



**REQUEST FOR QUALIFICATIONS, RFQ #20-02-CD**  
**Wastewater Treatment Facility & Collection System**  
**Final Design Engineering**  
  
**FOR THE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**CITY OF REPUBLIC, MISSOURI**

Garrett Brickner  
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Development & Public  
Works Director  
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## **NOTICE OF REQUEST FOR QUALIFICATIONS**

It is the intent of the City of Republic to receive statements of qualifications from professional firms/consultants to assist with Wastewater Treatment Facility & Collection System Final Design Engineering. The City will score applicants based on qualifications submitted and select a single firm to complete the work listed in scope of service. 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 must be received by the City of Republic's City Clerk at 213 North Main Republic, MO 65738** in a sealed envelope that is clearly marked, **"RFQ #20-02-CD, Wastewater Treatment Facility & Collection System Final Design Engineering"** no later than **3:30 PM CST Friday, July 31, 2020**. As projects are identified in the subject area, the selection team will evaluate and score the firms.

**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 express 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 an agreement with the City for professional services which will be drafted by the City.



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Garrett Brickner, Assistant  
Community Development & Public  
Works Director

Date

## **SCOPE OF SERVICES**

Engineering services related to preparation of final design, environmental documentation and clearances, and construction engineering services for the wastewater improvements outlined in the Wastewater Master Plan created by Burns & McDonnell and adopted by the City Council of the City of Republic, including; preparation of all plans, specifications, drawings and related documents or support necessary for permitting, bidding and construction and final acceptance. The selected consultant will also provide support services as needed in coordinating state revolving loan fund application, financial planning and sustainability, and participation in public outreach meetings associated with state revolving loan fund requirements.

## **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) Firms proximity to and familiarity with the area in which the project is located.
- (5) Individual and/or firm must be available to the Community Development 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 Community Development Director or their designee.
- (6) 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.
- (7) 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.
- (8) Submissions should identify these and other qualifications, as well as a proposed Fee Schedule.

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

## **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 of contact person, email of contact person, and the date of the submission.
  - **Transmittal Letter:** Addressed letter including a subject label containing the Services for which qualifications have been submitted and a statement of the contents of the Qualification Submittal with timestamp.
  - **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.