



Request for Qualifications Engineering Design Services

The City of Parkville, Missouri ("City") is pleased to issue this Request for Qualifications ("RFQ") for Engineering Design Services for Complete Streets Improvements along Route 9 between Hwy 45 and Clark Avenue in Parkville, MO.

1. INTRODUCTION

The City of Parkville is a fourth-class city located in the southern portion of Platte County, Missouri along the Missouri River. The population of Parkville was 6,296 based on the 2015 census population estimate. Parkville is home to Park University, Parkville Commons, English Landing Park, the National Golf Club, Riss Lake, and the historic downtown Main Street area.

The City has secured federal-aid transportation funding through the Mid-America Regional Council's (MARC) 2016 Call for Projects for Federal Fiscal Year (FFY) 2019-202 to fund Complete Streets Improvements on Route 9 running approximately from Hwy 45 to Clark Avenue. The City shall be financially responsible for all aspects of the design of the public improvements. The construction funding will be shared between the City and the federal funding grant.

The desired schedule is to complete the Right-of-Way and Preliminary Design Plans by July 2017 and Final Plan, Specifications and Estimate in October 2017 for submittal to MODOT. The bidding and construction is planned for January 2018. The anticipated schedule is included in Section 4 Timetable below.

A Request for Qualifications (RFQ) process will be utilized for solicitation of professional services which will be advertised through the City's website. Once proposals are received, a selection committee will review the recommendations, determine a final interview list, and conduct interviews (optional). Based on its evaluation of the selection criteria, the Selection Committee will forward its recommendation to the Finance Committee and Board of Aldermen for final approval.

Proposals clearly labeled "Proposal for Engineering Design Services" will be received on Thursday, May 11, 2017 at Parkville City Hall no later than 10:00 a.m. Proposal instructions and service specifications are below.

2. SCOPE OF SERVICES

The design team will work closely with members of City Administration, Public Works and Community Development. Professional design services are needed to complete the project as follows:

The project will provide Complete Streets Improvements along Route 9 to improve safety, mobility, storm water management and multimodal accessibility. Specific improvements to be made between Hwy 45 and Clark Avenue include: a 10 ft. shared-use-path along the east side of the corridor for active transportation users, including bicyclists and pedestrians; sidewalks along the west side of the corridor; delineated crosswalks across Route 9; additional turning lanes where the right-of-way allows; curb and

gutter improvements to eliminate drainage issues and storm water runoffs from Route 9; and street lighting to improve pedestrian visibility and safety.

The design team would be responsible for attending various meetings with City Administration and other staff; present the project at various Board meetings; and host public forums.

A contract will be issued with a detailed scope of work after the design team has been selected and approved by the City.

3. PRE-PROPOSAL CONFERENCE

An optional pre-proposal conference will be held in the Public Works Conference Room at City Hall, 8880 Clark Avenue, Parkville, MO. on Wednesday, April 26, 2017 at 10:00 a.m.

4. TIMETABLE

The estimated project schedule is as follows:

Project Description: Complete Streets Improvements on Route 9 running approximately from MO-45 to Clark Avenue. The City shall be financially responsible for all aspects of the design of the public improvements.

Task	Anticipated Date
Solicitation for Professional Engineering Services (advertised)	April 19, 2017
Pre-Proposal Conference	May 1, 2017
Request For Qualifications Deadline	May 11, 2017
Selection Committee Review of Proposals	May 15-19, 2017
Interviews with Consultants	May 22-23, 2017
Finance Committee Meeting	May 30, 2017
Board of Aldermen Meeting	June 6, 2017
Engineering Services Contract Approved	June 6, 2017
Plans, Specifications & Estimate (PS&E) Preliminary	July 2017
Plans, Specifications & Estimate (PS&E) Final	October 2017
Plans, Specifications & Estimate (PS&E) Approval	November 2017

***Note: the dates established in the schedule above will be used in the applicable ESC between the sponsor agency and consultant firm.**

****Schedule dates are approximate as the project schedule will be actively managed and issues mitigated through the project delivery process. The Award Date or Planning Study Date deliverable is not approximate and requires request to adjust.**

5. INSTRUCTIONS TO APPLICANTS:

The response to this RFQ should be delivered no later than May 11, 2017 at 10:00 a.m. Six (6) hard copies plus one (1) electronic PDF file version (on a CD or flash drive) shall be submitted to the address below in a sealed package clearly marked to the attention of Alysén Abel and must be received at the address below by:

Alysén Abel, P.E.
Public Works Director
City of Parkville
8880 Clark Ave.
Parkville, MO 64152
(816) 741-7676

1. Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the selection process at any time prior to the submittal deadline. The City reserves the right to extend the time for submittals.
2. Additional promotional materials/brochures may be included in addition to the proposal but may not substitute for any of the content requirements of the proposal itself.
3. The City reserves the right to request a change in any proposed sub-consultants, if applicable.
4. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any firm submitting a proposal.
5. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
6. All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.

6. PROPOSAL REQUIREMENTS AND EVALUATION CRITERIA

The following are the contents that all proposals must include. All the listed criteria should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable firm(s). Note: The sequence of the listing is not intended to reflect relative scoring of each category.

1. Cover Letter:

The cover letter should briefly state the understanding of the work to be performed and a statement as to why the company believes it is best qualified to perform the services. The cover letter should also include the name(s) of the person(s) authorized to represent the proposer, title, address, e-mail address, and telephone number.

2. Related Experience and References:

Proposal shall include the name, address and telephone number of three to five clients for whom services similar to those described in this Request for Qualifications have been performed. Proposal shall also include a brief description of the past services provided for each reference.

3. Project Team:

Proposal shall include resumes for all the key project team members including educational background/training, certifications, related experience and detailed descriptions of roles played on past projects. Proposal should identify all team members who would present findings and recommendations at public meetings.

4. Understanding and Approach to the Work:

Proposal shall describe the approach to the scope of work described in this RFQ, including process and schedule. This criterion will be evaluated based on the proposer's understanding of the City's objectives and ability to demonstrate a process that efficiently and effectively achieves the desired outcomes.

5. Disclosure

Proposal will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the City. Proposal shall further disclose all current and unresolved litigations, arbitrations, or mediations of the company.

6. Compliance with Professional Services Agreement

The City's standard Professional Services Agreement is included as Attachment A to this Request for Qualifications. Proposer shall thoroughly review the agreement and state an ability to comply with its terms and/or state any terms for which it will request re-negotiation.

Questions concerning this project should be addressed to Alysen Abel, Public Works Director, City of Parkville, either by phone (816) 741-7676, or by e-mail at aabel@parkvillemo.gov.

By submitting a proposal in response to this RFQ, the respondent expresses its intent to comply with the established timeline. In addition, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of "the most qualified and capable" firm(s) will require subjective judgments by the selection committee and the City. Thank you in advance for your interest in the City of Parkville.