



106 WEST BOURKE STREET
MACON, MO 63552
RFQ 2021.5.1

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The City of Macon, Missouri is seeking engineering services for preliminary engineering report, all design plans, implementation, and completion for demolition of an existing facility and construction of parking lot.

The City of Macon will be seeking EDA grant funds for the demolition of an existing facility and construction of a parking lot.

PART ONE: SCOPE OF SERVICES

The City of Macon, Missouri is soliciting qualification proposals for engineering services to assist the City of Macon, Missouri with services required for project compliance with Federal requirements. The Firm will be selected within one month of RFQ submittal and completion of preliminary engineering report is required to be completed within 6 weeks of selection. Design is expected to begin in January 2022.

The proposed project will consist of the demolition of an existing facility, enrollment in Missouri Department of Natural Resources Brownfields/Voluntary Cleanup Program, obtain completion letter for unrestricted use and construction of a parking lot.

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title “Request for Qualification Statements for Engineering Services for the Demolition of an Existing Facility and Construction of a Parking Lot”.

1. Name of Firm.
2. Firm address
3. Firm telephone number.
4. Firm federal tax identification number.
5. Name, title, address, telephone number, fax number and email address of contact person authorized to contractually obligate the Firm.

Contents of Qualification Submittal

Firm should letter and number responses exactly as the questions are presented herein. Interested Firms are invited to submit qualifications that contain the following information:

1. Introduction.
2. Background and Experience.
3. Specialized Knowledge in Demolition and Enrollment in the Brownfields/Voluntary Cleanup Program through Missouri Department of Natural Resources.
4. Personal/Professional Qualifications.

1. Introduction

By signing the RFQ, the Firm certifies the signatory is authorized to bind the Firm. The RFQ response should include:

- a. A brief statement of the Firm's understanding of the scope of the work to be performed;
- b. A certification the Firm meets the appropriate state licensing requirements to practice in the State of Missouri;
- c. A certification the Firm has not had a record of substandard work within the last five years;
- d. A certification the Firm has not engaged in any unethical practices within the last five years;
- e. A certification, if awarded the contract, the Firm acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information the Firm feels it is appropriate;
- g. The signature of an individual who is authorized to provide information of this nature in the name of the Firm submitting the qualifications.

2. Background and Experience

Firms should:

- a. Describe Firm by providing full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure, and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Firm assisted a governmental entity in dealing with demolition, site cleanup, parking lot construction and any other projects relating to federal funding. Firm should include all examples of work on similar projects as described in Part One.
- c. Time is of the essence. Provide an estimated schedule for completion. Describe the firm's workload and current capacity to accomplish the work by the proposed deadlines.
- d. Describe any issue of which would be uniquely relevant in evaluating the experience of Firm's to handle the proposed project(s).
- e. Describe Firm's presence in Missouri.
- f. Provide current information on professional errors and omissions coverage carried by Firm, including amount of coverage.
- g. Identify all subcontractors proposed for the project, their role and provide pertinent information on each subcontractor related to this section.
- h. The City of Macon, Missouri reserves the right to request any additional information to assure itself of a Firm's financial status.

3. Specialized Knowledge

Firms should:

- a. Provide examples and references for previous demolition and clean-up projects as described in Part One.

4. Personnel/Professional Qualification

Firm should:

- a. Identify staff members who would be assigned to act for Firm (including subcontractors) in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- b. Include resume or curriculum vitae of each staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience and relevant projects experience. Describe, for each such person, the projects relevant to federal projects on which they have worked.
- c. Estimate the number of persons to be assigned to this project, indicating the number of working in Missouri and the number working elsewhere.

Rating Points

Firms will be evaluated on the basis of the written material submitted and according to the following factors:

1.	Experience of the firm with project description.	40%
2.	References from other clients attesting to firms.	15%
3.	Quality of work.	10%
4.	Compliance with performance schedules.	10%
5.	Current capacity to accomplish the work in the proposed time.	10%
6.	Experience of the firm with Federal construction projects.	10%
7.	Timeliness of Proposed Project Schedule.	5%
	Total	100%

Attachments to Request for Qualifications 2021.5.1:

- a. Map of Project Area

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, City of Macon, Missouri will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to Cindy Hultz, Mark Twain Regional Council of Governments, at 573-565-2203 or Avis Marshall, City Administrator, Macon, Missouri at 660-385-6421.

Responses to the RFQ should be delivered to City Administrator, Avis Marshall, at 106 West Bourke, Macon, MO 63552.

Responses to this RFQ must be received no later than 12:00 p.m. on June 18, 2021.

Attachment A: Map of Project Area

501 Main, Macon, Missouri

