



TANEY COUNTY MISSOURI

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

➤ *REQUEST FOR QUALIFICATIONS (RFQ)*

RFQ # 201709-384

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

Request Deadline: October 24, 2017 at 5:00 PM
Opening Date and Time: October 25, 2017 at 9:40 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.

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)

1.) QUALIFIED PROFESSIONAL ENGINEERING / ARCHITECTURAL CONSULTING SERVICES:

Per RSMo. 8.285-8.291 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 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 the project being planned, the county will use the criteria listed as follows.

- 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 both a professional approach with professional results.
- 1.7 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:

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. As a 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:

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.

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 criteria will be the basis for selection.

- | | | |
|---|-----------|------------|
| 4.1 Experience & Technical Competence - | <u>30</u> | Max Points |
| 4.2 Capacity and Capability - | <u>30</u> | Max Points |
| 4.3 Past Record of Performance - | <u>40</u> | Max Points |

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

- 5.1. Mark sealed packages or envelopes on the outer surface; "RFQ #201709-384". 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 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

- 5.5. Not later than 5:00 PM on Tuesday October 24, 2017.

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

- 6.1 Sealed RFQ Responses must be delivered before "Closing Date / Time" as listed above, to the Taney County Purchasing Department – addresses listed above.
- 6.2 USPS Warning: There is no mail delivery at the courthouse.
- 6.3 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.
- 6.4 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.
- 6.5 It is the Bidder's responsibility, not the county, nor the Post Office, to ensure their Bid Response is delivered in time to Purchasing.
- 6.6 Other delivery services require our physical address.
- 6.7 Questions regarding the contents of this Request for Qualifications should be directed to the purchasing department via email prior to Monday October 16, 2017 at 2:00 PM – CDT.

Bidders must use the following check (✓) 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 – 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.			
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 The Firm selected will be based on the items listed above, and throughout this RFQ.
- 8.2 The SOQs received will be reviewed by the Taney County Purchasing Department with subsequent recommendation to award being formulated.
- 8.3 Response packages received will be opened and read aloud (Company / Firm Name only) by the Director of Purchasing at 9:40 AM on Wednesday October 25, 2017.
- 8.4 Shortly thereafter, possibly within a week, a recommendation for award will be presented to the Taney County Commission.
- 8.5 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 # 201709-384 Qualified Professional Engineering Services

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



Taney County, Missouri – ADDENDUM

**RFQ# 201709-384 QUALIFIED PROFESSIONAL
ENGINEERING & ARCHITECTURAL CONSULTING
SERVICES – Ongoing Annual Third Party Agreement**

This addendum is issued in accordance with item #6.7 on page #3 within the Request for Qualifications. The following information is hereby incorporated into and made a part of the RFQ Documents. Also, by this formal/official addendum we are meeting the listed timeframe/deadline for answering all submitted questions. Receipt of this addendum will be allowed by email or can be submitted with Bidder's full response. This will be the ONLY Addendum for this RFQ.

Specifications for this RFQ are herein CLARIFIED.

This office has received an inquiry regarding certain limitations as interpreted by the exact wording pertaining to specific types of consulting services the County is looking for. Also a question about the number of references we really need. (Section #7.)

ANSWER: Responders should NOT be limited by our wording. Per this official clarification we are looking for services as indicated within the RFQ title for a Third Party Provider, on an annual basis, not limited to Road & Bridge or strictly highway design needs. Structural design and construction as well as surveying service Providers should respond. If you're not sure respond anyway.

As far as work history or references, per section #7, item #7.2, replace the word "all" with three or four. That will work.

Thank you.

By,



**Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us**

BIDDER has examined a copy of this Addendum, to **RFQ# 201709-384**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Authorized Signature: _____ Date: _____

Authorized Printed Name: _____