

November 28, 2016

**ANNUAL REQUEST FOR STATEMENTS OF QUALIFICATIONS AND
PERFORMANCE DATA,
Professional Services**

The City of Grandview invites Engineering, Land Surveying, and Landscape Architecture firms to submit a Statement of Qualifications and Performance Data to the City of Grandview for any or all of the following professional consulting services [Disciplines]:

- General Civil Engineering
- Traffic Engineering and Planning
- Structural and Bridge Engineering
- Land Surveying
- Landscape Architecture
- Environmental and Cultural Services
- Wastewater and Sewer Design Engineering
- Geotechnical Engineering
- Architecture (Buildings and Facilities)

This REQUEST contains the details regarding the City of Grandview's expectations and requirements for your qualifications submission. It is the intention of the City to maintain a file of qualification statements that the City will use to select a firm when a specific project requires the services of a professional consulting firm. The list of qualified firms developed from this solicitation will be effective January 1, 2017 and remain in effect for two years. **Please note that these statements Must Not Include Cost or Pricing Information.**

Interested firms should submit their Statement(s) of Qualifications and Performance Data (**two bound copies plus** an electronic copy of the submittal in PDF format contained on a USB drive.) to the City Clerk, City of Grandview, 1200 Main Street, Grandview, Missouri 64030, no later than **2:00 PM, Thursday, December 29, 2016**. The outside of the envelope should be clearly marked in the lower left-hand corner:

**ANNUAL REQUEST FOR STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA,
Professional Services
[Discipline]¹**

The solicitation of Statements of Qualifications and Performance Data is a significant part of the City of Grandview's continuing commitment to provide quality services to its citizens. We look forward to your submission.

Sincerely,



Jaclyn White, P.E.
City Engineer

¹ General Civil Engineering, Traffic Engineering and Planning, Structural and Bridge Engineering, Land Surveying, Landscape Architecture, Wastewater and Sewer Design Engineering, Geotechnical Engineering, Architecture, Environmental and Cultural Services

**ANNUAL REQUEST FOR STATEMENTS OF QUALIFICATIONS AND PERFORMANCE
DATA,
Professional Services
City Of Grandview, Missouri**

INTRODUCTION

The City of Grandview Missouri is soliciting Statements of Qualifications and Performance Data from professional engineering, land surveying and landscape architecture firms with solid experience in providing professional consulting services to public agencies. This request invites qualified engineering, land surveying, and landscape architecture consulting firms to submit qualifications and performance data for inclusion in a file of qualified firms that the City will use when a specific project requires the services of a professional consulting firm. Submission requirements and additional information for this effort are detailed in this request.

OBJECTIVES

From time to time, the City requires the services of professional consultants with experience and qualifications in several technical specialty areas [Disciplines] including:

- General Civil Engineering
- Traffic Engineering and Planning
- Structural and Bridge Engineering
- Land Surveying
- Landscape Architecture
- Environmental and Cultural Services
- Wastewater and Sewer Design Engineering
- Geotechnical Engineering
- Architecture (Buildings and Facilities)

The City of Grandview plans to establish a list of firms for each of the professional fields listed above, from which it can select firms to enter into the negotiation process with, in accordance with the State of Missouri Quality-Based Selection (QBS) laws. This request for Statements of Qualifications and Performance Data is the first step in that process.

Interested firms should submit **separate statements** for each of the disciplines that they wish to be qualified. The disciplines include, but are not necessarily limited to the following areas of experience and expertise.

