

Lyle Anderson
Mayor

Chris Heard
City Administrator



Richard Shockley
Public Works Director

Laina Starnes
City Clerk

March 26, 2013

Dear Consultant:

The City of Lebanon is requesting the services of a consulting engineering firm to perform the described professional services for the project included 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 appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 5 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.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at <http://www.modot.org> in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest. It is also required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#). We request all letters be received by 2:00 pm on April 10, 2013 at City of Lebanon Clerk's Office PO Box 111 Lebanon, MO 65536.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Heard", is written over a white background.

Chris Heard
City Administrator

<i>Lebanon/Laclede County, Various Areas within City Limits</i>	
Federal Aid No.:	STP-3800(803); SRTS-INF-H32D(101)
Location:	Lebanon, Missouri
Proposed Improvement:	Signalization Improvements at 5 local school zones {SRTS-INF-H32D(101)} and Sidewalk Expansion Ph2 {STP-3800(803)}
Length:	4,540 ft of sidewalks & upgrade school zone signalization equipment at five school locations.
Approximate Construction Cost:	\$56,835.00 {SRTS-INF-H32D(101)} and \$188,055.00 {STP-3800(803)}
DBE Goal Determination	0%
Consultant Services Required:	<p><i>Preliminary Engineering</i> For both projects the engineering responsibilities may include but are not limited to; preparation of conceptual plans, preliminary plans, contract plans, right of way plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&E and final documents</p> <p><i>Construction Engineering</i> For both projects engineer will work with contractor on behalf of the City, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspections, be present during critical construction operations, be present during critical construction operations, work with City to conduct full time inspections and reporting and participate in final inspection.</p>
Other Comments:	
Contact:	Jeffrey M. Porter Assistant to the City Administrator PO Box 111 Lebanon, Missouri 65536 417-991-2351 jporter@lebanonmo.org
Deadline:	2:00pm on April 10, 2013
Submit	<ul style="list-style-type: none"> Letter of interest should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>FIVE</u> copies of the letter interest should be received at the address and by the time specified.

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence -	40 Max Points
Capacity and Capability -	30 Max Points
Past Record of Performance -	30 Max Points

City of Lebanon Request for Qualifications Architectural and Engineering Services

INTRODUCTION

The City of Lebanon was presented a financial assistance award from the Missouri Highways and Transportation Commission. This award will partially fund the Safe Route To School PH-2 sidewalk project {STP-3800(803)} and the school signalization improvements {SRTS-INF-H32D (101)}. This project will construct 4,540 linear feet of sidewalk system and 33 ADA compliant ramps and upgrade school zone signalization equipment at five school locations. Overall costs for these projects STP-3800(803) is \$188,055.00 and SRTS-INF-H32D (101) is \$56,835.00

Prior to disbursement of funds by Missouri Highways and Transportation Commission, the City of Lebanon must enter into an Architect/Engineer Agreements which meets the requirements of Federal Law -The Brooks Act, 40 USC 1102, 23 CFR 172.3 and the State Law – Commonly referred to as the “Mini-Brooks Act”, the State of Missouri, in sections 8.285 thru 8.291 RsMO

PURPOSE

The purpose of this request is to acquire qualification statements which demonstrate the competency and capacity of firms seeking to provide architectural and engineering services to the City of Lebanon for the Safe Route To School PH-2 sidewalk project {STP-3800(803)} and the school signalization improvements {SRTS-INF-H32D (101)}.

SCOPE OF WORK

The City of Lebanon is soliciting for statements of qualifications from firms desiring to provide architectural and engineering services to the City of Lebanon for the Safe Route To School PH-2 sidewalk project {STP-3800(803)} this project will be, construct 4,540 linear feet of sidewalk system and 33 ADA compliant ramps, and the school signalization improvements {SRTS-INF-H32D (101)}. This project will upgrade school zone signalization equipment at five school locations.

Requested Architectural/Engineering services may include but are not limited to;

The preparation of Conceptual plans, Preliminary plans, Contract plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks /ramps, School zone signalization and preparation of PS&E and final documents.

- Studies, budgets and estimates
- drafting, drawings, specification and bid documents
- project consultation
- project inspections

Statements should demonstrate the following information;

- company history
- size of firm
- organizational structure of firm
- list key personnel, include resumes
- sample of similar/relevant projects executed in the last five years, with references
- list of affiliated consultants to be utilized for services being provided to the City of Lebanon

Please Note: Interested parties must be entities registered to do business in the State of Missouri and must be in good standing with the Secretary of States' Office.

DO NOT SUBMIT HOURLY RATE SCHEDULES OR FEE RELATED INFORMATION WITH THIS STATEMENT OF QUALIFICATIONS.

