

REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL PLANNING SERVICES

UPDATE / AMENDED COMPREHENSIVE PLAN

The City of Flint Hill is soliciting Statements of Qualifications from qualified firms to provide professional engineering services to the City of Flint Hill to update and amend the City's 2009 Comprehensive Plan to provide a Comprehensive Plan 2025.

Statements of Qualifications will be accepted at City Offices until Monday, **January 13, 2025**, 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 Twilliams@cityofflinthill.com.

STATEMENT OF INTENT

The City intends to contract with a single firm to provide professional services to the City, including plan review, review and update of tables and maps, coordinating public hearing, drafting, and other matters to ensure that the City's Comprehensive Plan is adopted pursuant to law and after public hearing and to meet the requirements of law for a Comprehensive Plan, namely to be a "comprehensive land use plan [that is] a recommendation for the physical development and uses of land and which may include items such as the general location of infrastructure and general character, extent and layout" of planned use. Smith v. City of St. Louis, 395 S.W.3d 20, 28 (Mo. 2013). Qualified firms must have relevant experience in planning.

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.

SCOPE OF SERVICES

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

1. Review of the City's 2009 Comprehensive Plan (April 2009).
2. Review of construction and development plans and permits (Preliminary Plats, Area Plans, Record Plats), and Ordinances, updating from 2009 the general location of infrastructure and the general character, extent and layout of existing uses.
3. Review of County and State planning documents, staff and officials e.g., St. Charles County and the Master Plan Envision 2030 plan, and review of metropolitan area agency planning documents, staff and officials, e.g., East-West Gateway Council of Governments, for consideration in connection with the planning process.
4. Conducting public hearings for input into planning.
5. Preparation of drafts and a final Comprehensive Plan for adoption by Ordinance.

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, and/or Architectural Review Board meetings in addition to meetings with staff and other local officials.
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 may, but need not, have a minimum of one (1) staff person who is a Professional Engineer licensed to practice in the State of Missouri. The selected firm should have a minimum of one (1) staff person certified or degreed in community planning and with appropriate industry associations, e.g., The American Institute of Certified Planners.
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 have relevant and recent experience in developing a comprehensive plan.
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 close proximity to the City of Flint Hill to ensure regular meeting attendance and facilitate close cooperation with City staff and officials.
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 Twilliams@cityofflinthill.com.**
12. SUBMISSION OF AN SOQ: A SOQ must be submitted prior to 1:00 p.m. Monday, **January 13, 2025.**

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 **"COMPREHENSIVE PLANNING 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 contain, as the initial pages a completed Firm Information sheet. Each firm may include, after the initial pages of the completed Firm Information sheet, additional relevant materials.

Each firm shall submit seven (7) copies of its response to this SOQ.

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 the planning 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 be available for a question and answer session. 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 SERVICES**

Due Date: JANUARY 13, 2025, 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 principals/employees and the relevant licenses, certifications and association members (date and State) of representatives potentially assigned:

6. Attach proof of insurance.
7. Attach Firm resume (2 page limit).
8. Attach resumes of key personnel expected to perform Services (1 page limit).
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 comprehensive planning services within the last five (5) years.
11. Name and contact information for three (3) municipalities for which comprehensive planning services have been performed as references for the City staff to contact.

Signature: _____

Date: _____

Print Name: _____

Phone: _____

Title: _____