

REQUEST FOR STATEMENTS OF ENGINEERING QUALIFICATIONS

PURPOSE:

The City of East Prairie, Missouri ("Owner") is seeking assistance to provide engineering services for their improvements to an existing park, and it will be necessary for the Owner to have services provided by a qualified Missouri licensed civil engineer. Federal Land and Water Conservation Funds are being used in this project, and all relevant federal, state, and local requirements apply.

The Owner desires to select the best-qualified engineering firm through a Request for Qualifications process. The Owner proposes to select and hire an engineering firm that will provide the appropriate technical information to help in making important decisions on actions to best ensure its resident's health, provide for orderly growth and to foster economic prosperity.

SCOPE OF WORK:

The scope of work will consist of improvements to an existing parking area around the swimming pool, construction of a new ADA compliant restroom facility and parking spaces, and new sidewalks from the pool to the restroom and from the restrooms to the existing pavilions and basketball court.

EVALUATION CRITERIA:

Following the evaluation process, the City will select a firm and negotiate a fee. The City reserves the right to negotiate modifications to the RFQ. The City reserves the right to terminate this process and reject all bids. All proposals will be evaluated and a consultant will be selected based on the following criteria:

1. The specialized experience and technical competence of the firm with respect to said improvements.
2. The past record of performance of the firm regarding control of costs, quality of work, and ability to meet schedules.
3. The firm's proximity to and familiarity with the project area.
4. The firm's proximity of staff assigned to this project
5. Provide reference contact information for clients for previous similar work.

PROJECT CONTACT:

For further information on this request, please contact Lori E. Lemons, City Clerk, at 573.649.3057, extension 4.

SUBMITTALS OF STATEMENTS OF QUALIFICATIONS:

The City of East Prairie hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, businesses owned and controlled by socially and economically disadvantaged individuals will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, creed, sex, age, ancestry or national origin in consideration for an award. Submitted RFQ's must include a minimum of the following items and information shall be concise and specific to address each request and be limited to a total of 25 pages, single sided (cover letter not included in the page count):

1. Contain a letter interest (no more than one page);
2. Firm Name/address;
3. Provide the name of each engineer proposed to provide services and the name of the lead engineer who will be the main contact with the City. This individual is expected to remain the responsible engineer throughout the engagement and be available onsite to assist as needed. The lead engineer must be licensed to practice in the State of Missouri, with a minimum of five (5) years' experience; experience on the behalf of local government is highly desired;
4. The specialized experience and technical competence of the firm with respect to the type of services required;
5. 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;
6. The past record of performance of the firm with respect to such factors as control of cost, quality of work, and ability to accommodate schedules and meet deadlines;
7. The firm's proximity to and familiarity with the City;
8. It is the policy of the City of East Prairie to negotiate contracts for engineering services based on demonstrated competence and qualifications, at fair and reasonable prices pursuant to Section 8.285 R.S.Mo. Please include three existing clients as references, listing the range of fees charged by you to those clients for services similar to the services referenced in the RFQ.

The City reserves the right to reject any and all submissions the City determines does not meet the intent of these requirements and to waive defects or irregularities where the best interest of the City would be served. It is the responsibility of respondent to bear all costs associated with submittal including preparation, copying, postage, and delivery. The City will not be responsible for any cost or expenses incurred by persons or organizations attempting to respond to this RFQ.

The City reserves the right to cancel this solicitation at any time. If this solicitation is cancelled, all submittals received in response to this RFQ will be rejected. The City shall be under no obligation to return any materials submitted in response to this RFQ.

All information submitted becomes a public record pursuant to Missouri Sunshine Law chapter 610 R.S.Mo.

Three copies of the Statement of Qualifications, plus documentation of E-Verify compliance, must be submitted to the City of East Prairie, City Clerk, 219 N. Washington Street, East Prairie, Missouri 63845 by 5:00 p.m. on December 20, 2022. Statements of Qualifications must be sealed and clearly marked "Statement of Qualifications for City Engineering Services." Any submittals received after the deadline will not be considered.