



# TANEY COUNTY MISSOURI

Purchasing Department  
132 David Street / P. O. Box 1630  
Forsyth, Missouri 65653

➤ *REQUEST FOR QUALIFICATIONS (RFQ)*

RFQ # 201508-311

Commodity title: ENGINEERING / ARCHITECTURAL SERVICES - ROAD & BRIDGE SHOP BUILDING

Request Deadline: September 15, 2015 at 2:00 PM  
Opening Date and Time: September 16, 2015 at 9:30 AM

Location/address: Taney County Commission Hearing Room  
132 David St.  
Forsyth, MO 65653

Directions: The Commission Hearing Room is on the main level of the the administration building (old courthouse in Forsyth).

**The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein. Please type or print the information below.** Bidder is REQUIRED to complete, sign and return this form with their submittal as well as all pages initialed. \* An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address in order to receive award results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website at: [www.taneycounty.org](http://www.taneycounty.org).

_____		_____	
Company Name		Authorized Person (Print)	
_____		_____	
Address		Signature	
_____		_____	
City/County/State/Zip		Title	
_____		_____	
Telephone #	Fax #	Date	Tax ID #
_____		_____	
E-mail		Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

## TANEY COUNTY ROAD & BRIDGE SHOP BUILDING

The County of Taney requests qualifications for engineering / architectural services to assist in the design, planning, and oversight for the construction of a new all metal 60'x80' shop building at our Buchanan Road & Bridge location. Interested firms and individuals will need to submit a Statement of Qualifications (SOQ) to provide engineering / architectural services as detailed within this Request for Qualifications. (RFQ)

1.) The primary scope of professional engineering / architectural services is to develop all necessary and required plans upfront to cover all aspects for a building as listed above as well as oversee the project including, but not limited to:

- 1.1 Site Preparation. (274 Buchanan Rd. Branson, Mo. 65616)
- 1.2 Slab Layout.
- 1.3 Slab Stress.
- 1.4 Structure Design. (Inside / Outside.)
- 1.5 Plumbing.
- 1.6 Electrical.
- 1.7 Mechanical. (HVAC)
- 1.8 Permitting.
- 1.9 Code Compliance.
- 1.10 Prevailing Wage. (Per Annual Wage Order #22 / Section 110 Taney County Missouri. Posted on our website.)

2.) Key factors, requirements, specifications, and other criteria:

- 2.1 The selected Vendor will complete a thorough set of all necessary specifications listed correctly to serve as the foundation for a construction materials Bid which will be handled by the Taney County Purchasing Department.
- 2.2 The individual principally in charge of this project must be a licensed professional engineer (P.E.) registered in the State of Missouri.
- 2.3 The selected firm or individual must demonstrate exceptional experience in similar assignments, and are encouraged to include recognized experts on their team.
- 2.4 The selected firm or individual must also be familiar with the National Environmental Policy Act (NEPA) process. However, no Federal Funds will be used in conjunction with this project.
- 2.5 The SOQ should include a summary of the team's history and structure; relevant experience including a description of at least two projects completed of similar scope; qualifications of key team members that would be directly involved with the project; and any supporting information that would further convey the team's qualifications for this project assignment.
- 2.6 Must be duly authorized and professionally registered to conduct business in the State of Missouri.
- 2.7 Must be able to commit adequate staff to complete the project in a timely manner, and/or as quickly as possible.

3.) Interested firms, submitting their written Statement of Qualifications, should;

- 3.1 MARK THEIR ENVELOPE "SEALED RFQ #201508-311".
- 3.2 RETURN ONE (1) ORIGINAL AS WELL AS THREE (3) HARD COPIES.
- 3.3 No fax or electronic transmitted Bids will be accepted.
- 3.4 Mail or hand delivered to:

Taney County Purchasing Department  
 Ron Erickson, Director of Purchasing  
 132 David Street (Physical) / PO Box 1630 (Mail)  
 Forsyth, Missouri 65653

Phone: 417-546-7281  
[rone@co.taney.mo.us](mailto:rone@co.taney.mo.us)

- 3.5 Not later than 2:00 PM, Tuesday September 15, 2015

4.) Notes on closing, packages, and delivery advice:

