



**REQUEST FOR QUALIFICATIONS, RFQ 004,
AS-NEEDED PROFESSIONAL
ENGINEERING & ARCHITECTURAL SERVICES**

**FOR THE
BUILDS DEPARTMENT
CITY OF REPUBLIC, MISSOURI**

Garrett Brickner
Engineering Manager
204 North Main Street
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NOTICE TO PROPOSERS

It is the intent of the City of Republic to receive statements of qualifications from professional firms/consultants to assist with **A) General Civil Engineering Services, B) Engineering review, C) Architectural Reviews, D) Geotechnical Engineering, E) Construction Management, F) Infrastructure Inspection and Testing G) Building Inspections**. The City will score applicants based on qualifications submitted and generate a list of firms that may be used for the listed services when the need arises. This on-call list will serve as the City's pre-qualified engineers list from date of council acceptance, through December 31,2024.

Any documents submitted in response to this RFQ must provide sufficient detail and information to allow a complete evaluation of its merit. The instructions contained herein should be followed for responses to be considered responsive to this RFQ. The City reserves the right to cancel this solicitation at any time.

Qualification Submittals for A, B, C, D, E, F, G, or any combination, may be made separately or as a combination of any or all of the services. Qualification Submittals must be received by the City of Republic City Clerk's Office via Demandstar or in a sealed envelope that is clearly marked, "RFQ 004, PROFFESIONAL ENGINEERING & ARCHITECTURAL SERVICES" no later than 3:00 PM CST WEDNESDAY, SEPTEMBER 21, 2022. Physical submittals must also include a digital copy of the submittal as well (e.g. a flash drive in the envelope). City staff will review the submittals for completeness and send out notification to all firms/individuals to be added to the on-call list. As projects are identified in the subject area, the selection team will evaluate and score the firms, and select the highest scoring for that particular project.

The City of Republic reserves the right to reject any and all Qualification Submittals, in whole or in part, to waive minor defects in the process, with or without cause, and to accept the Qualification Submittal deemed by the City to be in the City's best interest. There is no expressed or implied obligation for the City of Republic to reimburse responding firms for any expenses incurred through the preparation of responses to this Request for Qualification and no reimbursement will be made. Each selected firm will be required to enter into an agreement with the City for professional services which will be drafted by the City.



Garrett Brickner, Engineering Manager

8/31/2022

Date

SCOPE OF SERVICES

A) General Civil Engineering Services

- The Consultant, or their approved sub consultant, shall provide general Civil Engineering Support at the request of the BUILDS Administrator, Assistant BUILDS Administrator, or their designee including:
 - Transportation
 - Evaluation of existing and/or proposed transportation systems, including but not limited to roads, intersections, interchanges, overpasses/underpasses, traffic capacities, sidewalks, multi-use paths, trails, bike lanes, parking capacity, etc.
 - Hydrology
 - Evaluation of existing and/or proposed stormwater conveyance systems such as box culverts, channels, swales, etc. and retention and/or detention areas.
 - Infrastructure/drafting
 - Design and drafting of plans for watermains, gravity sanitary sewer, forced sanitary sewer, and/or stormwater main extensions, roads, intersections, sidewalks, multi-use paths, trails, bike lanes, etc.
 - Surveying
 - Providing survey data such as coordinates of infrastructure, topographic information, elevations, bearing & distances, etc.

B) Engineering Reviews

- The Consultant, or their approved Sub-Consultant, shall provide development and commercial construction plan review for the City's Technical Review Team (TRT), including infrastructure plan review, attendance at Pre-Application Meetings (as requested), and responding to code questions or plan review comments by the City and/or the Applicant or their Design Team.
 - Perform infrastructure plan review for the City's Technical Review Team. Plan review shall be performed in compliance with the Ordinances, Specifications, and adopted Building Codes of the City of Republic or other applicable governing and/or regulating bodies specifically excluding the Zoning Code and portions of the International Fire Code addressed through the City's Fire Department review of the project.
 - Submit written plan review comments to the Assistant BUILDS Administrator, or as otherwise directed, within the specified timeframe.
 - Plan review comments are due within 7-10 business days for first submittal, as specified by the Assistant BUILDS Administrator.

- Plan review comments are due within 3-5 business days for subsequent submittals, as specified by the Assistant BUILDS Administrator.
 - Subsequent plan reviews by the Consultant are at the discretion of the Assistant BUILDS Administrator.
- Provide further verbal or written explanation of comments, as requested.

C) Architectural Review

- The Consultant, or their approved sub consultant, shall provide development and commercial building plan review for the City's Technical Review Team (TRT), including architectural plan review, attendance at Pre-Application Meetings (as requested), and responding to code questions or plan review comments by the City and/or the Applicant or their Design Team.
 - Perform commercial plan review for the City's Technical Review Team. Plan review shall be performed in compliance with the Ordinances, Specifications, and adopted Building Codes of the City of Republic or other applicable governing and/or regulating bodies specifically excluding the Zoning Code and portions of the International Fire Code addressed through the City's Fire Department review of the project.
 - Submit written plan review comments to the Assistant BUILDS Administrator, or as otherwise directed, within the specified timeframe.
 - Plan review comments are due within 7-10 business days for first submittal, as specified by the Assistant BUILDS Administrator.
 - Plan review comments are due within 3-5 business days for subsequent submittals, as specified by the Assistant BUILDS Administrator.
 - Subsequent plan reviews by the Consultant at the discretion of the Assistant BUILDS Administrator.
 - Provide further verbal or written explanation of comments, as requested.

