



CLAY COUNTY
PURCHASING DEPARTMENT
REQUEST FOR QUALIFICATION (RFQ)

RFQ NO:	07-23	PURCHASING SPECIALIST:	PATRICK WEST
TITLE:	ENGINEERING DESIGN AND CONSTRUCTION SERVICES FOR REPLACEMENT OF STOCKDALE ROAD BRIDGE (#1840010) OVER CANADIAN PACIFIC RAILROAD PROJECT #23-1-HWY184	EMAIL:	PWEST@CLAYCOUNTYMO.GOV
ISSUE DATE:	3/7/2023	PHONE NO:	816-407-3630

**QUALIFICATION RESPONSES MUST BE RECEIVED NO LATER THAN:
 3/30/2023 AT 2:00 PM CENTRAL TIME.
 QUALIFICATION RESPONSES WILL BE OPENED AND READ ALOUD AT 3:00 PM CENTRAL TIME**

SUBMITTAL INSTRUCTIONS: In an effort to support the County's initiative for conservation, it is preferred that the Request for Qualification (RFQ) be submitted via www.PublicPurchase.com. Sealed RFQs may be delivered to the Clay County Purchasing Department prior to the return date and time. Print the **Sealed RFQ Label** found in Attachment 1 or type **RFQ Number, RFQ Title** and **Return Due Date** on the lower left hand corner of the envelope or package. Responses may also be in PDF form on a flash drive. In order for a response to be considered complete, the Clay County document **MUST** be completed in its entirety which includes this cover page. All subsequent pages **MUST** also be initialed and the Terms and Conditions Acknowledgement form **MUST** be signed.

RETURN RFQ TO:
CLAY COUNTY
ATTN: ~ PURCHASING DEPARTMENT
16 W. FRANKLIN
LIBERTY, MISSOURI 64068

AGREEMENT PERIOD: DATE OF AWARD THROUGH ONE YEAR; WITH FOUR ONE-YEAR RENEWALS
DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

DEPARTMENT OF HIGHWAYS AND TRANSPORTATION
16616 NE 116th STREET
KEARNEY MO 64060

By signing this RFQ cover page, the vendor shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Contract Terms and Conditions. The vendor shall further agree that the language of this RFQ shall govern in the event of a conflict with their proposal. In addition, the vendor shall further agree that upon receipt of an authorized purchase order from Clay County or when a Vendor Agreement is fully executed by an authorized agent of Clay County, a binding agreement shall exist between the vendor and Clay County.

SIGNATURE REQUIRED

Company Name		Authorized Representative (Print)		Title
Street Address		Authorized Signature		
City/State/Zip	County	Date	Company Tax ID No.	
Telephone No.	Facsimile No.	E-Mail		
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt				
Vendor Tax Filing Type with IRS (Check One)				

1. INTRODUCTION AND GENERAL INFORMATION

This section of the RFQ includes a brief introduction and background information about the intended acquisition for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.

1.1 Purpose:

1.1.1 This document constitutes a request for qualifications from prospective vendors for Project Manager/Owner's Representative for Clay County in accordance with the requirements and provisions stated herein.

1.1.2 RFQ Document Contents:

- Introduction and General Information
- Scope of Services
- Request for Statement of Qualifications Format
- Sealed Response Label –Attachment 1

1.2 Questions:

1.2.1 Questions and Issues relating to the RFQ must be submitted via the www.PublicPurchase.com website or e-mailed to Purchasing@ClayCountyMo.gov

1.2.2 **All questions and issues should be submitted no later than Monday, March 20, 2023** not received prior to the aforementioned date, the Clay County Purchasing Department may not be able to fully research and consider the respective questions or issues.

1.3 Background Information:

1.3.1 Clay County Missouri is requesting the services of a consulting engineering firm to perform the described professional services for the Stockdale Road Bridge over Canadian Pacific Railroad (No. 1840010) project as further defined on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the address and by the time indicated below. It is the intent of the RFQ to provide Engineering Design and Construction Services for Replacement of Stockdale Road Bridge (#1840010) over Canadian Pacific Railroad Project #23-1-HWY184 on an as needed basis.

