



REQUEST FOR QUALIFICATIONS

**Public Works Department
City of Harrisonville, Missouri**

RFQ-2021-003

Invitation

The City of Harrisonville, Missouri invites interested firms to submit technical qualifications for services as described herein. Three (3) copies of the submission must be received by the City Engineer, 300 East Pearl, P.O. Box 367, Harrisonville, Missouri, 64701, marked **“Professional Qualifications for Dam and Spillway Design RFQ-2021-03”**. Proposal must be received no later than: **2:00 P.M., on Thursday, February 25, 2021**. For information contact: Ted Martin, City Engineer at (816) 380-8900 or FAX Number: (816) 380-8906

SUMMARY OF REQUEST

Project Description

The City of Harrisonville is seeking responses from experienced and qualified Consultants to provide engineering services for regional stormwater detention, earthen dam embankments, new spillways, and modifications to existing spillways. The work shall consist of site surveys, field investigations, evaluating alternate structures and alignments, design of the selected spillway, geotechnical investigations and evaluations, hydrology and hydraulic analysis, easement preparations, environmental assessments, and the preparation of construction documents in accordance with the City of Harrisonville standards.

SCHEDULE

Since this is a qualification only submittal, there are no specific schedules required. The Consultant shall address their willingness and ability to complete work within a limited timeframe.

SUBMITTAL REQUIREMENTS

The City of Harrisonville is soliciting professional services in accordance with this Request for Qualifications (RFQ). The following general guidelines are provided for your use and information.

Proposal Submission

Five copies of the qualifications shall be submitted to the Engineering Department of Public Works.

Request for Qualifications - Amendments

The City reserves the right to officially modify or cancel an RFQ after issuance. Such modifications will be made only by written addendum, a copy(s) of which must be submitted with the offeror's submission.

Questions by Offeror

Any questions about the contents of an RFQ shall be addressed to the City's representative identified herein. If time permits, such questions shall be submitted in writing. The City reserves the right to require that all questions be submitted in writing. If the City determines that questions by a prospective offeror and the answers thereto are of a general nature, the City reserves the right to provide such questions and answers to all prospective offerors.

Evaluation Criteria

All responsive submittals will be evaluated. The City reserves the sole right to determine whether a submittal is responsive, to waive any minor technicalities contained therein, and to reject any and all submissions. To fully evaluate the abilities of each offeror and the offeror's qualifications, the following information must be a part of the offeror's submission:

Firm Experience - The offeror is required to submit a brief description of the firm including a list of projects similar to this request. Contact information of a representative for each of the identified clients must be included.

Personnel - The offeror is required to submit the names and qualifications for those members of the firm and all team/sub-consultant who will be directly involved with or responsible for the proposed services.

Ability to perform - The offeror shall submit information to illustrate their ability to provide all the necessary disciplines required for the work generally described herein and their commitment to complete the work within mutually agreeable time frames.

Additional Services- The offeror shall provide a description of any services the offeror proposes to provide that are in addition to those services specifically requested herein.

Contract

The selected consultant shall enter into an agreement using the City's standard professional service agreement. Copies are available at the Engineering Department. In the event that conflicts in language exists between the RFQ and the submission, the provisions of the RFQ shall govern.

Insurance

The offerors shall indicate in the submittal its ability to provide the following insurance coverage and its limits. City shall be named as additional insured.

General Liability Coverage – \$300,000 for any one person in a single accident or \$1,000,000 per occurrence.

Automobile Liability Coverage – \$1,000,000 combined single limit.

Professional Liability Insurance – \$2,000,000 per occurrence.

Workers Compensation and Employees Liability insurance coverage for entire liability under state law.

Conflict of Interest

No offeror shall give, loan, sell or trade anything of any value to any employee or officer of the City in an attempt to gain favorable acceptance of its submission.

Late Submittals

No submittals will be accepted after the deadline for submission, regardless of the reason for such lateness. Any submissions that are delivered after the deadline will not be considered.

Exceptions to the RFQ

Any exception which the offeror may take to the RFQ shall be clearly set forth in their submission.

Indemnification and Hold Harmless

The Offeror agrees to indemnify, and hold harmless the City and its officers, agents, and employees from and against all suits, actions, attorney fees, costs, expenses or claims of any character brought because of any injury or damage received or sustained by any person, persons, or property arising out of or resulting from any negligent act, error, or omission of their Offeror or their agents or employees. The Offeror is not required hereunder to defend the City, its officers, agents or employees, or any of them from assertions that they were negligent or indemnify and save them harmless from liability based on the City, its officers, agents or employees' negligence.