



Qualifications for engineering services, surveying,
and construction observation

The City of Moberly, Missouri is requesting qualifications for engineering services, surveying, and construction observation to address drinking water and sanitary sewer pipeline infrastructure improvements, wastewater lift stations design, stormwater improvements, and integrated management planning for the City of Moberly, Missouri. The engineering services required may include planning, design, and construction oversight of the projects. Additional instructions about the submittal process and content of the submittal including information about the specific services required and a description of planned projects can be obtained by email to: Paige Bennett, Utility Coordinator, City of Moberly, pbennett@cityofmoberly.com. Facility plans and engineering reports should adhere to 10 CSR 20-8.110 Engineering Reports, Plans, and Specifications. Planned funding for the project is through the Missouri Department of Natural Resources but may also include funding through the Community Development Block Grant Program as well as the Missouri Department of Economic Development and direct financing through lease purchase.

Qualification information provided to the City shall include:

- A. The specialized experience and technical competence of the firm with respect to the type of services required;
- B. 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;
- C. The past record of performance of the firm with respect to such factors as a control of costs, quality of work, and ability to meet schedules;
- D. The firm's proximity to and familiarity with the area in which the project is located.
- E. The firm's professional experience in designing similar projects.

The firm will be selected based on qualifications. Once the most qualified firm is selected, an engineering agreement will be negotiated.

The City of Moberly will not accept communications regarding the solicitation during the advertised period. A meeting will be held Wednesday, January 22, 2020 at 1:30 pm at City Hall, 101 W Reed Street for interested firms to ask questions. To be considered, submittals of qualifications must be submitted no later than February 10, 2020 at 10:00 am to the attention of City Clerk at 101 W. Reed Street, Moberly, Missouri 65270. Packages should be shipped clearly marked "Qualifications for Utility Engineering Services" on both the outside of the box and the inside sealed submittals.

The City of Moberly is an Equal Opportunity Employer and invites the submission of qualifications from Women and Minority Business Enterprises.

The Qualifications Packet ("Packet") will be received until **10:00 AM local time on Monday, February 10, 2020**, via mail or in person. Late packets will not be considered. There will be no formal opening.

Packets may be downloaded from <http://www.Cityofmoberly.com> Note that failure to notify Paige Bennett at (660-269-7673) or pbennett@cityofmoberly.com that you have downloaded a packet may preclude you from receiving any addenda issued.

All consultants are required to comply with the provisions of Missouri Revised Statutes and the Moberly Municipal Code.

The City of Moberly may reject any and all packets, including without limitation all nonconforming, non-responsive, or conditional packets, and may reject the packet of any consultant if the City believes that it would not be in the best interest of the City to contract with that consultant. The City reserves the right to waive irregularities and/or formalities as deemed appropriate.

SECTION 1 – GENERAL INFORMATION

1.1 SUMMARY OF REQUEST

The City is seeking the services of highly qualified consultants to perform civil and environmental engineering, surveying, construction observation, planning, and related professional services for projects involving the planning, construction, reconstruction or rehabilitation of utility infrastructure facilities including water main replacements and extensions; booster pump station, sewer collection system rehabilitation; combined sewer/stormwater separation; sewer lift stations; source water protection planning; Municipal Separate Storm Sewer System program implementation; stormwater management and water and other natural resources; related land use and public involvement services; and to otherwise assist the City in completing selected engineering and capital improvement projects. The City of Moberly has an approved Memorandum of Understanding with the Missouri Department of Natural Resources to develop and implement an Integrated Management Plan. Work will include assisting the City of Moberly in development and implantation of this plan.

A. The City seeks to establish a short list of consultants that appear to be the best fit considering the following categories:

- Utility Infrastructure Improvements including Design and Engineering Services for Water Distribution, Stormwater, and Wastewater Collection Systems;
- Stormwater Management and Water Resources;
- Geotechnical Engineering and Geologic Consulting Services;
- Surveying Services;
- General Community Planning Services; and
- Architectural Services.
- Source Water Protection Plan Implementation
- Drinking Water Treatment Plant Optimization
- Booster Pump Station(s)
- Sewage Lift Stations
- Hydraulic Modeling for drinking water distribution, sewer collection system, and stormwater
- Geotechnical Services associated with various projects

It is the City's intent to develop a short list of qualified consultants to be interviewed. The City may partner with multiple consultants as a result of this RFQ.