- General Civil Engineering: Street and highway design, sidewalks, curb and gutter, general drainage and roadside drainage, engineering economics, project oversight, site design and layout.
- Traffic Engineering and Planning: Traffic engineering, studies, signal design and operation, traffic signing and pavement marking, transportation modeling, lighting design, telecommunication design.
- Structural and Bridge Engineering: Bridge and structure design and inspection including railroad bridges, construction oversight, backwater modeling

- Land Surveying: Property and alignment surveys, preparation of legal descriptions
- Landscape Architecture: Park design including recreation amenities, streetscape and trail design
- Wastewater and Sewer Design Engineering: I&I studies, rate studies, storm and sanitary sewer design, sewer inspection and evaluation, sewer remediation
- Geotechnical Engineering: Soil and material testing, foundation design, pavement design
- Architecture: Building and facility planning and design
- Environmental and Cultural Services: Requirements for cleanup of brownfield sites, hazardous waste disposal, underground storage tanks, environmental and cultural clearance for federally funded projects.

PROCESS

Please note that once a file of qualified consultants (by discipline) is established, when the City proposes to do a specific project, it will follow the process outlined below:

- Statements of Qualification in the City's file will be evaluated for suitability for that project, based on criteria developed specifically for each project as well as State Statute. It should be noted that **cost or price is not one of the criteria.**
- Three highly qualified firms included in the file will be identified for the project in question
- The City will select the firm considered best qualified and then proceed to negotiate a contract with that firm. As a basis for negotiations, the City will prepare a written description of the Scope of Services for the project in question. It will be during this contract negotiation stage that the City will first solicit cost and price information.
- If contract negotiations with the most highly qualified firm are unsuccessful, the City will end those negotiations, go to the next firm on the list, and attempt to negotiate a contract with that firm. If necessary, the City will undertake negotiations with the third firm.
- If it is not possible to negotiate a contract with any of the three firms identified, the process (evaluation of the statements on file) will start over.

INSTRUCTIONS

Interested firms should submit Statements of Qualifications and Performance Data (**two bound copies plus** an electronic copy of the submittal in PDF format contained on a USB drive.) to the City Clerk, City of Grandview, 1200 Main Street, Grandview, Missouri 64030, no later than **2:00 PM Thursday, December 29, 2016**. The outside of the envelope should be clearly marked in the lower left-hand corner:

ANNUAL REQUEST FOR STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA,

PROFESSIONAL SERVICES
CITY OF GRANDVIEW, MISSOURI
[Discipline]²

Interested firms should submit a separate submission, in a separately marked envelope, for each discipline that a firm wishes to be qualified.

Please note that these statements **Must Not Include Cost or Pricing Information.**

Firms can submit written questions seeking clarification of any aspects of this request to the City Engineer either via email jwhite@grandview.org or regular mail at 1200 Main Street, Grandview, MO 64030. The City must receive all questions by 2:00 pm, Thursday, December 22, 2016.

Once received, the City will review all Statements of Qualifications and Performance Data to insure compliance with the requirements listed in this Request. The City will maintain all

² General Civil Engineering, Traffic Engineering and Planning, Structural and Bridge Engineering, Land Surveying, Landscape Architecture, Wastewater and Sewer Design Engineering, Geotechnical Engineering, Architectural, Environmental Services

Statements of Qualifications and Performance Data meeting the requirements specified here in a file, arranged by discipline.

REQUIRED INFORMATION

The City will qualify a consultant for inclusion in its file of qualified firms based upon the following:

1. *Qualifications of the project team.* Senior and lead members of the consultant's team **must** be licensed professionals, licensed to practice in the State of Missouri in the appropriate discipline (Engineering, Land Surveying, Landscape Architecture, etc.).
2. *Experience on similar projects.* The consultant must present significant evidence of successful projects done for local government clients over the past five years. Projects should be representative types normally done by local government organizations.
3. *Evidence of timely completion of work.* Project listings should include information relating to successful projects completed by the firm, project start and planned finish dates as well as actual completions dates should be included.
4. *Evidence of completion of work within budget.* Project listings should include information relating to project cost and budget, including planned and final budget amounts.

Elaborate, printed Statements of Qualifications and Performance Data packages are not necessary. Complete Statements of Qualifications and Performance Data that address all of the items requested in this request are desired.

Completed Statement of Qualifications and Performance Data should not exceed 10 pages in

length including cover sheet, table of contents, and letter of interest, but not including resumes of the proposed team members or lists of reference projects.

