



# CITY OF PLEASANT HILL

## REQUEST FOR QUALIFICATIONS

The City of Pleasant Hill, Missouri (“City”), is seeking qualifications for services for the following project:

### **RFQ NO. 04-24: On-Call Geotechnical Services**

#### **Statement of Intent**

The City intends to solicit submissions from firms that would like to participate as an on-call geotechnical engineering firm under a contract term of three years, with an additional two-year renewal option. Services may include but are not limited to field exploration, field drilling test bores, collection and analysis of soil samples, environmental surveys, analysis of potential groundwater and fill, suitability of onsite soils for fill, recommendations for earthwork, grading, footing and foundation designs, soil profile for seismic design, etc. for any project with the City. Upcoming projects include but are not limited to, improvements to city-wide police and animal shelter renovations.

#### **Submittal of Qualifications**

The response shall include three (3) paper copies plus one (1) electronic PDF file version of their submission. Respondents shall submit qualifications to:

**Shelby Teufel, City Administrator  
Pleasant Hill City Hall  
203 Paul St.  
Pleasant Hill, Missouri, 64080.**

Submissions will be accepted until **9:00 a.m. on the 8<sup>th</sup> day, in October, 2024.**

Responses shall be submitted in a sealed envelope clearly marked with **RFQ 04-24: On-Call Geotechnical Services**, the respondent’s company name, and the date and time for bid opening clearly and legibly marked on the outside.

Any submissions received after the specified date and time will be rejected and returned unopened. Submittals may not be modified or withdrawn after the submission deadline. However, a respondent may withdraw one’s proposal from the selection process at any time prior to the submittal deadline. The City reserves the right to extend the time for submittals.

#### **General Requirements**

All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.

#### **Federal Work Authorization Program and Proof of Lawful Presence**

- Respondents are informed that pursuant to Section 285.530, RSMo, as a condition of the award of any contract in excess of five thousand dollars (\$5,000.00), the successful respondent shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services.
  - E-Verify is a qualified federal work authorization program. Additional information about E-Verify can be found at [www.uscis.gov/everify](http://www.uscis.gov/everify).

- Respondents shall also sign and submit with the bid an affidavit affirming that it does not and will not knowingly employ any person who is an unauthorized alien in connection to the contracted services.

### **Anti-Discrimination Against Israel**

Section 34.600, RSMo., requires the City to ensure that contractors are not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. Successful bidders will be required to execute a sworn affidavit affirming these facts before entering into a contract.

### **City Business License Requirement**

Bidders are informed that the successful bidder will be required to obtain or prove possession of a valid business license issued by the City of Pleasant Hill pursuant to Chapter 10 of the City Code.

### **Insurance Requirements**

Respondents are informed that the successful respondent(s) will be required to obtain insurance coverage, which shall contain an endorsement, addendum, or rider amending the general liability policy to include the city as an additional insured, for the following types of insurance and in the following minimum amounts:

- |                                       |  |
|---------------------------------------|--|
| • Workmen's Compensation Insurance    | Statutory Requirement                  |
| • Employer's Liability                | \$100,000 Each Accident, Bodily Injury |
|                                       | \$100,000 Each Employee, Disease       |
|                                       | \$500,000 Policy Limit, Disease        |
| • Comprehensive General Liability     |  |
| ○ Per Occurrence                      | \$1,000,000                            |
| ○ Annual Aggregate                    | \$2,000,000                            |
| • Comprehensive Automobile Liability  | \$1,000,000                            |
| ○ Bodily injury and Property Damage   |  |
| • Umbrella Excess Liability Insurance | \$2,000,000                            |
| • Professional Liability              | \$1,000,000                            |
| ○ Errors and Omissions                |  |

### **Local Preference**

Respondents are informed that the purchasing policy for the City of Pleasant Hill includes a local products preference policy for goods and services up to \$10,000. This policy allows the City to give priority to local providers of goods and services of equal quality up to 10% of an established low price. A full copy is available upon request to the City Clerk. Consequently, the award of contracts for materials and supplies and also for labor will be made in accordance with that policy. Furthermore, successful respondents will be required to abide by the City's policy in completing the Work.

### **General Provisions Related to the Submission Process**

#### **Proposal Requirements and Evaluation Criteria**

The following are the contents that all proposals must include. The following categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable individual and/or firm. Note: The sequence of the listing is not intended to reflect relative weight of each category:

1. **Interest and Relevant Experience:** A statement of interest for the scope of services (preferably not to exceed two pages) including a narrative describing the respondent's capabilities, relevant experience, and interest in the scope of work. Interest and relative experience can be recorded on the attached form.

2. **Availability:** A statement on the availability and commitment of the respondent to undertake the scope of services.
3. **Background and Training:** Submission shall include resumes for personnel who may perform services, including the lead contact who will act as the responsible person performing engineering or architectural services. Resumes should list all relevant educational background/training, professional registration and licensing for the State of Missouri, experience.
4. **References:** The name, address and telephone number of at least three client references (preferably municipal clients) who can attest to the respondent's ability to perform the services. Proposal shall include a description of the relationship between each reference and the respondent.
5. **Disclosure:** Submission will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the City.
6. **Insurance:** The service provider shall provide a copy of its insurance coverages to ensure adequate coverage. The service provider shall also be willing to indemnify, defend, and hold harmless the City and its departments.
7. **Statement of Qualifications:** Statement of Qualifications shall be submitted along with Qualification Data Form.