1.3.2 Limit your letter of interest to no more than five pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest. ***The Statement of Qualification is not included in the total page count limit.***

1.3.3 Clay County's basic goals for this project are as follows:

- a. Total bridge replacement
- b. Cost constrained structure
- c. Minimum long-term maintenance
- d. Minimal right of way acquisition

1.3.4 All consultant work shall be completed in such a way as to qualify for bridge soft match credit and for construction to qualify for BRO funding or for soft match credit as defined in the current MoDOT EPG Section 136.3.10. Consultant shall prepare and submit documentation to MoDOT as needed when project is complete.

Vendor's Initials: _____

- 1.3.5 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.
- 1.3.6 DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal (if any). We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.
- 1.3.7 City/County: Clay County Route: Stockdale Road Bridge #1840010

Federal Aid No:	18398
Location:	Stockdale Rd approx. 0.2 miles south of NE 112 th Street, S25/26 T52 R31
Proposed Improvement:	Replace bridge over Canadian Pacific Railroad and approach roadway
Length:	142 foot bridge, 1200 feet overall
Approx. Construction Cost:	\$2,800,000
Consultant Services Required:	<p>Includes, but not limited to the following:</p> <p>Hazardous Waste Inspections Inspect project prior to bid advertisement for asbestos and lead paint. The accompanying hazardous waste reports must be in the bid proposal. See EPG 136.6.4.10 for further information on Hazardous Waste.</p> <p>Bridge The engineering responsibilities may include but are not limited to the Preparation of Preliminary and Contract Plans and Right of Way Plans. As part of preparing the plans the consultant may need to perform surveying, geotechnical investigations and provide environmental and historic preservation services/permits including the preparation of PS&E and final documents.</p> <p>Roadway The engineering responsibilities may include but are not limited to the Preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support and construction inspection, utility coordination/permits and traffic controls including the preparation of PS&E and final documents.</p> <p>Construction Inspection Work with contractor on behalf of the County, assist with preconstruction conference, perform periodic site inspections, 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. Construction may be done on project.</p> <p>Please review Section 2 of this RFQ for a detailed Scope of Services.</p>
Other Comments:	
Deadline:	03/30/2023

Vendor's Initials: _____

- 1.3.8 Although an attempt has been made to provide accurate and up-to-date information. Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Qualification.

1.4 Estimated Quantities:

- 1.4.1 Clay County shall not guarantee any minimum or maximum amount of the vendor's services that may be required under the Agreement.
- a. The vendor shall provide products/services on an as needed, basis.
 - b. The County shall not guarantee any usage of the agreement whatsoever.

1.5 Award Determination

- 1.5.1 Any award of Agreement must be approved by the County Commissioners and shall be made by notification from the Purchasing Department to the successful bidder.
- a. Clay County shall have the right to make awards by items, or as an all or none basis.
 - b. Clay County may make awards to multiple vendors.
 - c. The grouping of items and/or multiple vendor awards shall be determined by Clay County based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of Clay County.
- 1.5.2 Clay County receives the right to reject any and all proposals received without clarification.
- 1.5.3 Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.
- | | | | |
|----|---------------------------------------|----|------------|
| a. | Experience and Technical Competence - | 30 | Max Points |
| b. | Capacity and Capability - | 30 | Max Points |
| c. | Past Record of Performance - | 30 | Max Points |

2. SCOPE OF SERVICES

This section of the RFQ includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of Clay County. The contents of this section include mandatory requirements required of the successful vendor.