Following the City's selection of individuals and/or firms, the City will negotiate separate, project specific Task Agreements. Each Task Agreement will identify the type of services, work scope, fee, and terms of payment for services. For specific projects, the City may determine that additional expertise is required (such as landscape architecture, electrical engineering, surveying, etc.). The City can elect to assemble or augment project teams to cover all required disciplines.

B. A tentative schedule for this RFQ process is provided below:

January 8, 2020	Advertise RFQ
10:00 AM local time, Monday, February 10, 2020	Packets Due
February 20, 2019	Completion of Packet Evaluations
February 24-28, 2020	Short List Interviews (If City desires to conduct interviews)
March 4, 2020	Select Consultant(s)
March 11, 2020	Agreement Fee Schedules Complete
March 16, 2020	Recommend Agreement Approval to Council during Work Session, Approval of contract recommended at Council Meeting April 6, 2020

SECTION 2 – NATURE OF WORK

2.1 INTRODUCTION

The City views its relationship with consultants as a partnership and an extension of staff to assist the City as needed in planning, design, review, and construction of public improvements. The consultants will provide technical expertise, services, and resources as needed.

Construction projects will normally be designed and constructed in accordance with Missouri Department of Natural Resources Design Guides, 10 States Standards, American Water Works Association, American Public Works Association and/or the City of Moberly's Public Utilities Water and Sewer Standard Specifications

All services shall satisfy and comply with all applicable Federal, State, and local testing and design standards.

2.2 CATEGORIES OF PROFESSIONAL SERVICES

The City seeks professional services in the following areas:

A. UTILITY INFRASTRUCTURE IMPROVEMENTS INCLUDING DESIGN AND ENGINEERING SERVICES FOR WATER DISTRIBUTION, STORMWATER, AND WASTEWATER COLLECTION SYSTEMS

The consultant shall perform planning and engineering services for City utility infrastructure improvements. Improvement projects may include complex tasks such as retrofitting existing drinking water, wastewater or stormwater facilities.

Phases of work tasks may include, but are not limited to, the following: facility planning reports, project management, planning and engineering, final design, and construction engineering. Details upon each phase will be discussed on a project-by project basis.

B. STORMWATER MANAGEMENT AND WATER RESOURCES

The consultant shall perform engineering services for various surface water management and water resources planning, permitting, or other project activities. Work under this category will likely involve NPDES MS4 permit consulting work, broad-based modeling and master planning work, or projects that include a water resources component (such as wetlands or creek restoration work). At a minimum, anticipated services in this category may include, but are not limited to, specialization and significant experience in the following activities: project management, regulatory support (NPDES, MS4, total maximum daily load (TMDL), underground injection control (UIC), COE, MDNR, wetland delineation, water quality monitoring and data interpretation, and FEMA), surface water management, watershed projects, master planning, preliminary engineering, final design engineering, and construction engineering and observation.

C. GEOTECHNICAL ENGINEERING AND GEOLOGIC SERVICES

Services in this category may include investigations, analyses, and reports on geology,

groundwater, hydrogeology and soils in support of structural design of roadways, foundations, and other facilities, and developing design options for projects as required. These services may also include analyses related to identification and correction of an existing hazardous or unacceptable condition, peer review services, and value engineering services.

Geotechnical services also may include materials sampling and laboratory testing and analysis of soils, crushed rock, Portland cement concrete, asphaltic concrete, and other construction materials during construction for contract specification compliance. Services may include development of Proctor curves, compaction testing for roadways or trenches, preparation and testing of concrete cylinders or beams, and testing asphalt and concrete pavement during and/or after construction.

D. SURVEYING SERVICES/ GIS Mapping

Services in this category may include Conventional and GPS Surveying for any project the City may have surveying needs for including any project that would fall under the services described in this RFQ. These services will be used to provide horizontal and vertical location of existing conditions information for engineering design. This may also include surveying after construction for as-built records and any other surveying needs the City may have. Additionally, the City requires development of a stormwater system map including inlet inspections, culvert locations and inspections including elevations, and creation of a GIS layer for the City's GIS system. Additional features may also be surveyed at the same time including water main valves, hydrants, fittings, and verification of sanitary sewer manholes location and inspection in selected areas.