### **Additional Promotional Material**

Additional promotional materials/brochures may be included in addition to the proposal but may not be a substitute for any of the content requirements of the submission itself. This additional material need not be submitted in electronic format.

### **Selection Procedure**

A committee will review the submittals and rank the firms. If interviews are required to assist in the selection process, the short-listed firms will be notified. The criteria used from selection will include:

1. The specialized experience and technical competence of firm (20 pts)
2. The ability to respond in a timely manner and/or anticipated time between scheduling and project deliverables (20 pts)
3. Relevant experience including past performance of firm and team members with geotechnical engineering projects, including ability to meet timelines (30 pts)
4. Staff qualifications (20 pts)
5. Firm's proximity to and familiarity with area (10 pts)

### **Reservation of Rights**

The City reserves the right to accept or reject any or all submittals, to waive any technicalities in the submission process, to award any bid or portion of a bid which is deemed to be the most advantageous to the City of Pleasant Hill, and to make any investigations as are deemed necessary to determine the ability of a bidder to perform the Work.

The City is under no obligation to negotiate a contract with any firm submitting a response.

The city reserves the right to request a change in any proposed sub-consultants, if applicable.

### **Errors and Omissions by the City**

No respondent shall be permitted to use to his or her advantage any error or omission in this Request for Qualifications or related specifications.

### **Preparation of Submission**

The City Shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.

### **Interpretation of Specifications or other Contract Documents Prior to Submission**

If any person contemplating submission of a bid for items contained in this Request for Qualifications is in doubt regarding the true meaning of any part of the Request for Qualification documents, he or she may submit to Shelby Teufel, Owner's Representative, Navigate Building Solutions, an e-mail at [scott@navigatebuildingsolutions.com](mailto:scott@navigatebuildingsolutions.com), requesting an interpretation or correction of the Invitation for Bids documents not later than **October 2<sup>nd</sup>, 2024**. Any interpretation or correction to the Invitation for Bids documents will be made by the City by addendum and will be mailed or delivered to each bidder of record not less than three (3) days prior to bid opening.

### **Questions Regarding Technical Specifications**

Any and all questions regarding the technical specifications shall be directed to the City's Owner's Representative, Navigate Building Solutions, Scott Vilas at [scott@navigatebuildingsolutions.com](mailto:scott@navigatebuildingsolutions.com) or (832) 535-7204. Any material changes to the qualification specifications arising as a result of such questions shall be approved by the City in writing and issued to each submitter of record not less than three (3) days prior to the deadline.

### **Negotiated Price**

The firm will be selected based on the above qualifications. Once the most qualified firm is selected, the cost for the services will be negotiated. In the event the parties are unable to reach an agreement on the fees, the City will proceed with negotiation of a fee with the next most qualified firm and continue this process until the City and the firm are either able to reach an agreement on the fee for the services or the City elects not to award the contract for the project.

### **Payment**

All items, including labor and materials for the Work will be paid in a single lump sum payment to the successful respondent within thirty (30) days after the latest of the following occurrences:

- The date of delivery of the materials or construction services purchased;
- The date upon which the written invoice for such materials and services is delivered by hand, or by U.S. Mail, to the City Clerk at 203 Paul St., Pleasant Hill, Missouri, 64080; or
- In the event that the contractor approves the City's estimate, the date upon which notice of the contractor's written approval of the City's estimated price is duly delivered by hand, or by U.S. Mail, to the City Clerk at 203 Paul St., Pleasant Hill, Missouri, 64080.

Respondents are informed that the successful submitter shall comply with the Missouri Public Prompt Payment Act (Sections 8.960 and 8.962, RSMo) regarding payments to subcontractors and material suppliers in relation to the contract awarded as a result of this Invitation for Bids.

The City expressly reserves its rights to withhold, in good faith, payment or final payment in accordance with Sections 8.960 and 8.962, RSMo, and in accord with the contract awarded as a result of this Request for Qualifications. Final payments will be made in accordance with Sections 8.960 and 8.962, RSMo.



## Qualification Data Form

Name of Firm or Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Firm Point of Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Specify the Number of Employees:

Professional Engineers	
Soil Technicians	

**\*\*Attach Additional Personnel List with Specialties**



## City of Pleasant Hill

### Request For Qualifications

Services in which are being applied for and Degree of Experience (1-5):

- 5 = Specialty
- 4 = Extensive Experience
- 3 = Average Experience
- 2 = Some Experience
- 1 = Unqualified

Please elaborate on your level of experience and attach to your proposal.

Service	Degree of Experience or N/A
Geotechnical Services	

Signature:\_\_\_\_\_

Date Prepared:\_\_\_\_\_