2.1 Specific Requirements:

- 2.1.1 Design Phase – The Engineer will:
- a. The vendor shall provide Engineering Design and Construction Services Replacement for Stockdale Road Bridge (#1840010) over Canadian Pacific Railroad Project #23-1-HWY184, which meets or exceeds the specifications contained in this document.
 - b. Determine the County's goals and needs for the project.
 - c. Conduct topographic, property and utility surveys sufficient to develop plans for the project.
 - d. Arrange for subsurface investigations if needed.
 - e. Conduct geotechnical studies, prepare alternative designs and cost estimates, develop preliminary plans, and recommend to the County the best overall general design based on these studies.
 - f. Submit one (1) hard copy and one (1) PDF copy of the preliminary plans, estimates and studies for review by the County.
 - g. Prepare detailed construction plans (including demolition of existing structure), cost estimates, specifications and related documents as necessary for the purpose of soliciting bids for constructing the project. Provisions will be made in the contract documents for that portion of the work that will be performed by County forces (if any).

Vendor's Initials: _____

- h. Secure adequate property title information, determine right-of-way requirements, prepare right-of-way plans (as required), prepare legal descriptions and tract maps (as required), assist the County in acquiring the right-of-way deeds and assist with utilities coordination.
 - i. Ensure compliance with the requirements of the Federal Emergency Management Agency (FEMA), other state or federal agencies and appropriate railroad entities affected by the project.
 - j. Ensure compliance with historic preservation requirements through coordination with the Missouri Department of Natural Resources, and if deemed necessary, arrange to have the site examined by a qualified archeologist on a subcontract basis.
 - k. Ensure compliance with all regulations in regards to noise abatement and air quality, if necessary.
 - l. Hazardous Waste Inspections – Inspect project prior to bid advertisement for asbestos and lead paint. The accompanying hazardous waste reports MUST be in the bid proposal. See EPG 136.6.4.10 for further information on Hazardous Waste.
 - m. Assist the County in obtaining all necessary permits from all local, State and Federal permitting agencies.
 - n. Provide the County with one (1) hard copy and one (1) PDF copy of completed plans, specifications and cost estimates for the purpose of obtaining construction authorization from the Missouri Department of Transportation. These documents shall be prepared in accordance with MoDOT/FHWA requirements to make the bridge replacement eligible for BRO funding or alternatively eligible for soft match credit. Final plans shall also be submitted to appropriate railroad entities affected by the project.
- 2.1.2 Bidding Phase – The Engineer will:
- a. Upon receipt of authorization from MoDOT, make final corrections resulting from reviews by agencies involved, and provide an adequate number of plans, specifications, and bid documents to the County.
 - b. Provide the County with a list of qualified bidders and assist the County in advertising for bids.
 - c. Assist the County in evaluating bids and requesting concurrence in award from MoDOT.
 - d. Provide assistance to the County in answering contractor questions regarding the plans and prepare addenda, if needed.
 - e. Attend a pre-bid meeting (as required).
 - f. Prepare the Storm Water Pollution Prevention Plan (as required).
- 2.1.3 Construction Phase – The Engineer will:
- a. Serve as the County’s representative for administering the terms of the construction contract between the County and their Contractor. Engineer will endeavor to protect the County against defects and deficiencies in workmanship and materials in work by the Contractor. However, the furnishing of such project representation will not make the Engineer responsible for the construction methods and procedures used by the Contractor or for the Contractor’s failure to perform work in accordance with the contract documents.
- 2.1.4 Construction Phase - The Engineer’s services will include more specifically:
- a. Assist the County with a preconstruction conference to discuss the project details with the Contractor.
 - b. Make periodic site visits to observe the Contractor’s progress and quality of work, and to determine if the work conforms to the contract documents. It is contemplated that survey staking and layout will be accomplished by the Contractor’s forces. The Engineer will accompany MoDOT and FWHA representatives on visits of the project site as requested.
 - c. Check shop drawings and review schedules and drawings submitted by the Contractor.
 - d. Reject work not conforming to the project documents.