- 4.1 Sealed Bid Responses must be delivered before "Closing Date / Time" as listed above, to the Taney County Purchasing Department – addresses listed above.
- 4.2 USPS Warning: There is no mail delivery at the courthouse.
- 4.3 Bidders will take great risks of their response not arriving in time when electing to use the United States Postal Service. At times the Post Office FAILS to leave a "pick up slip" in the correct PO Box alerting us that they are holding a package requiring our signature.
- 4.4 If a Bidder must use USPS it is best NOT to require a signature on our end, simply make sure to mail it only to P.O. Box 1630.
- 4.5 It is the Bidder's responsibility, not the county, nor the Post Office, to ensure their Bid Response is delivered in time to Purchasing.
- 4.6 Other delivery services require our physical address.
- 4.7 Questions regarding the contents of this Request for Qualifications should be directed to:

Randy Haes,  
 Interim Road and Bridge Administrator  
 Taney County Road & Bridge  
 417-546-7268 (off) / 417-546-7924 (cell)  
[randyh@co.taney.mo.us](mailto:randyh@co.taney.mo.us)

Bidders must use the following check (✓) system as part of their overall response for every item within section #5. In order to fairly review each Bidder response each item should have a check mark in one of the boxes. Blank / un-checked items result in unanswered questions, and may cause that specific response to be declared un-responsive and disqualify that Bidder.

KEY: C= Comply with item. (In some cases this will serve as a simple acknowledgement.)  
 D= Do not / cannot not comply with item.  
 E= Exception taken to item. (For each exception taken a full explanation should be provided.)

5.) Vendor Qualifications / Compliance Items as Part of the "SOQ":

ITEM #	Items	C	D	E
5.1.	Attached is; Business Information – Basic biographical information about the firm, including firm name and former firm names, address, date established, statement of business organization, names of all owners, principles, partners, and professional employees. This section should also detail the firm's proximity to and familiarity with the project area.			

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ITEM #	Items (Con't.)	C	D	E
5.2.	Work History – A listing of all government agencies for which work was performed within the preceding two years and nature of services. In the event the Vendor has not performed professional services for governmental entities, then the Vendor shall provide a listing of institutional or business clients for whom work has been performed in the preceding two years. If the references are unavailable, then the Vendor shall provide a detailed explanation of why references are not available. A separate list of references should be included.			
5.3.	Insurance – Evidence of insurance coverage and amounts carried by the Vendor as required by the general qualifications for County Vendors.			
5.4.	Project Listing – A listing of completed and pending projects in which the Vendor was or is the primary provider of professional services.			
5.5.	Quality Controls – A description of internal quality control and assurance procedures used to verify accuracy and reliability of work product.			
5.6.	Local knowledge of the Taney County area. (Often required.)			
5.7.	Close geographical proximity to the project. (Often required.)			
5.8.	Approach and Schedule – A description of the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work.			
5.9.	Standard payment terms are Net 30 after receipt of invoice, no exceptions.			
5.10.	Response time/delivery: _____(After Award.)			
5.11.	Include an updated W-9 form completed with your company information and signature.			
5.12.	Agree to an annual contract with optional renewal at the discretion of the Taney County Commission.			

6.) SELECTION PROCEDURE:

- 6.1 The Firm selected will be based on the items listed above, and throughout this RFQ.
- 6.2 The SOQs received will be reviewed by the Taney County Road & Bridge Department with subsequent recommendation to award being formulated.
- 6.3 Response packages received will be opened and read aloud (Company / Firm Name only) by the Director of Purchasing at 9:30 AM on Wednesday September 16, 2014.
- 6.4 Shortly thereafter, possibly within a week, a recommendation for award will be presented to the Taney Commission.
- 6.5 Final Award Results will be emailed to all responders as soon as they are available as well as posted on the Taney County Website.

7.) NO BID RESPONSE FORM:

NOTE: Complete and return this section only if you do not want to submit a Bid. If you do not wish to respond to this RFQ, please fill this form out and return it to the Purchasing Department by mail or email.

*Thank you...*

RFQ # 201508-311 (Buchanan Rd. Shop Building)

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not Bidding:	