E. INTEGRATED MANAGEMENT PLANNING SERVICES

The City of Moberly has a memorandum of understanding (MOU) with the Missouri Department of Natural Resources (MDNR) for the development of an Integrated Management Plan. The plan will contain the necessary components of an integrated management plan as written in the EPA Framework and the MDNR IMP Guidance. The MOU will address and provide for implementation timeframes and schedules for projects and capital expenditures relating to Moberly's drinking water supply, treatment, and distribution systems, Missouri State Operating Permits, Municipal Separate Storm Sewer System (MS4) permit, Pretreatment Program, and Long-Term Control Plan for Combined Sewer Overflows. Services in this category may include, but are not limited to, the following work activities: update, analyze and forecast trends relevant to the City, current and long-range planning projects, the ability to conduct outreach efforts to engage community participation, create infrastructure improvement plans, and coordinate multiple environmental regulations, funding opportunities, and economic development needs. Services in this category may include reviewing and providing recommendations to the City on community goals.

2.3 CONSULTANT'S WORK PRODUCTS

Consultants shall submit work products to the City that may include but are not limited to the following:

- A. Property descriptions for right-of-way acquisition, including easements.
- B. Preliminary and final plans, reports, exhibits, models, renderings, and other information hard copy, electronic file, or any reproducible media as requested by the City.
- C. Construction drawings in both a 24" x 36" format and a reduced 11" x 17" format, on paper and reproducible media.
- D. Survey maps and placement of monuments as required by the City.
- E. As-built record drawings hard copy, electronic file, or any reproducible media as requested by the City.
- F. Project files, including permits, correspondence, memoranda, telephone logs, inspection reports, and testing results.
- G. Land use permit applications.
- H. Complete permit applications from other agencies.
- I. Submittals in compliance with MDNR SRF and other funding agency requirements.

2.4 SERVICES TO BE PROVIDED BY THE CITY

For projects contracted directly with the City, the City will provide the following services:

- A. Provide a project manager who is responsible for overall project management and will provide coordination between the consultant and the City.
- B. Establish the work scope and design parameters for each project, including related standards.
- C. Make available mapping and design information previously developed.
- D. Make available survey control data, if available.
- E. Make available guidelines, policies, and regulations to be used in review and/or developing design.
- F. Submit applications to the State and/or County for required permits. (Note consultant will prepare and may be requested to submit the applications. This may include MDNR construction permit applications and Army Corps of Engineers 404 permit applications as necessary.)

G. Maintain records and process payment requests.

H. Legal review of all contracts, bid forms, and real property conveyances.

2.5 PROPOSED CITY PROJECTS

The projects that could be anticipated by the City over the next five (5) years requiring the services covered by this RFQ are included in the attached Capital Improvement Program.

SECTION 3 – SUBMITTAL INSTRUCTIONS

3.1 MINIMUM CONSULTANT QUALIFICATIONS

Consultants must meet all the following minimum qualifications to be eligible to respond to the RFQ and to enter into an agreement:

- A. Be duly licensed and certified to perform the professional services offered by the RFQ.
- B. Utilize computer equipment, software and systems compatible with current City computer equipment, software and systems. The selected consultants' computer services and submittals must be compatible with current City equipment. The City typically uses the Windows 10 operating system and uses the following software:
 - Word processing using the Microsoft Office Word 2013 and 2016.
 - Financial tracking and other spreadsheets with Microsoft Excel.
 - Computer aided drafting (CAD) with AutoCAD Civil 3D 2013. Submittals must be in .DWG format and include all reference and plotting files.
 - Geographic information system (GIS) with ESRI ArcGIS 10.3.1.
- C. Have in effect or able to obtain the insurance coverage required by the City (do not provide insurance certificates with the packet). Insurance coverage includes the following categories of insurance: 1) Comprehensive General Liability, 2) Professional Liability – Errors and Omissions, 3) Automobile Liability, and 4) Worker's Compensation.

