



**FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR QUALIFICATIONS (RFQ)**

RFQ NO: 2020-20

TITLE: Consulting Engineering Services Elmont Road Bridge Replacement

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.

Letters of Interest/Statements of Qualification will be received by the Franklin County Purchasing Department for firms to provide Consulting Engineering Services for the Elmont Road Bridge Replacement. Further information on the project is noted in the scope of services below. If you would like to be considered for these services you may express your interest by submitting a response to the Franklin County Purchasing Department by the stated deadline.

SCOPE OF SERVICES

Project Overview

Franklin County, Missouri was awarded STP funding in 2018 toward the replacement of the Elmont Road Bridge over Little Boone Creek. It is desired the successful consult will be able to pursue the design and implementation of the construction of the project within the timelines required and with minimal delays. The successful consultant will provide the package of engineering and construction services, including right-of-way acquisition needed by Franklin County to bring the project to fruition with Franklin County providing oversight and guidance.

Federal Aid Number: STP 6006(604)
Proposed Improvement: Bridge Replacement
Approximate Length: 0.10 Mile
Approximate Construction Cost: \$656,000
DBE Goal Determination: 16%

Hazardous Waste Inspections

Inspect project area prior to bid advertisement for asbestos and lead paint. The hazardous waste reports must be in the bid proposal.

Bridge

The engineering responsibilities will include the preparation of Preliminary and Contract plans and Right of Way plans. As part of the prepared plans the consultant will need to perform surveying, geotechnical investigations, hydraulic studies and provide environmental and historic preservations services and permitting including preparation of PS&E and final documents. Services will also include the acquisition of right of way and easements as determined. Necessary roadway realignment and design of adequate approaches will be incidental design work for the bridge replacement.

Right-of-Way

Right-of-Way phase services may include but are not limited to acquisition of temporary and/or permanent realty rights including land, easements, and access rights necessary to construct, operate, and maintain the project. The consultant may need to perform property valuations/appraisals, negotiation activities, and relocation services as necessary to acquire real property to clear the project for construction.

Construction Inspection

Work with the contractor on behalf of Franklin County, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction testing and inspection, be present during critical construction operations, work with Franklin County to do full time inspections and reporting, participate in final inspection, prepare federal funding reimbursement requests for presentation to MoDOT and handle project close out paperwork.

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.

Letter of Interest Requirements

All Letters of Interest 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.
- Brief Outline of Firm
- Individuals of the firm who are anticipated to be assigned to the project and their background
- Other service providers anticipated to be utilized as part of your team
- Other similar projects of this nature your firm has recently completed or are currently doing
- Why your firm is best suited to accomplish the consulting work for this project for Franklin County
- Letters of Interest should be no more than (5) pages
- A current Statement of Qualifications for your firm is required to be submitted with your letter of interest or be on file with the Franklin County Purchasing Department.
- Letters of Interest/Statements must be submitted in a sealed envelope using the label provided in this RFQ document.

It is required that your firm be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List, or your firm will be considered non-responsive. Right-of-Way appraisal and negotiation services must be performed by personnel from your firm or from a subconsultant who are prequalified with MoDOT and listed in MoDOT's Roster of Approved Contract Appraisers or MoDOT's Roster of Approved Contract Negotiators.

Any questions 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.

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 # 2020-20 DATE:04/02/2020

DESCRIPTION: Consulting Engineering Services –
Elmont Road Bridge Replacement

Vendor Name: _____

Vendor Address: _____