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- e. Prepare change orders for issuance by the County as necessary and assure that the proper approvals are made prior to work being performed.
- f. Review wage rates, postings, equal employment opportunity and other related items called for in the contract documents.
- g. Inspect materials, review material certifications furnished by the Contractor, sample concrete and other materials as required, and arrange for laboratory testing of samples by others on a subcontract basis. Independent assurance samples and tests may be performed by MoDOT personnel and such sampling and testing is excluded from the work performed by the Engineer under this contract.
- h. Maintain progress diary and other project records, measure and document quantities, and prepare monthly estimates for payments due the Contractor;
- i. Be present during critical construction operations, including but not limited to the following:
 - j. Structure layout
 - k. Excavation and backfilling
 - l. Driving of piles
 - m. Checking of reinforcing steel prior to concrete placement
 - n. Concrete batching and pouring
 - o. Placement of girders
 - p. Placement of surfacing materials
- q. Participate in a semi-final and final inspection, if required, provide the County with project documentation (diaries, test results, certifications, etc.), and provide as-built plans for the County's records.
- r. If construction is performed as a BRO project, consultant will prepare MoDOT/FHWA required invoices and prepare and submit to MoDOT the required close out documentation. If construction is not performed as BRO, consultant will prepare and submit to MoDOT the required documentation for soft match credit.

3. REQUEST FOR STATEMENT OF QUALIFICATION FORMAT:

- 3.1 **Statement of Qualification:** Include a detailed description or narrative that directly responds to the Qualification Considerations section listed below. ***A separate tab or section should be used for each consideration.***

QUALIFICATION CONSIDERATIONS:

1. **RFQ 07-23 Engineering Design and Construction Services Replacement - Stockdale Road Bridge (#1840010) Over Canadian Pacific Railroad Project #23-1-HWY184** document, completed and initialed in its entirety.
2. **Executive Summary:** Include as part of the executive summary the name, address and telephone number of the individual submitting the Statement of Qualifications as well as a list of other individuals who will assist or participate in providing the Engineering Design and Construction Services for the Stockdale Road Bridge Replacement for the project. Additionally, include an email address which will be used for all communication related to shortlist, interviews, and selection.
3. **Experience with Projects of Similar Scale and Scope:** Provide information on your firm's relevant experience, including experience with other similar projects. Include information such as project description, project size, construction budget and actual construction cost, date of completion, and key personnel from your firm who performed services on the project. If your firm has worked previously with Clay County, please list the recent projects.
4. **Key Personnel:** Provide information of the qualifications of key personnel, including but not limited to, a list of proposed key project personnel and titles with a resume of each person and

Vendor's Initials: _____

a description of their work on similar projects. Demonstrate good faith efforts to achieve compliance with federal, state and local affirmative action requirements.

5. **Project Team:** Provide information on your proposed project team that describes the experience, availability, and roles of the key personnel of any sub-consultants, including relevant project experience for such sub-consultants. Please provide background information for all sub-consultants and their anticipated role in the project. Resumes of sub-consultant's key employees, who will be proposed for and available for use on this project, should be submitted with your statement.
6. **Current and Projected Work Load/Capability:** Provide information regarding the availability of your firm and the proposed project team to begin work and to staff the project. Describe your firm's current and projected work load.
7. **Client References:** Include the name, address and phone number of client references, including a specific contact person for at least five previous clients for whom you have provided Engineering Design and Construction Services for Bridge Replacements.
8. **Management System:** Provide a description of your firm's management systems which have been employed for the purposes of previous Engineering Design and Construction Services for Bridge Replacements..
9. **Financial Strength:** Provide information on the limits of your firm's insurance, including professional liability insurance, commercial general liability insurance, and automobile liability insurance. You must procure and maintain professional liability insurance in an amount not less than \$1,000,000 for protection from claims arising out of performance of professional construction management services caused by an error or omission.
10. **Licensure:** Provide proof of licensure, if applicable. All firms should be licensed in the State of Missouri.
11. **Attachments:** Include other materials as an attachment or appendices.

4. ADDITIONAL REQUIREMENTS

The successful responder will be required to comply and to cause its consultants, if any, to comply with all federal statutes, regulations, and directive against discrimination against any person in connection with the agreement, on account of race, color or national origin, and that such discrimination extends to procurement to materials and lease of equipment for use in connection with the agreement.

