March 20, 2020 4:30PM	Deadline to post Addendum
April 2, 2020 2:00PM	Deadline to Submit Response

Responses must be received no later than "Deadline to Submit Response"

April 2, 2020 2:00PM

Ann Struttman, Purchasing Director

Shakara Bray, Assistant Purchasing Agent

Phone: 636-584-6274 Email: purchasing@franklinmo.net

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Statements of Qualification and Experience will be received by the Franklin County Purchasing Department for firms to provide on-call engineering consulting services for the Franklin County Highway Department various road and bridge projects.

Consideration will only be given to respondents with permanent local resources in the form of an office and full-time professional and support staff in the Franklin County, greater St. Louis Area, or State of Missouri. It is also required that your firm be prequalified with MoDOT and listed on MoDOT's Approved Consultant Prequalification List. DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.org in order to be counted as participation towards an established DBE goal.

The selected respondent will be required to enter into a written agreement with Franklin County to provide all services required in this RFQ on a non-exclusive basis. A copy of the agreement will be provided to the selected respondent.

The County intends to enter into an agreement with the selected Respondent commencing approximately May 1, 2020, and continuing for a period of five (5) one-year renewals, subject to annual appropriation.

All respondents and the selected respondent must agree to comply with and be governed by the County's procurement policy.

Scope of Agreement

The selected respondent will be required to provide all labor, supervision, materials, supplies, transportation, equipment, and services necessary to assume overall responsibility for the coordination and administration of the projects.

All documentation (including plans and drawings) pertaining to any Franklin County projects are the property of Franklin County and will be provided to the County for records retention.

Scope of Work

The selected respondent shall provide the following services:

The scope of work is intended to include a broad range of services and activities that will be performed over a number of years for Franklin County. Work is at the County's discretion in order to meet the needs of implementing civil engineering projects for the County. The County will utilize the services of the selected respondent as needed to assist in the planning, design, and construction of various road and bridge projects.

1. Basic Services

The selected respondent will be responsible for accomplishing all detailed planning, design, engineering, and construction administration functions as defined herein, necessary to construct the required improvements. The selected respondent will work cooperatively with Franklin County's team in the design and construction activities necessary to complete each assigned project. Other members of the team will include Franklin County staff, contractors performing the construction of the new improvements, and possibly other entities.

The selected respondent will work cooperatively with Franklin County, identify work scopes for individual projects, identify dependencies and constraints between projects, develop project budgets, develop project design schedules, and establish key milestones. The selected respondent will use design guidelines and standards established by Franklin County, MoDOT, FHWA and current design standards in the design of all projects, will develop detailed, comprehensive work scopes for individual projects, and will assist in the development of project staging and phasing plans for each project. The selected respondent will be responsible for producing construction documents for the various projects that will allow Franklin County to solicit competitive bids for construction. The selected respondent will participate in design and constructability reviews, and will document the results of such reviews. The selected respondent will participate in presentation meetings as requested by Franklin County. The selected respondent will serve as the County's professional representative in reviewing, evaluating and modifying designated civil engineering projects on County roads and bridges and furnish consultation and advice on those projects to Franklin County. The selected respondent's scope of work may include construction administration services. These services may include attending pre-bid and pre-construction conferences, responding to contractors' requests for information and clarification, reviewing shop drawings for conformance with design intent, performing on-site observations, making field design changes as may be required, participating in punch list inspections, and producing final record drawings from contractors certified red-lined record drawing documents. The selected respondent will be responsible to schedule, coordinate, and integrate all design and engineering functions and activities. All design and engineering work will be accomplished in the manner set forth in the agreement with the County, and using generally accepted architectural and engineering practices and standards. All design and engineering work will be following applicable road/bridge design standards], regulations, and MoDOT [/FHWA] requirements. For each required project, the selected respondent will develop a detailed design services scope of work that will define the project's design objectives, limitations, and criteria; design standards and guidelines to be followed by the design team in preparing construction documents; schedule requirements for design and construction including key milestones; and budgetary requirements. The selected respondent will prepare a design report, construction management plan and a final engineer's report that document the above items for each required project. The reports will be submitted to MoDOT on all projects where funding requires.

This RFQ contemplates that the selected respondent will perform a full range of engineering services for the implementation of each assigned project.

2. Design/Bid/Award

Prepare a detailed design schedule that includes at a minimum; 1) duration of all major design tasks; 2) design milestones for submittals; and 3) major decisions and/or input from Franklin County. Prepare a monthly status report that documents the status of all design projects that identifies critical issues to be resolved during the upcoming month. The selected respondent shall prepare a Design Management Plan specific to the selected respondent's projects and organization. The Design Management Plan shall identify organizational structure and roles and responsibilities of key team members. The plan shall include the selected respondents staffing plan, and a project schedule for each project describing deliverables, design phase service activities, the selected respondent's quality assurance process, and internal document control

procedures. Meet with, at the County's request, all required parties to properly define project requirements and work scope. Make on-site observations and surveys to determine conditions of existing structures and roadways as necessary to coordinate and integrate all construction and demolition for each assigned project. Provide all technical designs as necessary for all improvements to be constructed. Prepare all drawings and technical specifications, working with Franklin County Purchasing Department, on necessary deliverables to solicit for construction of required improvements.

