

CITY OF COTTLEVILLE

DEPARTMENT OF PUBLIC WORKS
CAPITAL IMPROVEMENTS MANAGEMENT SERVICES



**REQUEST FOR QUALIFICATIONS
FOR THE CITY OF COTTLEVILLE
ENGINEERING SERVICES**

RFQ-001-2009-Eng

SUBMITTAL DEADLINE
August 3, 2009 AT 5:00 P.M. CST

REQUEST FOR QUALIFICATIONS

CITY OF COTTLEVILLE ENGINEERING SERVICES

The City of Cottleville is seeking multiple qualified consulting firms to provide engineering design services and/or construction administration services for the Brittany Cove Traffic Signal – American Recovery and Reinvestment Act (“ARRA”) Project. The estimated cost for the project is approximately \$180,000.

I. PROJECT DESCRIPTION

The project is located at the intersection of Brittany Cove Drive, Country Crossing Drive, and Hwy N. The project addresses a wide array of transportation issues at this location ranging from vehicular travel to pedestrian movement. The project also includes sidewalk and handicap enhancements. All projects should be substantially completed by February, 2010.

The City seeks to hire a consulting firm to provide engineering design and/or construction administration services for the related project. The related project must be provided in accordance with the MoDOT local public agency manual and ARRA guidelines.

II. SUBMISSION REQUIREMENTS

Firms interested in the above project and would like to be considered should submit a Statement of Qualifications (“SOQ”) based on the following criteria:

- The specialized experience and technical competence of the firm with respect to the type of services required for the project.
- Experience meeting requirements of the Federal Highway Administration, the Missouri Department of Transportation and Local Public Agency Manual.
- The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project.
- Past experience and performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules.
- The firm’s proximity to and familiarity with the area in which the project is located.

Please provide two copies of the Statement of Qualifications in a in a sealed package, clearly marked on the front of the package **“Traffic Signal Engineering Services.”** SOQ should be limited to no more than 20 pages. It should include any other information which might help us in the selection process.

DBE firms must be certified by the Missouri Department of Transportation in order to be counted as participation towards an established DBE goal. We encourage DBE firms to submit letters of interest as prime consultants for any projects they feel can be managed by their firm.

All submittals must be received in the City Clerk's Office **no later than 5:00 p.m. CST on Monday, August 3, 2009** at the address below:

Mailing Address:

City Clerk's Office
Attn: Traffic Signal Engineering Services
P.O. Box 350
Cottleville, MO 63338

Physical Address:

City Clerk's Office
Attn: Traffic Signal Engineering Services
5490 Fifth Street
Cottleville, MO 63304

Any submittal received after this time shall not be considered. Submittals sent by facsimile will not be accepted.

III. SELECTION PROCESS AND SCHEDULE

The City will conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFQ. Each submittal will be analyzed to determine overall responsiveness and qualifications under the RFQ. The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents will be interviewed and scored based upon criteria to be determined by the selection committee. If interviews are to be held, an interview invitation letter will provide the evaluation criteria to be used. The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent.

The City will enter into negotiations with a specific selected firm to provide services on a specific project and execute a contract upon completion of negotiation of fees and contract terms for final approval.

The following tentative schedule has been prepared for this project:

SOQs due	August 3, 2009
Firms notified	August 17, 2009 (or earlier)

Final approval of a selected firm is subject to the action of the City of Cottleville City Council.

IV. AWARD OF CONTRACT & RESERVATION OF RIGHTS

- A. City reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFQ, and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- B. The Contract, if awarded, will be awarded to the Respondents whose submittals are deemed most advantageous to City, as determined by the selection committee, upon approval of the City Council.
- C. City may accept any submittal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFQ on the part of City. However, final selection of a Respondent is subject to City Council approval.

- D. In the event the parties cannot negotiate and execute a contract within the time specified by the City, the City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
- E. This RFQ does not commit City to enter into a Contract, award any services related to this RFQ, nor does it obligate City to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- F. Conflicts of Interest. Respondent acknowledges that it is informed that the City of Cottleville and its conflicts of interest ordinance prohibit a City officer or employee, as those terms are defined in the ordinance, from having a financial interest in any contract with City.
- G. Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is (are) and shall be deemed to be an independent contractor(s), responsible for its (their) respective acts or omissions, and that City shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.
- H. All submittals become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Missouri Sunshine Law, since information deemed to be confidential by Respondent may not be considered confidential under Missouri law, or pursuant to a Court order.
- I. Any cost or expense incurred by the Respondent that is associated with the preparation of the submittal, if any, or during any phase of the selection process, shall be borne solely by Respondent.



FORM 1
SUBMITTAL COVER / SIGNATURE SHEET

ISSUE DATE:	July 20, 2009	Request For Qualification Title:
		Engineering Services
DATE OF CLOSING:	August 3, 2009	ID# RFQ-001-2009-Eng
TIME OF CLOSING:	(No later than) 5:00 p.m. CST	DEPARTMENT / DIVISION:
SUBMIT TO:	City of Cottleville Office of the City Clerk 5490 Fifth Street Cottleville, MO 63304	Department of Public Works – Capital Improvements Management Services

READ AND SIGN BELOW. UNSIGNED COVER SHEETS WILL NOT BE ACCEPTED.

Legal Name of Firm:	
Address:	
City:	
State:	Zip Code:
Contact Person:	
Office Phone Number:	Alternate Phone Number:
E-Mail Address:	Fax Number:
<p>I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information contained in this submittal reflects accurately data regarding my organization/firm, work to be performed, and estimates of planned/delivered services. By signing this cover sheet, the undersigned agrees that, if awarded a contract in response to this RFQ, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's Submittal and during the Solicitation process.</p> <p>The undersigned certifies that he/she is authorized to bind the organization. All provisions in Respondent's submittal, shall remain valid for 120 days following the deadline date for submissions or, if Respondent is awarded a contract, throughout the entire term of the contract.</p>	

Signature of Authorized Individual

Typed Name of Authorized Individual

Date

Typed Title of Authorized Individual