D) Geotechnical Engineering Services

- The Consultant shall provide geotechnical engineering and/or geological services including:
 - Sinkhole Evaluations in accordance with Section 410.700 of the City of Republic Ordinance and BUILDS Construction Specifications.
 - Geotechnical Investigation
 - Investigate and research potential development sites for potential hazards such as sinkholes, hazardous materials, unsuitable soil, springs, etc.
 - Subgrade Investigation
 - Investigate subsurface qualities such as voids, rock, density of soil, etc.
 - Analyze soil to determine engineering qualities for compaction, bearing capacity, voids, etc.
 - Foundation
 - Assess soil/rock mechanics and provide recommendation on foundation type, depth, and size.

E) Construction Management

- The Consultant, or their approved sub consultant, as requested by the BUILDS Administrator, Assistant BUILDS Administrator, or their designee, shall provide construction management services including:
 - Assistance in the management of buildings, developments, and infrastructure construction throughout the City of Republic
 - Tracking of projects and their status and coordinating with the City and contractors/builders for testing and approval of installed infrastructure
 - Capturing Infrastructure data as it is installed relating to the location, type, size, etc. in accordance with the procedures of the City in order to maintain up to date information on the city utility map. tracking progress and making sure they install stuff correctly
 - Attendance at Pre-Construction Meetings as requested
 - Provide accurate inspection records and reports from inspections in conformance to City inspection reports, noting all discovered discrepancies, citing violations, and recommending corrective or stop-work notices, if warranted.
 - Meet with the City's Technical Review Team to discuss project status, as requested.

F) Infrastructure Inspection and Testing

- The Consultant, or their approved sub consultant, as requested by the BUILDS Administrator, Assistant BUILDS Administrator, or their designee, shall inspect and test for conformity with the Ordinances and Specifications of the City, various types of infrastructure including:
 - Water main
 - Sanitary Sewer main and manholes
 - Stormwater conveyance systems (pipes, ditches, swales, riprap, etc.) and detention/retention areas. concrete testing, asphalt testing, water, sewer testing. Fog/smoke testing.
 - Roadways including compaction of subgrade, compaction of base rock, aggregate, asphalt, concrete, oil, etc.
 - Perform commercial plan review for the City's Technical Review Team. Plan review shall be performed in compliance with the Ordinances, Specifications, and adopted Building Codes of the City of Republic or other applicable governing and/or regulating bodies
 - Perform erosion and sediment control inspections
 - Provide accurate inspection records and reports from inspections in conformance to city inspection reports, noting all discovered discrepancies, citing violations, and recommending corrective or stop-work notices, if warranted.

G) Commercial and Residential Building Inspections

- The BUILDS Administrator, Assistant BUILDS Administrator, or their designee will notify the Consultant, with as much advance notice as practical, requesting services; services performed based on the Consultant's availability.
 - Perform on-site inspections of buildings and/or infrastructure required for development projects, as requested, in accordance with the City's Ordinances, Specifications, and adopted Building Codes.
 - Provide accurate inspection records and reports from inspections in conformance to city inspection reports, noting all discovered discrepancies, citing violations, and recommending corrective or stop-work notices, if warranted.
 - Review permit applications and associated plan and permit documents to verify on-site conditions are compliant with the appropriate records and conditions subject to the permit.
 - Consult with City Staff, the International Code Council, or other authorities and resources as required or directed, to clarify understanding of code-related issues.

QUALIFICATIONS/REQUIREMENTS

- (1) Individual and/or firm is expected to possess adequate organization, facilities, and personnel to ensure that services are provided to the City of Republic in a prompt and efficient manner.
- (2) Provide a description and the history of the individual and/or firm.
- (3) Provide a description of individual personnel qualifications relevant to this project.
- (4) Individual and/or firm must be available to the BUILDS Department Staff and/or Technical Review Team as needed, including email communication, conference calls, and special presentations conducted in-person or by conference calls as directed by the BUILDS Administrator, Assistant BUILDS Administrator, or their designee.
- (5) Provide recent experience from the last ten (10) years demonstrating current capacity, familiarity, and expertise in best practices. Experience that is similar in nature to the Scope of Services will be most useful.
- (6) Provide three (3) references for which the individual and/or firm has performed services within the past two (2) years that are similar in nature to the Scope of Services.

SUBMITTAL REQUIREMENTS

Qualification Submittals should be in the format stated below:

- One (1) original submission consisting of:
 - **Title Page:** Name of individual/firm, address, telephone number, name, email, and phone number of firm/individuals point of contact, and the date of the submission.
 - **Transmittal Letter:** Addressed letter including a subject label identifying which service qualifications have been submitted.
 - **Qualifications:** Include the requirements as listed in Qualification/Requirements.
 - **References:** Include references as listed in Qualification/Requirements.
 - **Sample Documents:** Applicants are encouraged to include examples of previous work that bears similarity to that of the Scope of Services.

SELECTION

All Qualification Submittals will be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the evaluation of Qualification Submittals, in order of no importance: Firm Qualifications Experience with Similar Projects; Reports from References.

If a firm/individual is selected to perform work for the City, an Engineering Services Contract will be entered into by the City and the selected Consultant with a maximum Not to Exceed Agreement.