



Public Works Department

Director's Office

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REQUEST FOR QUALIFICATIONS FOR DESIGN PROFESSIONAL SERVICES CONTRACT FOR PROJECT NO. 89020242 – BIKE KC, DOWNTOWN LOOP FEDERAL NO. CMAQ 3302 (422) PUBLIC WORKS DEPARTMENT CITY OF KANSAS CITY, MISSOURI

1. **Purpose.** This is a Request for Qualifications (“RFQ”) for Bike KC, Downtown Loop issued by the City of Kansas City, Missouri (“City”).
2. **Definition of Request for Qualifications.** This RFQ is an invitation by the City to Design Professionals to submit their qualifications and all other required submissions as part of their statement of interest for performing the services specified in this RFQ. Selection will be based upon the judgment of the City in obtaining a Design Professional that will be in the best interests of the City. Design Professional’s submittal of a proposal in response to this RFQ does not create any right in or expectation to a contract with the City.
3. **DBE Goal Determination:** 0% DBE firms must be listed in the MRCC DBE Directory located on MoDOT’s website at www.modot.gov, 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 project they feel can be managed by their firm.
4. **Due Date.** Qualifications are due by July 19, 2013 at 2:00pm. Qualifications shall be sent to **George Goodale, Contract Administrator, 1st Floor – Procurement Services at City Hall, 414 E. 12th Street, Kansas City, Missouri, 64106.** Design Professionals should submit 8 copies of their Proposals. All proposals must be submitted in a sealed envelope or box and shall not be opened until after the due date. The City reserves the right at any time to change or extend the due date and time for any reason.
5. **RFQ Package.** The RFQ package for this project contains the following:
 - a. Attachment A – Scope of Services
 - b. Attachment B – Electronic Submittals Requirements
 - c. Attachment C – Schedule
 - d. Attachment D – Project Map
6. **Requirements.** The following items are required with your firm’s Statement of Qualification:
 - a. Experience and Technical Competence
 - (1) Provide the qualifications of the employees on the team designed to this specific project
 - (2) Description of project understanding and project approach
 - (3) Description of the Project Control Plan

- (4) Description of the earliest times and durations of time that work may commence and when it can be completed
- b. Capacity and Capability
 - (1) List and description of key team members' professional experience.
 - (2) List the approximate percentage of the project for each team member.
 - (3) State each key personnel's time commitment for this project.
- c. Past Record of Performance
 - (1) Provide project descriptions of similar projects for the past three years and contact name with current address, email address, and telephone number for the owner of each project;
 - (2) Provide project descriptions of projects for the past three years with the City of Kansas City, MO. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with Kansas City, Missouri. The statement of qualification is not included in the total page count limit.

Proposals should be limited to five (5) pages in 12 point Font on (8-1/2" x 11") paper using one side of the page and numbered. Covers, Tables of Contents, and divider tabs will not count as pages, provided no additional information is included on those pages.

Any supplemental information or documents (i.e., not required by this RFQ) that are included in the proposal should be marked as an Attachment and clearly identified in the Table of Contents.

7. **Prohibited activities by former City employees and officials.** Section 2-1018 of the City's Code prohibits former elected City officials and former executive or administrative employees of the City from trying to influence a decision of the City on behalf of an employer or client for one year after that former employee or official leaves the City's employ. By submitting a proposal, Design Professional affirms that Design Professional and its team members and employees are in compliance with the requirements of Section 2-1018. Failure to comply with the requirements of Section 2-1018 may cause the Proposal to be rejected.
8. **Closed Records.** All Proposals and documents and meetings relating thereto may remain closed records or meetings under the Missouri Sunshine Act until a contract is executed or until all Proposals are rejected.
9. **Disclosure of Proprietary Information.** A Design Professional may restrict the disclosure of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the Proposal by:
 - a. Marking each page of each such document prominently in at least 16 point font with the words "Proprietary Information";
 - b. Printing each page of each such document on a different color paper than the paper on which the remainder of the proposal is printed; and
 - c. Segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words "Proprietary Information" in at least 16-point font, along with the name and address of the Design Professional.

After either a contract is executed pursuant to the RFQ, or all submittals are rejected, if access to documents marked "Proprietary Information", as provided above, is requested under the Missouri

Sunshine Law, the City will notify the Design Professional of the request, and it shall be the burden of the Design Professional to establish that such documents are exempt from disclosure under the law.

10. Evaluation Criteria/Rankings. Any evaluation criteria, weighing of criteria or ranking is used by the City only as a tool to assist the City in selecting the most qualified Design Professional for this Project. Evaluation scores or ranks do not create any right in or expectation to a contract regardless of any score or ranking given to any Design Professional.

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design.

Experience and Technical Competence 40 Points Max

Capacity and Capability 30 Points Max

Past Record of Performance 30 Points Max

11. Questions. Forward all questions in writing to the following Project Manager and Contract Administrator. Questions received less than Two (2) days prior to the Submittal Date may not be answered. Interpretations or clarifications considered necessary by the Project Manager in response to such questions will be issued by Addenda to all Proposers. Oral or other interpretations or clarifications shall be without legal effect, even if made at a Pre-Proposal Meeting.

