

**REQUEST FOR QUALIFICATIONS  
FOR DESIGN PROFESSIONAL SERVICES CONTRACT  
PROJECT NO. 89005536  
Blue Parkway at Eastwood Trafficway – Federal Aid No. STP-3301 (457)  
PUBLIC WORKS DEPARTMENT  
CITY OF KANSAS CITY, MISSOURI**

**1. Purpose.** This is a Request for Qualifications (“RFQ”) for **Project No. 89005536 - Blue Parkway at Eastwood Trafficway – Federal Aid No. STP-3301 (457)** 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: 10%.** DBE firms must be listed in the MRCC DBE Directory located on MoDOT’s website at [www.modot.gov](http://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 **August 29, 2014** at 2:00pm. Qualifications shall be sent to the Contract Administrator, City Hall 414 E. 12<sup>th</sup> Street, 1st Floor General Services Procurement Department, Kansas City, Missouri 64106. Design Professionals should submit seven (7) hardcopies 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 – Project Schedule
- c. Attachment C – Experience and Reference Summary
- d. Attachment D - Employee Eligibility Verification Affidavit

**6. Requirements.** The following items are required with your firm’s Statement of Qualification:

- a. Experience and Technical Competence
  - (1) See completed **Experience and Reference Summary**.
  - (2) Description of project understanding and project approach
  - (3) Description of the Project Control Plan
- 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) Include the resume of each Key Personnel, showing relevant project experience, professional registrations, education, certifications, and credentials.

- (4) State each key personnel's time commitment for this project.
- c. Past Record of Performance
  - (1) Completed **Experience and Reference Summary** - 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 listed in the **Experience and Reference Summary**, and identify the City's project manager for each project.
- d. Completed Attachment D - Employee Eligibility Verification Affidavit
- e. Completed E-Verify Memorandum of Understanding (15 CSR 60-15.020) at [www.dhs.gov/xprevprot/program/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/program/gc_1185221678150.shtm)

Proposals should be limited to twenty (20) 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.**

**It is required that your firm be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List, or your firm will be considered non-responsive.**

**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 ten (10) 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.

James Wang, P.E.  
Project Manager  
Public Works Department  
City Hall, 18th Fl  
Kansas City, MO 64106  
816-513-2737 Phone  
816-513-2760 Fax  
E-mail: [James.Wang@kcmo.org](mailto:James.Wang@kcmo.org)

George H. Goodale, CPPO, M.P.A.  
Contract Administrator  
General Services Procurement  
1<sup>st</sup> Floor, Room 102W, City Hall, 414 E. 12th St  
Kansas City, MO 64106  
816-513-0808 Phone  
816-513-2812 Fax  
E-mail: [George.Goodale@kcmo.org](mailto:George.Goodale@kcmo.org)



*For persons with disabilities needing reasonable accommodations please contact the City's ADA Specialist at 816-513-2532. If you need to use the Relay Service, dial*

**ATTACHMENT A  
DESIGN PROFESSIONAL SERVICES CONTRACT  
SCOPE OF SERVICES**

Project No. 89005536 - Blue Parkway at Eastwood Trafficway – Federal Aid No. STP-3301 (457)

General

The selected design professional will provide construction observation services for the Blue Parkway at Eastwood Trafficway project.

Background

The Blue Parkway at Eastwood Trafficway project will improve the intersection of Blue Parkway and Eastwood Trafficway in Kansas City, MO. This project includes roadway widening, drainage and signal improvements to add a left turn lane to Blue Parkway, rehabilitate Bridge S096B11 048 and add a right turn lane to Eastwood Trafficway. Improvements include grading, paving, bridge rehabilitation, storm sewer, sidewalks, retaining walls, traffic signals, pavement marking and signing, street lighting, erosion control, traffic control, cold milling, water main relocation sanitary sewer rehabilitation, and landscaping.

Scope of Services

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

This is a federally funded project, and the selected design professional will be required to follow the “LPA Policy” and all applicable Federal, State, and City requirements and procedures.

It is required that your firm be prequalified with MoDOT and listed in MoDOT’s Approved Consultant Prequalification List, or your firm will be considered non-responsive.

**ATTACHMENT B  
DESIGN PROFESSIONAL SERVICES CONTRACT  
PROJECT TASK SCHEDULE**

Project No. 89005536 - Blue Parkway at Eastwood Trafficway – Federal Aid No. STP-3301 (457)

1. PROJECT SCHEDULE

<b>Task Schedule</b>	<b>Duration (Starting from NTP)</b>
Task 1 – Construction Observation	15 months
<b>TOTAL</b>	<b>15 months</b>



# ATTACHMENT C - EXPERIENCE AND REFERENCE SUMMARY

Project Number: 89005536

Project Title: Blue Parkway at Eastwood Trafficway – Federal Aid No. STP-3301 (457)

<b>Firm's Legal Name</b>	
<b>Mailing Address</b>	
<b>Contact – Name &amp; Email</b>	
<b>Contact – Phone &amp; Fax</b>	

NO.	PROJECT & LOCATION	OWNER NAME & ADDRESS CONTACT & PHONE NUMBER	PROJECT DURATION & DATE COMPLETED	\$ VALUE
1.				
2.				
3.				
4				
5				
6				
7				
8				
9				

**ATTACHMENT D - EMPLOYEE ELIGIBILITY VERIFICATION AFFIDAVIT**  
(Required for any contract with the City of Kansas City, Missouri in excess of \$5,000.00)

STATE OF \_\_\_\_\_)

) ss

COUNTY OF \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_, personally known by me or otherwise proven to be the person whose name is subscribed on this affidavit and who, being duly sworn, stated as follows:

I am of sound mind, capable of making this affidavit, and personally swear or affirm that the statements made herein are truthful to the best of my knowledge. I am the \_\_\_\_\_ (title) of \_\_\_\_\_ (business entity) and I am duly authorized, directed or empowered to act with full authority on behalf of the business entity in making this affidavit.

I hereby swear or affirm that the business entity does not knowingly employ any person in connection with the contracted services who does not have the legal right or authorization under federal law to work in the United States as defined in 8 U.S.C. § 1324a(h)(3).

I hereby additionally swear or affirm that the business entity is enrolled in an electronic verification of work program operated by the United States Department of Homeland Security (E-Verify) or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986, and that the business entity will participate in said program with respect to any person hired by the business entity to perform any work in connection with the contracted services. I have attached hereto documentation sufficient to establish the business entity's enrollment and participation in the required electronic verification of work program.

I am aware and recognize that unless certain contractual requirements are satisfied and affidavits obtained as provided in Section 285.530, RSMo, the business entity may face liability for violations committed by its subcontractors, notwithstanding the fact that the business entity may itself be compliant.

I acknowledge that I am signing this affidavit as the free act and deed of the business entity and that I am not doing so under duress.

\_\_\_\_\_  
Affiant's signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires:

***Attach a photocopy of the first and last pages of the E-Verify Program Memorandum of Understanding provided by the U.S. Department of Homeland Security verifying enrollment.***

For assistance, contact U. S. Department of Homeland Security (E-Verify) at 888-464-4218 or [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm)