



# TANEY COUNTY MISSOURI

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

➤ *REQUEST FOR QUALIFICATIONS (RFQ)*

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RFQ # 201911-435

Commodity title: QUALIFIED PROFESSIONAL ENGINEERING / ARCHITECTURAL CONSULTING SERVICES – Ongoing Annual Third Party Agreement.

Request Deadline: December 3, 2019 at 5:00 PM  
Opening Date and Time: December 4, 2019 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 solicited services in accordance with all terms, conditions, and qualifications specified herein or to offer a no bid response as found on the last page of this RFQ. 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 in the lower right hand corner. \*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 any Addendum, if / when necessary, as well as final award results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website.

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

Bidder's Initials: \_\_\_\_\_

**1.) QUALIFIED PROFESSIONAL ENGINEERING / ARCHITECTURAL CONSULTING SERVICES:**

Per Revised Statutes of Missouri; 8.285-thru-8.291 the purpose of the following is to establish procedures for the selection of Qualified Professional Engineering services on an "on call" basis for Taney County and the administration of negotiated contracts to insure that the "third party" has management, fiscal and technical capabilities to render satisfactory services to Taney County. Anticipated initial term is 12 months from date of award, with a one (1) year renewal option.

The Taney County Commission is requesting firms to submit a statement of qualifications (SOQ) and performance data for updating on an annual basis. Whenever services are needed for a particular project, the Commission will evaluate current statements of qualifications and performance data of firms on file together with others regarding the proposed projects. In evaluating the qualifications of each firm, for any/all projects being planned, the County will use the criteria listed below as well as other details as asked for throughout this RFQ. This RFQ should not be considered as strictly limited to Road & Bridge or highway design needs.

- 1.1 The consultant shall furnish education and experience details of the members of the firm and their key personnel. If necessary, interviews with firm members may be held.
- 1.2 Personal knowledge of the past performance of the members will be a factor.
- 1.3 Experience in preparation of plans and documentation required to secure the necessary state and federal clearance for the design and construction of local County roads and bridges.
- 1.4 The adequacy of the consultant's instant staffing together with available additional staffing for a proposed design-relative to present design load or other professional services.
- 1.5 The experience of Consultant's staff in related highway work such as work with electronic computer design, traffic analysis, structural design, hydraulics, etc. will be considered.
- 1.6 The County's experience in engaging the consultant for other design work or engineering services will be a considered qualification if past work indicates a professional approach with professional results.
- 1.7 In compliance with Missouri State Statute #8.289; a primary consideration will be, "The firm's proximity to and familiarity with the area in which the project is located."
- 1.8 The financial status of a consultant will be considered sound and adequate unless there is evidence to the contrary.
- 1.9 The consultant will have properly trained and experienced personnel available to perform the services within the time prescribed.

**2.) CONSULTANT SERVICES REQUIRED:**

- 2.1 Bridge and Roadway Design Services: Consultant shall be responsible for professional engineering services including the preparation of conceptual plans, preliminary plans, right of way plans and easement plats, final construction plans, contract documents, technical specifications, construction cost estimation and assisting with the bidding process.
- 2.2 As part of preparing the plans the consultant may need to perform field surveys, geotechnical investigations, hydraulic studies, environmental and historic preservation services/permits, utility coordination/permits and public involvement.

**3.) CONSTRUCTION SERVICES:**

- 3.1 Consultant shall work with contractors on behalf of the County, assist with preconstruction conferences, perform periodic site inspections, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction tests and inspections, be present during critical construction operations, and participate in final inspections.
- 3.2 The consultant shall also be responsible for a staking of new right of way corners, setting of pins post-construction, perform any needed drawing revisions and respond to requests for information from both the Contractor and the County.

4.) Pursuant to the Brooks Act for Consultant Selection – the following point system will contribute to our overall selection process.

- 4.1 Experience & Technical Competence - 30 Max Points
- 4.2 Capacity and Capability - 30 Max Points
- 4.3 Past Record of Performance - 40 Max Points

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

- 5.1. Mark sealed packages or envelopes on the outer surface; "RFQ #201911-435". Include your return address.
- 5.2. Return one (1) original as well as three (3) hard copies indicating which is which.
- 5.3. No fax or electronic transmitted Bids will be accepted.
- 5.4. Mail or hand deliver 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  
[ron.erickson@co.taney.mo.us](mailto:ron.erickson@co.taney.mo.us)

- 5.5. Not later than 5:00 PM on Tuesday December 3, 2019.

6.) Notes on closing, packages, delivery advice, and submitting questions:

- 6.1 Sealed RFQ Responses must be delivered before "Closing Date / Time" as listed above, to the Taney County Purchasing Department. Physical and mailing addresses listed above.
- 6.2 USPS Warning: Due to the fact that there is no mail delivery service at our offices, we strongly discourage Bidders from using the United States Postal Service.
- 6.3 Bidders will take great risks of their response not arriving in time when electing to use the United States Postal Service.
- 6.4 If a Bidder elects to use USPS do **NOT** send "return receipt requested" on our end as we do not have staff to wait in line at the Post Office, *when their counter is open*, to sign for a bid response package.
- 6.5 It is the Bidder's responsibility, not the County, nor the Post Office, to ensure their RFQ Response is delivered in time to Purchasing.
- 6.6 The Post Office only recognizes our P.O. Box address as listed above.
- 6.7 Other delivery services require our physical address, also listed above.
- 6.8 All questions for this RFQ must be submitted no later than 2:00 P.M. on **Monday November 28, 2019**.
- 6.9 Questions **must** be emailed to the Purchasing Director at; [ron.erickson@co.taney.mo.us](mailto:ron.erickson@co.taney.mo.us)
- 6.10 Aside from routine processing questions, if it becomes necessary to revise any part of this RFQ due to a significant question received which could impact specifications; a written Addendum will be issued to explain any new / necessary modifications, or in some cases a simple clarification.
- 6.11 Any necessary Addendum will be emailed as close as possible to the day following the deadline listed in item #6.8 above, to all parties who had previously been part of the original DBI (Direct Bid Invitation email), or had made email contact during the open questioning timeframe.
- 6.12 When an Addendum is necessary it is a formal / legal process which Bidders are required to formally respond to. Follow the instructions as indicated in detail on the Addendum itself.
- 6.13 Any necessary Addendum will also be posted on the Taney County website attached at the end of the RFQ as posted there. An indication in red, placed at the end of the RFQ, will alert website visitors as to the presence of an Addendum – if / when one is needed.

Bidders must use the following check (✓) **off** system as part of their overall response for every item within section #7. In order to fairly review each Bidder's response each item should have a check mark in one of the boxes. Blank or un-checked items result in unanswered questions, and may cause that specific response to be declared un-responsive and possibly 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.)

7.) VENDOR QUALIFICATIONS / COMPLIANCE ITEMS AS PART OF THE "SOQ":

ITEM #	ITEMS	C	D	E
7.1	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 any/all project areas within Taney County Missouri.			
7.2	Work History – Submit a listing of 3 – 4 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, the Vendor shall provide a like number of listings of institutional or business clients for whom work has been performed in the preceding two years. If references are unavailable - the Vendor shall provide a detailed explanation of why references are not available. A separate list of references should be included.			
7.3	Insurance – Evidence of insurance coverage and amounts carried by the Vendor as required by the general qualifications for County Vendors.			
7.4	Project Listing – A listing of completed and pending projects in which the Vendor was or is the primary provider of professional services.			
7.5	Quality Controls – A description of internal quality control and assurance procedures used to verify accuracy and reliability of work product.			
7.6	Local knowledge of Taney County Missouri.			
7.7	Close geographical proximity to potential County wide projects.			
7.8	Approach and Schedule – A general description of the approach taken to complete work, on average, listing approximate times needed for the firm to complete the work for basic/routine projects.			
7.9	Standard payment terms are Net 30 after receipt of invoice, no exceptions.			
7.10	Response time/delivery: _____ (After Award.)			
7.11	Include an updated W-9 form completed with your company information and signature.			
7.12	Agree to an annual contract with optional renewal at the discretion of the Taney County Commission.			

8.) SELECTION PROCEDURE:

- 8.1 Response packages received will be opened and read aloud (Company / Firm Name only) by the Director of Purchasing at 9:30 AM on Wednesday December 4, 2019.
- 8.2 The SOQs received will be reviewed by the Taney County Road & Bridge Department Staff and the Purchasing Department to formulate an award recommendation.
- 8.3 Shortly thereafter, possibly within a week, that recommendation will be presented to the Taney County Commission for discussion and a motion vote to award.
- 8.4 Taney County may award to one or multiple firms.
- 8.5 The Firm(s) selected will be based on requirements listed throughout this RFQ.
- 8.6 Final Award Results will be emailed to all responding firms as soon as they are available as well as posted on the Taney County Website.

9.) 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 # 201911-435 Qualified Professional Engineering Services.

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