3. Construction Administration

Attend the pre-construction meeting and provide clarification to the contractor as requested by Franklin County. Review shop drawings and submittals to determine compliance with plans and specifications. During construction, visit the project sites to determine if the construction is being accomplished in accordance with the plans and specifications. Prepare written reports (including photos) documenting the selected respondent's observations during these visits particularly noting any observed noncompliance with the contract documents. Additionally, attend project meeting required to clarify project requirements or to provide for the proper administration of the projects. Prepare clarification documents that are necessary for changes to the construction contract documents necessitated either by conditions encountered in the field or revisions to the projects requested by Franklin County. Participate in a substantial completion inspection of each completed project and prepare lists of deficiencies to be corrected by the contractor. Upon correction of these deficiencies, conduct a final inspection of the project and state in writing to Franklin County that the project has been completed in accordance with the plans and specifications and that the contractor should receive final and complete payment. Deliver to Franklin County a complete set of reproducible record drawings within 45 calendar days of the receipt of contractor red-line drawings on each project. The record drawings shall be original reproducible drawings, stamped by a professional engineer licensed in the State of Missouri. A complete set of record drawings may also be made available through approved digital format. These documents shall be prepared utilizing the final set of certified redline record drawing information furnished by the contractor, as reviewed and approved by Franklin County based on the information and documents generated during the course of the project. The original contract documents are available in the office of the Franklin County Purchasing Department and selected respondent agrees to follow change order procedures to make recommendation of any change orders for changes made during construction. Within 45 calendar days of completion of construction on each project, prepare a project close-out report documenting the construction process. The report shall be prepared in accordance with the applicable guidelines for a Final Construction Report, depending on the source of funding.

4. Coordination and oversight of Federal Aid Projects

To include, but not limited to, completion of all required paperwork for Federal Aid Projects, coordination for compliance with all applicable laws/regulations/requirements.

Statement Requirements

All Statements of Qualification shall include the following:

- Cover letter including respondents firm name, address, telephone number, and signature by an authorized representative of the respondent's firm. Please designate a single representative or prime contact through whom the Owner may communicate.

- Description of the respondent's experiences in providing the same or similar services as outlined in the RFQ.
- Names of the persons who will provide the services, their qualifications, and years of experience performing this type of work.
- Other service providers you may need as part of your team.
- Three (3) references for similar type of contract.
- Statement should be no more than twenty-five (25) pages; single sided, standard, readable, print on standard 8.5x11 papers. Respondents are also allowed to submit three (3) page (maximum) executive summary. The following items will not count toward the page limitations: appendix, cover sheet, 3-page executive summary, resumes (resumes shall be no more than 1 page per person), and any forms provided by the County for completion.
- Statements must be submitted in a sealed envelope using the label provided in this RFQ document.

Any questions in regard to statement requirements shall be directed to the Purchasing Department at www.purchasing@franklinmo.net.

Evaluation Criteria

The evaluation criterion defines the factors that will be used by the selection committee to evaluate and score responsive, responsible and qualified proposals. Respondents shall include sufficient information to allow the selection committee to thoroughly evaluate and score proposals. Each proposal submitted shall be evaluated and ranked by a selection committee. The contract will be awarded to the most qualified respondent, per the evaluation criteria listed below. Respondents are not guaranteed to be ranked.

- (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;
- (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; and
- (4) The firm's proximity to and familiarity with the area in which the project is located.

Evaluation Criteria

An oral presentation and/or interview may be requested of any firm, at the selection committee's discretion.

MISCELLANEOUS INFORMATION

Nothing contained herein will create any contractual relationship between the County and the firm submitting qualifications. Statements contained in the response of the successful firm may become part of the agreement for services.

Information received from each firm will become the property of the County. Information submitted by the firm cannot be considered confidential.

County reserves the right to approve all assigned personnel and may require the firm to replace members of the project team as deemed necessary.

The owner, Principal, or Corporate Officer of the responding firm shall sign the response to the Request for Qualifications attesting that all the information provided is true.

The County reserves the right to accept or reject any or all Qualifications and to waive any irregularities.

The County is not responsible for any costs incurred by any firm for any work performed relative to the preparation of the Response to this Request for Qualifications or subsequent negotiations of a contract for professional services.

The County reserves the right to cancel or modify the terms of this RFQ at any time. The County will provide respondents with written notice of cancellation or modification.

The selected Firm shall agree to indemnify and defend and hold harmless the County, together with its employees, agents, and authorized representatives, from and against any and all losses, suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, reasonable attorney fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the work and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any action, omission, fault or negligence whether active or passive of Firm, or of anyone acting under its direction or control or on its behalf in connection with or incidents to the performance of the Contract. Firm's indemnity and hold harmless obligations shall apply to the fullest extent permitted by law.

Insurance Requirements

If selected the Firm shall provide consistent insurance with the coverage stated below:

- Commercial general liability insurance: Including Death and coverage for Premises, Operations Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors. Such coverage shall apply to Bodily Injury and Property Damage on an "Occurrence Form Basis" with limits of Four Million Dollars (\$4,000,000) for all claims arising out of a single accident or

- occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.
- Workers compensation insurance: Statutory coverage per R.S.Mo. 287.010 et seq
 - Automobile Liability Insurance: Covering Death, Bodily Injury and Property Damage for owned, non-owned and hired vehicles with limits of Four Million Dollars (\$4,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.
 - Professional liability insurance coverage in the amount of Four Million Dollars (\$4,000,000) for each claim.

ATTACHMENT 1

SEALED LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

SEALED RFQ RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
400 East Locust St, Rm 004
Union, MO 63084

BID # 2020-19 DATE: 04/02/2020

**DESCRIPTION: On-Call Civil Engineer Consulting
Services**

Vendor Name: _____

Vendor Address: _____