

## **REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL ENGINEERING SERVICES**

The City of Flint Hill is soliciting Statements of Qualifications from qualified firms to provide professional engineering services to the City of Flint Hill.

Statements of Qualifications will be accepted at City Offices until **June 8, 2023**, at 1:00 p.m.

For additional information regarding this Request for Qualifications please contact Ms. Tracy Williams, City Clerk, at (636) 327-4441 or via email at [Twiebe@cityofflinthill.net](mailto:Twiebe@cityofflinthill.net).

### **STATEMENT OF INTENT**

The City intends to contract with a single firm to provide professional engineering services to the City, including plan review, computation of construction costs and other matters in enforcement of the City's Ordinances, and to serve as City Engineer. Qualified firms must have relevant experience in civil engineering and planning and in performing the functions of a municipality's City Engineer.

The qualified firm shall be capable of performing numerous other disciplines as denoted in the scope of services or at a minimum have the ability to coordinate with other firms or recommend firms that provide such services. No minimum amount of work is guaranteed, and the relationship with the selected firm shall be non-exclusive so as to allow the City to use other firms as the City deems necessary or appropriate.

### **SCOPE OF SERVICES**

The services rendered to the City shall include but not be limited to (the "Services"):

1. Review of plans, permits and applications for compliance with City Ordinances and industry standards.
2. Review of construction and development plans and permits (Preliminary Plats, Area Plans, Record Plats), perform inspections and follow-up on dedications, improvement guarantees and as-built plans.
3. General engineering services relevant to Water & Sewer, Stormwater, Waste Water (Sanitary Sewer), Planning, Streets and Parks.
4. Research and project-specific studies, including update to Comprehensive Plan.
5. Technical consulting.
6. Project management.
7. Bid preparation.
8. On-site inspections.
9. Grant writing and administration, including work with the St. Charles County Road Board and the East-West Gateway Council of Governments.
10. Regulatory interface and permitting.
11. Duties required of the City's Zoning Official.
12. Other general City Engineer duties.
13. Attendance at City meetings such as Planning and Zoning, Board of Adjustment, Architectural Review Board, and Board of Aldermen meetings on an as-needed basis.

14. Preparation of monthly summary of project status, applications and permits issued.

## **GENERAL TERMS & CONDITIONS**

1. **STATEMENT OF QUALIFICATIONS:** This RFQ is an invitation by the City to firms to submit their Statement of Qualifications (SOQ) to the City. This RFQ is not a request for a competitive bid. The City will evaluate every SOQ it receives, select the three (3) firms it considers the most qualified and capable of performing the Services and conduct interviews with those firms. An incomplete SOQ will not be considered by the City. However, the City may inform a firm that its SOQ is incomplete and allow the firm to amend or supplement its SOQ prior to the deadline for submitting its SOQ. A firm's submittal of an SOQ in response to this RFQ does not create any right in or expectation to a contract with the City. If the City does not enter into a contract with any qualified firm, the City reserves the right to post a new RFQ in its sole discretion.
2. **MEETING ATTENDANCE AND PARTICIPATION:** The selected firm periodically will be required to attend Board of Aldermen, Planning and Zoning Commission, Architectural Review Board, and/or Board of Adjustment meetings in addition to meetings with staff and developers.
3. **WORK PRODUCT:** If selected, a firm is expected to provide the City with copies of all work product without limitation, which shall include reports, analyses, correspondence, plans, drawings and any other documents produced in connection with performing the Services, in printed form as well as in electronic form, as requested. The City shall own all rights, title and interest, including all copyrights and intellectual property rights, to all documents that are created in connection with the performance of the Services.
4. **PROFESSIONAL ENGINEER REQUIREMENT:** The selected firm must assign to the City a minimum of one (1) staff person who is a Professional Engineer licensed to practice in the State of Missouri and who has City Engineer experience.
5. **RELEVANT EXPERIENCE:** Preference will be given to firms that have or have had public sector clients, with a strong preference being given to those that specialize in representing public sector entities. The objective of this criterion is to minimize the potential for conflicts between City's engineering firm and clients the selected firm may represent for projects within the City of Flint Hill. Preference will be given to firms that have or have had experience in acting as "City Engineer" and for those firms with experience in presenting and advocating before the St. Charles County Road Board, the East West Gateway Coordinating Council and
6. **RESPONSIVENESS:** The selected firm must perform the Services in a timely manner, without unreasonable delays.
7. **PROXIMITY:** The selected firm must be located within proximity to the City of Flint Hill to facilitate on-site responsiveness to issues.
8. **INSURANCE:** The selected firm shall agree to indemnify, hold harmless, and defend the City, its officials, agents, servants and employees from and against any and all losses,

damages (by judgment or settlement), charges and expenses (including reasonable attorney's fees) which they or any one or more of them may incur or sustain by reason of any claims or causes of action for personal injury or injuries, including death, to any person or persons whomsoever (including the officers, agents, servants or employees of the firm or of any subcontractor) including but not limited to such claims or causes of action arising out of, or in any way connected with, or occasioned by the work performed by the firm or subcontractor, their respective agents, servants or employees under or pursuant to this contract.

Without limiting his liability under this contract, the firm shall procure and maintain at its expense during the life of this contract insurance of the types and in the minimum amounts stated below:

- 1) Workmen's Compensation Insurance in full compliance with the Workmen's Compensation and Occupational Disease laws of the State of Missouri.
- 2) Comprehensive General Liability:
  - Bodily injury, including death - \$1,000,000 per person  
- \$1,000,000 per occurrence
  - Property damage - \$1,000,000 per occurrence  
- \$1,000,000 aggregate
- 3) Professional Errors and Omissions Insurance:
  - \$2,000,000 per claim
  - \$2,000,000 annual aggregate.