A selection committee composed of the Public Works Director, City Engineer, Director of Parks and Recreation, Community Development Director and other involved staff will screen the STATEMENT OF QUALIFICATIONS AND PERFORMANCE to insure that the statements provide all of the information requested in this REQUEST

Please note that these statements Must Not Include Cost or Pricing Information.
TERMS AND CONDITIONS

The City reserves the right to reject any or all STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA or to waive informalities or irregularities in the submitted STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA.

If during any subsequent negotiations related to specific projects, the City is unable to negotiate a contract with the first, most-qualified consulting firm, or if the firm fails to execute the Contract within ten (10) days after award of a contract, the City will begin contract negotiations with the next most qualified consulting firm. This procedure will continue until a contract is reached.

In any case, the City reserves the right to terminate any resulting contract, for failure of the consulting firm to perform satisfactorily.

Any contracts awarded because of or based in part from the Statement of Qualifications and Performance Data submitted as a result of this REQUEST will require the selected firm to comply with the requirements of RSMo. §285.530 (employment of illegal aliens), which includes execution of a worker eligibility verification affidavit and submission of documents establishing that the selected firm is enrolled in E-verify or another acceptable federal worker verification program.

STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA FORMAT

The submitted STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA will contain the following information, and be organized in two parts

PART 1 (not to exceed 10 pages in length including letter of interest, table of contents, , description of the proposed team, listing of key personnel, and a detailing of experience):

1. Submit a brief letter of interest. including a statement of qualifications of the consultants on the proposed team and their ability to perform the work, and other relevant information regarding their qualifications. The letter should be signed by a designated firm representative or officer who is authorized to bind the firm contractually. Submission of a signed STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA will be interpreted to indicate the firm(s)' willingness to comply with all terms and conditions set forth herein.
2. A description of the consulting team including any sub-consultants or contractors that will be utilized, the location of the consultant and any sub-consultants or contractors, and the functions that each of the component members of the team will be responsible for. Specify the person that the firm will designate as Project Manager(s), and who will be responsible for all work, and the key contact with

the City.

3. A listing of key personnel that the consultant will assign to the project. A description of their training, certifications, and experience of those individuals should be provided . An organizational chart of the proposed consultant team should also be provided.
4. A detailing of the experience of the consultant team in this type of work. The STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA must include documentation that the consultant meets the requirements previously listed, in Items 2, 3, and 4 of the Selection Criteria. A list of not less than five projects completed within the past five years including the cost of the completed project, and contact information including Owner's Project Manager Name, Organization, Address, and Phone Number. This listing of projects should illustrate the type of work done within the specific discipline area.
5. Any additional information that the firm feels will assist the City in the evaluation of your firm's qualifications and capabilities. PART 2 (no limit on resume lengths)
 - Resumes of all team members that will be assigned to projects that should include, education, certifications, previous experience, and their assignment or position for this proposed project.

INCURRING COSTS

This Request for Statements of Qualifications and Performance Data does not commit the City of Grandview to award a contract or to pay for any costs incurred by successful or unsuccessful firms in the preparation of a submission.

GENERAL CONDITIONS FOR STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATAS

Failure to read this Request for Statement of Qualifications and Performance Data and comply with its instructions will be at the firm's own risk. Corrections or modifications received after the closing time specified in this request will not be accepted. A designated firm representative or officer who is authorized to bind the firm contractually must sign the STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA. Submission of a signed STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA to the Board will be interpreted to indicate the firm(s) willingness to comply with all items and conditions set forth herein.

STATEMENT OF QUALIFICATIONS AND PERFORMANCE DATA OWNERSHIP

All STATEMENTS OF QUALIFICATIONS AND PERFORMANCE DATA, including attachments, supplementary materials, rendering, sketches, addenda, etc., will become upon submission, property of the City of Grandview and will not be returned to the applicant.