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George Goodale
Contract Administrator
General Services Procurement
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Kansas City, MO 64106
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For persons with disabilities needing reasonable accommodations please contact Meg Conger at 816-513-6589. If you need to use the Relay Service, please dial 711.

ATTACHMENT A

SCOPE OF SERVICES

City Project No. 89020242
Federal Project No. CMAQ 3302 (422)
Bike KC Downtown Loop

Part 1: General Project Description

Bike facilities:

The engineering responsibilities may include but are not limited to preparation of preliminary plans, contract plans, preparing and submitting necessary local permits (if applicable), necessary environmental compliance documentation and permits, contract documents, utility coordination, assisting with the bidding process, preparation of PS&E and final documents and construction inspection for bike lane improvements for project No. 89020242 (“Bike KC Downtown Loop”), located along 12 mile loop that includes Grand Boulevard, 18th Street, 20th Street, Southwest Boulevard, Beardsley, Mulberry and West Pennway.

Part 2: Tasks to be completed by Design Professional

Design professional shall complete the following tasks under this contract:

Task 1: Conceptual Design and Route Safety Analysis

1. Review current, conceptual route alignment and current traffic data, and provide a feasibility analysis for proposed loop routes to accommodate multiple modes including bike, automobile, bus, and streetcar.
2. Assist staff with the identification of alternative alignments as necessary.
3. Provide coordination with various city departments and neighborhood groups and MoDOT.
4. Provide coordination and ensure compliance with neighborhood plans, such as the “Making Grand, Grand” Streetscape Plan, “20th St. Streetscape Plan”.

Task 2: Design

Prepare all plans, drawings, details, specifications, and estimates for the system identified in Task 1. This project could include, but is not limited to, a mix of sidewalks, bike lanes, buffered bike lanes, and sharrows. The design also requires integration with

existing facilities in the downtown areas. The city is interested in exploring innovative designs where possible to provide safe, efficient options for pedestrians and bicyclists.

Task 3: PS&E Submittal

1. Submit a complete set of Plans, Specifications and Estimate for submission by the City to MoDOT.

Deliverables under Task 3 are as follows:

1. Provide FIVE (5) sets of revised drawings (1/2 size) and a CD including revised drawings, specifications, and estimate. See Attachment B for electronic submittal requirements. Estimate is to be prepared in City form 00412 – Unit Prices, which will be provided by the City’s project manager upon request. If Alternates are included, Pricing for Alternates is to be provided in City form 00420 – Alternates, which will be provided by the City’s project manager upon request.

Task 4: Bidding

1. Prepare a final set of plans incorporate any comments received from MoDOT as a result of the PS&E Submittal.
2. Submit ONE (1) set of original signed and sealed FINAL DRAWINGS along with a CD containing final set drawings in electronic format, final set of specifications, and final estimate. These plans, specs and estimate will be used for bidding purposes.
3. Review project manual prepared by the City for accuracy and consistency with plans and specifications.
4. Attend Pre-Bid Conference
5. Be available to respond to questions from potential bidders
6. Assist City in the preparation of addenda, if necessary

Task 5: Construction Inspection

1. Work with contractor on behalf of the City, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction inspection, be present during critical construction operations, work with City to do full time inspections and reporting and participate in final inspection.

ATTACHMENT B
Electronic Format Requirements and Naming Conventions

In addition to other deliverables included in this Contract, items listed below are necessary requirements to accommodate posting bids on the Kansas City Plan Room.

Electronic Format Requirements and naming conventions:

Drawings/plans

Drawings/plans should be rendered as 200-300 dpi **PDF Format** images. No files may be larger than 5 megabytes in size. Plans/Drawings numbering should follow Form 00015 List of Drawings.

File names may not include any symbols such as < > : . " / \ | ? ' & # % ^ * () [] { } +

FILE NAMES: Plans/Drawings numbering should follow Form 00015 List of Drawings

1. All plans should be named in the following manner: three digit sequential number-brief descriptor. For example:

001-Cover.**pdf**

002-arc1.**pdf**

CSI specification sections (project manuals)

CSI specification sections should be named by division, using DIV as a prefix. For example:

DIV01.PDF (Technical, Project Specific)

DIV02.PDF

DIV03.PDF

SUMMARY:

1. Division 00 and 01 in Microsoft Word or Excel
2. Division 2-16 in PDF Format
3. Completed document originals of Plans and Diagrams of project must be submitted as 200-300 dpi **PDF**

Format images.

1 File

ATTACHMENT C

Schedule

Project No. 89020242

Bike KC-Downtown Loop

Design Professional shall perform the services outlined under Attachment A in accordance to the following schedule:

Task	Date
Task 1: Preliminary Plans Submittal	10/2013
Task 2: PS&E Submittal	1/2014
Task 3: Bidding	5/2014
Task 4: Inspection	7/2014

The estimated duration of each task is exclusive of any review time required by the City or MoDOT.