The Comprehensive Liability Policy shall include blanket contractual liability coverage or a contractual liability endorsement with limits not less than those specified in subparagraph 2 hereof. The certificates of insurance to be furnished hereunder shall reflect such coverage.

Said insurance shall be written by a company licensed to do business in the State of Missouri and satisfactory to the City. Before commencing any work hereunder, certificates evidencing the maintenance of such insurance shall be furnished to the City and shall contain the following statement:

***\*Insurance evidenced by this certificate will not be canceled or altered except ten (10) days after receipt by the City of Flint Hill, Missouri of written notice thereof.***

9. RESERVATION OF RIGHTS: The City reserves the right to decline to enter into a contract with any qualified firm, to waive any technicalities in the process and to make such investigations as are deemed necessary to determine the ability of the firm to provide the Services. The RFQ does not commit the City of Flint Hill, Missouri, to award a contract, to pay any costs incurred in the preparation of an SOQ, or to procure or contract for the Services.
10. ERRORS AND OMISSIONS BY CITY: No firm shall be permitted to use to its advantage any error or omission in this RFQ. If a firm shall have any questions or desires a clarification or interpretation regarding the Services or any of the provisions of this RFQ,

the firm shall request such clarification in writing and any such clarifications shall be made available to all firms.

11. **QUESTIONS:** Any and all questions regarding this RFQ shall be directed to **Ms. Tracy Williams, City Clerk, at (636) 327-4441 or [Twiebe@cityofflinthill.net](mailto:Twiebe@cityofflinthill.net).**
12. **SUBMISSION OF AN SOQ:** A SOQ must be submitted prior to 1:00 p.m. on June 8, 2023.

If mailed, SOQ must be mailed to:

City of Flint Hill  
Tracy Williams, City Clerk  
PO Box 196  
Flint Hill, MO 63346

If not mailed, SOQ must be submitted in person to:

City of Flint Hill  
Tracy Williams, City Clerk  
2061 Grothe Road (Lower Level)  
Wentzville, MO 63385

An SOQ may be delivered in person, by carrier, or by mail. It is the sole responsibility of the vendor to see that his/her proposal is received in proper time. No late SOQ will be considered.

Statements of Qualifications should be submitted in a sealed envelope clearly marked **“ENGINEERING SERVICES”**, with the name of the firm.

13. **WITHDRAWAL OF AN SOQ:** Each firm agrees that its SOQ is a truthful, accurate and valid statement of the firm’s qualifications and may not be withdrawn for a period of no less than sixty (60) days from the due date without the consent of the City.
14. **PROFESSIONAL SERVICE AGREEMENT:** The City shall negotiate a contract with the qualified firm(s) as provided in Section 8.291, RSMo. However, nothing in this RFQ requires the City to enter into a contract with a qualified firm.

### **SOQ REQUIREMENTS**

The SOQ shall include the Firm Information sheet attached to this RFQ. Each firm shall submit seven (7) copies of the SOQ containing the following information:

1. Firm’s Mailing address;
2. The contact information of the principal person(s) to perform the Services for the City;
3. The year the present firm was established;
4. Federal Tax Identification Number;
5. MBE/WBE/DBE status;
6. Proof of all insurance coverages required in this RFQ;

7. Firm's resume (2 page limit);
8. Resumes of key personnel expected to be assigned to perform the Services (2 page limit each);
9. Firm's number of employees by discipline and location; and
10. A list of related clients that the firm has worked for in the last five (5) years.

### **EVALUATION OF SOQ**

In evaluating the qualifications of each firm, the City shall use the following criteria:

- (1) The specialized experience and technical competence of the firm with respect to the Services;
- (2) The capacity and capability of the firm to perform the Services within the time limitations proposed by the City;
- (3) The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; and
- (4) The firm's proximity to and familiarity with the City of Flint Hill.

Each firm must clearly demonstrate that it has sufficient qualifications and experience in providing engineering services. Selection of firms for interviews will be based solely upon the judgment of the City in determining the firms that are best qualified and capable of performing the Services.

The Board of Aldermen of the City of Flint Hill will evaluate each SOQ individually. There will be three (3) firms chosen for interviews. Firms selected for personal interviews must attend the interview or they will be excluded from further consideration. During interviews, the firm will be allowed to present qualifications for approximately 20 minutes and subsequently questioned by the Board of Aldermen. After the interviews, the City will negotiate a contract with the qualified firm(s) in accordance with the procedures set forth in Section 8.291, RSMo.

**FIRM INFORMATION  
REQUEST FOR QUALIFICATIONS (RFQ) FOR  
PROFESSIONAL ENGINEERING SERVICES**

**Due Date: JUNE 8, 2023 AT 1:00 P.M.**

**FIRM INFORMATION (page 1 of 2)**

Company Submitting SOQ: \_\_\_\_\_

1. Company Address and Mailing Address (if different):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Phone No: \_\_\_\_\_

Company Fax No: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

Phone No. of Authorized Representative: \_\_\_\_\_

3. YEAR present firm was established: \_\_\_\_\_

4. EIN: \_\_\_\_\_

5. List licensure status (date and State) of representatives potentially assigned:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Attach proof of insurance.
7. Attach Firm resume (2 page limit).
8. Attach resumes of key personal expected to perform Services.
9. Attach list of Firm's number of employees by discipline and location.
10. Attach list of clients, including political subdivisions, municipalities and other local governments, for which the Firm has performed services within the last five (5) years.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Title: \_\_\_\_\_