



April 12, 2017

Subject: Request for Statements of Qualifications for Various Professional Engineering Services #17-186

Dear Firm:

Your Firm is being invited to submit statements of qualifications for providing the City of Wentzville (the "City") various professional engineering services for the calendar years of 2017 and 2018. Professional engineering services will be used to complete peer review, design of capital projects, and other miscellaneous tasks that may require these services. Note that the City plans to award to two or more Firms for each of the various professional engineering service categories; therefore award does not necessarily guarantee work.

Submissions of qualifications will be accepted until noon May 3, 2017. All questions and clarifications may be addressed in writing to Alice Winkelman, Senior Procurement Specialist, at 636-639-2026, alice.winkelman@wentzvillemo.org by noon April 24, 2017.

Statements of Qualifications will be accepted in a sealed envelope or package at:

City of Wentzville
SOQ #17-186
Kimberly Butts, CPSM
Director of Procurement
310 W. Pearce Blvd.
Wentzville, MO 63385

Please review the attached for details regarding the City's expectations for your submittal of qualifications. Thank you in advance for your interest in working with the City of Wentzville.

Sincerely,

A handwritten signature in blue ink that reads "Kimberly Butts, CPSM".

Kimberly Butts, CPSM
Director of Procurement

Professional Engineering Services

1. Introduction

The City is currently seeking qualified professional engineering and surveying firms (“Firms”) for various professional engineering and land surveying services for the calendar years of 2017 and 2018. Professional engineering services will be used to complete peer review, design of capital projects, and other miscellaneous tasks that may require these services.

2. Background

The City anticipates the need for various engineering and land surveying services in 2017 and 2018 and therefore this Request for Statements of Qualifications (“SOQ”) may be used for multiple awards for peer review, design of capital projects, and other miscellaneous tasks. Statements of Qualifications submitted will be used to select two or more Firms for each of the various professional engineering service categories.

3. Description of Services Requested

Professional engineering services may include, but are not necessarily limited to tasks to provide: project management, planning, feasibility studies, permit applications, peer review, field investigations, condition assessment, specification writing, preliminary engineering services, calculations and analysis, construction designs and plans, construction estimates, bid phase support services, review of submittals, construction support services, as-built plans, and other miscellaneous engineering work. Services may require quick turn-around tasks on short notice to study, design, estimate or review projects. Specific tasks will be negotiated and awarded on an as-needed basis. All aspects of the scope of work and pricing may be subject to negotiation. However, everything will be based on established hourly rates.

The scope of work for projects may include but is not limited to the following categories:

- A. Roadway Reconstruction / Rehabilitation / Design
- B. Traffic / Traffic Signals
- C. Structural (Storage operations buildings and renovations or additions, underground structures)
- D. Surveying
- E. Construction Management / Inspection for LPA and Non-LPA Projects
- F. Stormwater Management (Hydraulics, Hydrology, Stream Stabilization)

4. Submittal Requirements

Discuss the qualifications of your Firm and its ability to provide professional services for the proposed scope of work project types and scope delineated above. Firms may provide qualifications for one or more of the categories. Cover letter and table of contents are not included in the page count requirements below; resumes and copies of licenses are not included in the page count. The City prefers that your submittal not be bound. Submit five hard copies.

4.1. General Firm Information

Within no more than 1 double-sided page, list the general information of your Firm, including legal name, mailing address, location, phone number, fax number and email address of Firm/person submitting the qualifications.

4.2. Categorical Qualification Sections

Qualification submittals shall be not more than 3 double-sided pages (or 6 single-sided pages) total in length per each category (A - F) for which qualifications are submitted. Each qualification section should be clearly separated by tabs with the tabs labeled for each categorical qualification submitted.

4.2.1. Relevant Project Experience

Include a summary of the Firm's history, experience and qualifications with projects (dates, description, locations, key personnel and references) similar to the projects listed in this SOQ. Emphasis should be given to projects performed from the local area office using staff nominated as available for the tasks that may arise.

4.2.2. Key Personnel Qualifications

Include the names and resumes of the project manager and staff to be committed. For each of the key personnel, identify their expected areas of responsibility and previous experience on similar projects.

4.2.3. Capacity and Capability

Provide a narrative of how your Firm will accomplish work in a timely manner and within project scheduling constraints. Demonstrate unique capabilities, innovative approaches, technical skills and systems, or special methodologies proposed to accomplish the work efficiently and to a high standard. Specifically list any work for which you do not have in-house capability, and name the Firm you propose to subcontract for that work. Provide a systematic and methodical description

as to how the scope of work will be accomplished in language suitable for inclusion in a legal contract.

4.2.4. Record of Performance

Provide a record of past performance with respect to control of costs, quality of work and ability to meet deadlines and schedules.

4.2.5. Proximity and Familiarity

List specific experience in dealing with local government agencies including: St. Charles County, St. Charles County communities, and other Midwestern Communities. List projects conducted in the City of Wentzville, if any, which may add to your knowledge, capability, and efficiency on this project.

4.3. Additional Qualifications

Within no more than 1 double-sided page, indicate ability of the Firm to retain automobile and general liability insurance with umbrella coverage of \$3,000,000 per project and naming the City as an additional insured. Indicate your ability to retain professional liability insurance in the amount of \$1,000,000 per claim. Upon selection of Firm, the Firm will be required to complete documents regarding enrollment in the Federal Work Authorization Program and E-verify. See information attached to this Request for Statements of Qualifications.

5. Selection Process and Criteria

5.1. Prime Engineering Firm

It is recognized that several engineering Firms may wish to combine their resources in responding to this SOQ. An SOQ with such a combination is acceptable, provided that the complete SOQ contains all the required information, and indicates which engineering Firm shall be responsible for each of the components that make up the complete set of services. In addition, there must be a prime engineering Firm designated to perform all implementation and project management activities such as project scheduling and coordination, communication, issue tracking, service delivery, integration, and implementation. All ongoing support, maintenance, changes and support contracts for the implemented services must be coordinated through a single engineering Firm.

5.2. Statement of Qualifications Evaluation

An Evaluation Committee will review and evaluate the qualifications of each Firm to select two or more per category to participate in assigned tasks in 2017 and 2018.

The evaluation for each category will be based on information provided related to the selection criteria listed as follows:

- | | |
|---------------------------------|--------------------|
| 1) Relevant Project Experience | (rating ____ x 30) |
| 2) Key Personnel Qualifications | (rating ____ x 20) |
| 3) Capacity and Capability | (rating ____ x 25) |
| 4) Record of Performance | (rating ____ x 15) |
| 5) Proximity and Familiarity | (rating ____ x 10) |

Each of the criteria above will be rated 10 (excellent) to 0 (poor or non-responsive) and weighted by the number in parenthesis for each above. Final rating will be the total of each rating value for criteria 1 through 5.

5.3. Interviews

Upon review of all responsive SOQ's using the criteria outlined above, the City may select Firms to interview. Firms may be selected for interviews or questioned for clarification by the Evaluation Committee; however, the City may choose to proceed without interviewing any Firms.

Engineering Firms selected for onsite interviews must include a Project Manager as part of the interview team. This Project Manager will be identified in the SOQ response, and it is the expectation of the City that this manager will lead actual implementation if a contract is awarded.

5.4. Contract Award & Negotiations

Upon final ranking of the Firms, hourly-rate contract(s) will be awarded for a term of approximately two years. Once the City identifies a task, the selected Firm will be requested to develop a Scope of Work and costs for all components of the identified tasks. Scope of Work and costs will be negotiated.