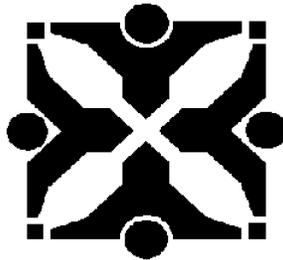


**REQUEST FOR QUALIFICATIONS  
FOR CONSULTANT SERVICES  
FOR  
SAFE ROUTES TO SCHOOLS DESIGN CHARRETTE- GRANT ELEMENTARY  
SCHOOL**



**DEPARTMENT OF PLANNING AND DEVELOPMENT  
CITY OF COLUMBIA, MISSOURI  
701 E. BROADWAY  
PO BOX 6015  
COLUMBIA, MO 65205  
(573) 874-7239**

**H. WILLIAM WATKINS  
City Manager**

**TIMOTHY TEDDY  
Planning Director**

**Request For Qualifications No. SRTS-NI-H285 (503)  
Closing Date: 5:00 pm, CT, Friday, July 17, 2009**

**REQUEST FOR QUALIFICATIONS  
FOR CONSULTANT SERVICES  
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SAFE ROUTES TO SCHOOLS DESIGN CHARRETTE- GRANT ELEMENTARY  
SCHOOL**

**1. REQUIRED SERVICES**

The City of Columbia is seeking the services of a qualified consulting firm to assist and guide the City in the preparation, planning, and facilitation of a design charrette project for Grant Elementary School. The project is tentatively scheduled for a period of twelve months with the design charrette to be held in October of 2009. The project will encompass the school's community and the greater Columbia community at large and the process may last longer based on community needs and a final agreed upon timeline between the City and the selected consultant.

Firms are requested to provide only the information detailed in Section 4 with their submittal. No cost or plan information is to be included. Firms will be evaluated and ranked based upon the qualifications submitted (see Section 4 for submittal information).

The firm selected will be required to submit a proposal which details their plan to perform the following:

- ✓ Design and facilitate a design charrette emphasizing community input and participation;
- ✓ Work with the City to evaluate the effectiveness of the design charrette and related outcomes;
- ✓ Implement any non-construction changes to the site that could be immediately put into place to improve safety for students who walk or bike to and from school; and
- ✓ Work with City Staff in order to evaluate and implement any physical re-construction recommendations.

**2. BACKGROUND INFORMATION**

Columbia, Missouri is the largest city in Boone County, home to the flagship University of Missouri, Stephens and Columbia Colleges. It is a full service city with a population of 99,174 and operates under the Council-Manager form of government. The City Council consists of a Mayor elected at large and 6 Council members elected from wards.

Columbia is fortunate in having a healthy economic base, which supports many programs and activities. A recent survey indicated that our citizens have a very favorable opinion of the city government and services provided.

The City is a participant in the Safe Routes to Schools program administered by the Missouri Department of Transportation (MoDOT) Highway Safety Division. This program provides safer walking and biking accommodations for school aged children. The City recognizes the impact of fostering healthy lifestyles in young persons, and is committed to reducing congestion and transportation problems in school areas while making walking and biking safe alternatives for students to get to and from school.

In an effort to foster community-based solutions to safety, congestion and traffic concerns, a design charrette will be held at Grant Elementary School. The charrette is tentatively scheduled for October, 2009 and will require advanced planning as well as

review and implementation proposals. The design charrette program is intended to be an open and participatory process.

### **3. SELECTION CRITERIA**

The following factors will be considered in evaluating and ranking the information submitted:

- a. Experience and qualifications in developing, conducting, coordinating and evaluating design charrettes for other cities;
- b. Knowledge of the Safe Routes to School Program;
- c. Experience and qualifications in the acquisition, analysis, and presentation of baseline data related to student travel patterns and school transportation infrastructure;
- d. The firm's approach to planning, implementing and performing the proposed work;
- e. Any other items proposed that are deemed by the City to offer value.

All submittals received will be reviewed and evaluated by City professional staff. The City of Columbia shall be the sole judges of the firm best qualified to undertake and provide the services contemplated.

The City of Columbia reserves the right to consider historic information and facts, whether gained from the information submitted, question and answer conferences, references, or any other source, in the evaluation process.

### **4. SUBMITTAL INFORMATION**

Firms interested in submitting their qualifications shall submit at a minimum:

- a. Resumes of all professional staff proposed to be involved with the project including their proposed role in this project, previous experience, and the amount of time that each person will spend on this project. If a subcontractor is to be used in conducting the work, similar information should be provided for the firm as if the firm is a proposed staff member;
- b. An explanation of the firm's approach to conducting work of this nature;
- c. Sufficient information to describe which methods, experience, expertise and services are unique to your firm or that differentiate your firm from possible competitors;
- d. References: A list of similar projects conducted by the consultant and contacts in other cities. The list shall include contact name(s), phone numbers and dates of services provided; and
- e. Any other information that would assist the City in the evaluation of the firm's qualifications to perform the work.

The consultant must respond to this RFQ by submitting all data required herein in order for the qualifications to be evaluated and considered for award.

Submittals marked with the RFQ number and the notation "Qualifications for Safe Routes to Schools Design Charrette-Grant Elementary School" are due at the City of Columbia Planning Department, 701 E. Broadway, PO Box 6015, Columbia, MO 65205 prior to **5:00 PM, Friday, July 17, 2009**. These may be sent via e-mail to [Planning@gocolumbiamo.com](mailto:Planning@gocolumbiamo.com). Submittals received after the date and time prescribed shall not be considered for contract award. Consultants are cautioned that organization of their response, as well as thoroughness is critical to the City's evaluation process.

**5. TERMS AND CONDITIONS**

- A. The City reserves the right, at its sole discretion, to terminate this process at any time, prior to the execution of a contract acceptable to the City. Following the review by the staff, the final selection, if any, will be based on the consulting firm which best meets the requirements set forth in the RFQ and is in the best interest of the City of Columbia.
- B. The City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
- C. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to this request for qualifications.
- D. All submittals are kept by the Planning Department for a period of time established by regulation or statute and are available for inspection after the award is made at any time during regular working hours.

**6. CONFLICT OF INTEREST**

The Consultant certifies that to the best of their knowledge no employee of the City, nor any member thereof, nor any public agency or official effected by this Agreement that may result from this RFQ, has any pecuniary interest in the business of the Consultant, and that no person associated with the Consultant has any interest that would conflict in any manner with the performance of the final Agreement.

**7. COMPLIANCE WITH LAWS**

The successful Consultant shall at all times observe and comply with all Federal, State of Missouri and City ordinances and regulations which may in any manner affect the performance of any duly authorized Agreement.

**8. ADDENDA AND INTERPRETATIONS**

No interpretations of the meaning of the RFQ documents will be made to any bidder orally. Every request for such interpretation shall be in writing to the City of Columbia Planning Department, 701 E. Broadway, PO Box 6015, Columbia, MO 65205, and to be given consideration must be received in sufficient time to permit a response to all prospective firms within the timeframe of this RFQ. Any and all such interpretation will be in the form of an Addendum to the RFQ Documents.