3.2 PROCEDURE FOR PACKET SUBMITTAL

A firm may submit a packet for one (1) or more of the categories of professional services requested in the RFQ. If submitting for more than one (1) category of professional services, one (1) packet that clearly distinguishes qualifications for each category in which consideration is being sought shall be submitted.

Regardless of submitting the packet for one (1) or more categories, the maximum number of pages is seventeen (17).

3.3 GENERAL REQUIREMENTS

- A. Packets must be submitted via mail or in person to City Clerk, City of Moberly, 101 W. Reed Street, Moberly, MO 65270 by the time and date specified in this RFQ.
- B. Packets are limited to seventeen (17) pages as identified in Section 3.9. Cover and divider pages will not be included in the count of pages.
- C. An authorized representative of the Consultant must sign the packet and their name and title must appear below the person's signature. The signing of the proposal certifies:

1. The person signing the packet has the legal authority to do so on behalf of the Consultant;
2. The Consultant has not made and will not make any attempt to induce any other person or firm to submit or not submit a packet;
3. That to the best of Consultant's knowledge, no employee of the City of Moberly, or any partnership or corporation in which a City employee has an interest, will or has received any remuneration of any description from Consultant, either directly or indirectly, in connection with the letting or performance of any contract resulting from this RFQ; and
4. The statements contained in the packet are true and complete to the best of the Consultant's knowledge.

3.4 COST OF PREPARING A PACKET

The RFQ does not commit the City to paying any costs incurred by Consultant in the submission or presentation of a packet, or in making the necessary studies for the preparation thereof.

3.5 PACKET VALIDITY PERIOD

The information included in the packet shall remain valid for 120 days from the due date or until the agreement is approved.

3.6 SUBMISSION REQUIREMENTS

Packets must be provided and submitted via mail or in person no later than **10:00 AM local time on Monday, February 10, 2020**. There will be no formal opening. Late packets will not be considered.

3.7 INTERPRETATIONS AND ADDENDA

All questions regarding this RFQ shall be directed to _Mary West-Calcagno, Director of Public Utilities at mwc@cityofmoberly.com. Questions received via any other method will not be addressed. The City of Moberly will not accept communications regarding the solicitation during the advertised period outside of the prescribed process. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an "Addendum" to all prospective Consultants within a reasonable time prior to closing, but in no case less than 72 hours before the closing. If an addendum is necessary after that time, the City, at its discretion, can extend the closing date. A meeting to address questions will be held January 22, 2020 at 1:30 PM at City Hall at 101 W. Reed Street Moberly, MO 65270. All questions must be submitted prior to 5:00 PM on January 31, 2020.

Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

3.8 FEDERAL ID REQUIRED

Upon award of proposal, consultant shall complete a W-9 form for the City.

3.9 PACKET CONTENT

Packets shall consist of the following, totaling at seventeen (17) pages:

- A. Exhibit A - Summary – 3-page max;

The Summary Sheet is provided as **Exhibit A** in this RFQ packet. Please complete the sheet as it is relevant to each Consultant's submittal and provide as the first page of the packet, not including the cover page.

- B. Introductory Letter – 1-page max;

Address the Introductory Letter to Brian Crane, City Manager.

- C. Firm and Key Personnel Qualifications and Quality of Client Services – 3 pages max; and

- D. Supporting Documentation- 10 Pages Max.

Within the packet, the following must be included:

1. A statement naming the person or persons authorized to represent the consultant in any negotiations and sign any agreement that may result;
2. A statement acknowledging any addenda;
3. Any litigation to which the firm is a party; any bankruptcy settlements or unpaid judgments against the firm or its principals; and any previous contracts that the firm defaulted on and/or was terminated and reasons for the default(s) and/or termination(s); and
4. A statement indicating that the firm has in effect or can obtain the insurance coverage required by the City (do not provide insurance certificates with the packet). If selected, consultants shall provide satisfactory proof of insurance for all coverage. Moreover, on all insurance the selected consultant shall name the City, its officials, employees, and agents, as additional insureds (except workers' compensation, professional liability and professional errors and omissions policies). Affirmatively state that consultant can comply with these two (2) requirements or explain why such an affirmation cannot be provided.