4.1 **INTERVIEW**

Clay County may conduct such investigations and interviews as deemed necessary to assist in the evaluation of any firm and to establish the responsibility, qualifications, and financial stability of each firm submitting a response. Each firm submitting a response agrees to participate in the evaluation process, including meeting with Clay County, if requested.

4.2 **STATEMENT OF QUALIFICATIONS DUE DATE**

No later than **2:00pm, Central Time, THURSDAY, MARCH 30, 2023.**

If submitting hard copies in lieu of **.pdf** format;

Three (3) copies of Statement of Qualifications should be submitted to:

Via mail:

Clay County Purchasing Department
16 W. Franklin Street
Liberty, Missouri 64068
Telephone: 816-407-3630

Via electronic delivery:

www.PublicPurchase.com website
(Multiple copies not required)

Via hand-delivery, deliver to:

Clay County Purchasing Department
16 W. Franklin Street
Liberty, Missouri 64068
Telephone: 816-407-3630

ALL STATEMENT OF QUALIFICATIONS MUST BE SEALED AT THE TIME OF DELIVERY.

Vendor's Initials: _____

4.3 SELECTION AND NEGOTIATION OF AGREEMENT

Based on Clay County's evaluation of each response, the County intends to negotiate an agreement for Engineering Design and Construction Services for Replacement - Stockdale Road Bridge (#1840010) Over Canadian Pacific Railroad Project #23-1-HWY184 with the firm that the County determines to be in the best interest of the County. If Clay County is unable to negotiate an agreement with such firm, then the County may undertake negotiations with another of the qualified firms. The County may negotiate an agreement with any of the Engineering Design and Construction Services for Replacement - Stockdale Road Bridge (#1840010) Over Canadian Pacific Railroad Project #23-1-HWY184 selected for the project at a price determined by the County to be fair and reasonable.

4.4 COUNTY'S RIGHT TO REJECT

Clay County reserves the right to reject any or all statements, to waive irregularities, and to select the firm best qualified and capable of performing the desired services in the County's judgment. All responders agree that any rejection by the County will be without liability on the part of the County or its employees for any damage or claim brought by such firm because of such rejection, nor shall any such firm seek recourse of any kind because of such rejection. Each firm is solely responsible for all costs and expenses in preparing its response, participating in the selection process, submitting any information to the County, responding to any request for additional information, participating in interviews, or participating in negotiations. The submission of a Statement of Qualifications in response to this constitutes an agreement of the responder to these conditions.

No Statement of Qualification, selection, or negotiation will be binding on the County until a written agreement has been properly executed.

Clay County MO Purchasing Department
Telephone: 816-407-3630
Email: Purchasing@ClayCountyMo.gov

5. RFQ OPENING

RFQ Responses will be read out loud at **3:00 P.M.** on **Thursday, March 30, 2023** in the **Clay County Purchasing Department**.

- a. 16 W Franklin Street
Liberty, Mo 64068
- b. Location subject to change

Vendor's Initials: _____

ATTACHMENT 1
Sealed RFQ Label

PLEASE ATTACH LABEL TO OUTSIDE OF RFQ PACKAGE (IF MAILED OR HAND DELIVERED)

SEALED RFQ RESPONSE ENCLOSED

DELIVER TO:

CLAY COUNTY ~ PURCHASING DEPARTMENT
ADMINISTRATION BUILDING
1 COURTHOUSE SQUARE
3RD FLOOR COMMISSION DESK
LIBERTY, MO 64068

RFQ No.: **07-23** DATE: 3/30/2023

RFQs MUST BE RECEIVED **2:00 pm CENTRAL TIME**

**DESCRIPTION: ENGINEERING DESIGN and CONSTRUCTION SERVICES for REPLACEMENT
of STOCKSDALE ROAD BRIDGE (#1840010) over CANADIAN PACIFIC RAILROAD
PROJECT #23-1-HWY184**

SPECIFY VENDOR NAME: _____

SPECIFY VENDOR'S CITY, STATE LOCATION: _____

City, State Location

Vendor's Initials: _____