Additional guidelines are listed below:

- Illustrate the consultant's qualities, previously listed, that are a good fit for this RFQ.
- Please identify information, qualifications and staff location pertinent to the proposed project team.
- Do not include projects that current personnel or Subconsultant performed for another firm. Please note packets may be excluded from further consideration if projects are included that the firm or its subconsultants did not perform.

- Availability for meetings, joint field work, and other combined efforts; commitment to timely delivery of work products; and commitment to timely communication with City staff.
- Success and strategies in minimizing the number of contract change orders on design and construction projects managed by the firm.
- Supporting documentation may include graphs, charts, photos, resumes, excerpts of plans or reports; a narrative explaining potential City of Moberly challenges; experience with local agency projects; experience with each discipline; and project examples and materials that illustrate innovative solutions.

SECTION 4 – EVALUATION AND SELECTION OF CONSULTANTS, AND ADMINISTRATION OF PERSONAL SERVICE AGREEMENTS

4.1 EVALUATION CRITERIA

A selection committee comprised of City staff will evaluate the packets based on the criteria and weight given to each as set forth in the table below. Submitted packets will be judged on the completeness and quality of its content. Based on the evaluations, multiple qualified firms will be selected to be short-listed and interviewed by the City.

PACKET CONTENT AND EVALUATION CRITERIA	MAXIMUM SCORE
Exhibit A – Summary Sheet	5 (pass/fail)
Introductory letter	10 (pass/fail)
Firm and Key Personnel Qualifications and Quality of Client Service	25
Supporting Documentation	20
Total Possible Points	60

NOTE: Any packets that are incomplete or non-responsive may not be considered, including page restrictions.

4.2 CITY MAY REQUEST MORE INFORMATION

More information may be requested to fully and accurately evaluate packets if two (2) or more packets seem to be equally qualified. The City reserves the right to obtain clarification of any point in a firm’s packet or to obtain additional information necessary to properly evaluate a particular packet. Failure of a Consultant to respond to such a request for additional information or clarification could result in rejection of the firm’s packet.

4.3 CONSULTANT SELECTION FOR SPECIFIC WORK

The City will utilize agreements at their discretion based on needs and workload and dependent on qualification of each consultant.

As the need may arise with regard to a particular project, the City reserves the right to award work covered under this solicitation using a different procurement method, if use of such alternative solicitation process for the particular project is deemed by the City to be in the best interest of the City.

4.4 RESERVATION OF CITY RIGHTS

The City reserves all rights regarding this RFQ, including without limitations, the right:

- A. To waive any minor irregularity, informality, or non-conformity with the provisions or procedures of this RFQ, and to seek clarification from the consultant if required.
- B. To reject any packet that fails to substantially comply with all prescribed solicitation procedures and requirements.
- C. To base awards with due regard to quality of services, experience, compliance with

specifications, and other such factors as may be necessary in the circumstances.

- D. To make the award to any vendor whose packet, in the opinion of the Council, is in the best interest of the City.
- E. To investigate the references and past performance of any consultant with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, subcontractors, and workers. The City may postpone the award or execution of the contract after the announcement of the apparent successful consultant in order to complete its investigation.

Exhibit A – Summary Sheet

RFQ for On-Call Engineering and Professional Services City of Moberly, Missouri

Name of Consulting Firm:

Consulting Firm Address: _____

Consultant Contact for this RFQ

Name: _____ Phone: __ Email: _____

This RFQ packet is for the following categories of services (check all that apply):

- Utility Infrastructure Improvements for
- Drinking Water Utility Infrastructure
- Improvements for Stormwater Utility Infrastructure Improvements for Wastewater including the combined sewer system
- Stormwater Management and Water Resources, Including Source Water Protection
- Geotechnical Engineering and Geologic
- Consulting Services Integrated Management Planning Services including Public Relations and communications.
- Architectural Services
- Wastewater Treatment Facility including optimization and future upgrades to meet nutrient removal and biosolids treatment.
- Surveying Services
- GIS Mapping including surveying and development of new stormwater features layer and field verification of drinking water system features including meters, hydrants, valves, and verification of sanitary sewer system features including select manhole inspections and locations.
- Integrated Management Planning/Coordination
- Drinking Water Treatment Plant Optimization

If subconsultants are necessary, please provide for what service and whom your firm would hire.