EVALUATION & SELECTION PROCESS

During the evaluation process, the City of Lebanon reserves the right, where it may serve the City's best interest, to request additional information or clarification from Statement, or allow correction of errors or omissions. Statements will be submitted to the City staff for consideration. Selection process is summarized as follows:

1. City of Lebanon solicits qualifications for identified professional services.
2. Interested firms/professionals submit qualifications.
3. The City of Lebanon evaluates the firms based on
 - a) Experience and Technical Competence of firm,

The A/E may wish to include the following in their request for qualifications:
Provide the qualifications of the employees on the team designated to this specific project.

- b) Capacity and Capability of firm to complete the work.

The A/E may wish to include the following in their Request for qualifications:
Based on the number of projects this team is currently working on, what is the percentage of time available for each team member to dedicate to this project? How many projects or similar types of work have this team completed or nearly completed?

- c) Past record of performance and history of similar projects,

The A/E may wish to include the following in their request for qualifications:
Please provide references with names and e-mail addresses of the owner's representative who is most knowledgeable of your firm's performance.

*Describe methods you intend to utilize or have used in the past to serve the needs of a City located in a non-urban rural community in a cost effective manner.
What engineering challenges do you anticipate in designing this type of project in a rural community? What approach will you use, or have you used in the past, to overcome these obstacles?*

4. The top 3 firms are placed on the "short list" based on the top scores from the evaluating criteria.
5. The City of Lebanon evaluates the firms on the short list to determine the firm most qualified to perform the services. This may include interviews or presentations.
6. The selected firm submits a copy of their hourly fee structure and estimated hours required to complete typical projects. The City of Lebanon and the firm negotiate to assure the hours and fees are reasonable and fair. If an agreement cannot be reached with the first firm, negotiations will be terminated and initiated with the second firm. The selected consultant will be required to submit a not to exceed cost estimate for each individual project before any project is released for work.
7. After successful negotiations, the City of Lebanon and the consultant enter into a contract for services.

PROCESS SCHEDULE

- Issue RFQ for Architectural/Engineering Services – March 26, 2013
- Statements Due Date – April 10, 2013 @ 2:00pm
- Statement Reviews (and short-list interviews if applicable) April 11-April 16, 2013
- Selection Process Complete, Award Agreement(s) – April 23, 2013
(Pending City Council Approval 4/22/13)

INSURANCE REQUIREMENTS

The City of Lebanon requires awarded contractor/consultant(s) to obtain the appropriate insurance. Proof of insurance must be provided within fifteen (15) days of notice of selection and prior to commencing work on this project.

Contractor/Consultant(s) must obtain and supply the City of Lebanon with the minimum insurance requirements as listed below;

<u>Minimum Coverage</u>	<u>Minimum Amounts & Limits</u>
Workman’s compensation Including Employer’s liability	Statutory \$500,000 per accident \$500,000 per person per disease \$500,000 disease aggregate
Commercial general liability Including XCU coverage	\$1,000,000 per occurrence \$2,000,000 general aggregate \$2,000,000 products/completed operations aggregate
Business auto liability Including owned, non-owned, and hired vehicles	\$1,000,000 per occurrence
Professional liability	\$250,000 per claim \$500,000 aggregate

PUBLIC RECORDS

All Statements submitted in response to this RFQ become the property of the City of Lebanon and become public record subject to public review.

RESERVATIONS

This RFQ does not commit the City of Lebanon to award a contract/agreement, to defray any cost incurred in the preparation of a Statement pursuant to this RFQ, or to procure or contract for work.

The City of Lebanon reserves the right to:

- Award contract agreement(s) on the basis of initial statements received, without discussions or request for best and final statements,
- Award more than one contract/agreement(s), and
- Reject any and/or all offers and/or discontinue this RFQ process without obligation and/or liability to any potential participant.

RIGHT TO CANCEL

The City of Lebanon reserves the right to cancel, for any or no reason, in part or in its entirety, this RFQ, including but not limited to: selection schedule, submittal date, and submittal requirements. If the City of Lebanon cancels or revises the RFQ, all proposers will be notified in writing by the City of Lebanon.

PURPOSE

In accordance with the following authorities, The United States Congress has authorized, in 23 U.S.C. § 101, § 104 and, § 133, funds to be used for transportation enhancement activates. The purpose of this agreement is to grant the use of such transportation enhancement funds to the City of Lebanon.

1. PH-2 sidewalk project STP-3800(803)
2. School signalization improvements SRTS-INF-H32D (101)

POINTS OF CONTACT

For additional information regarding statement requirements please contact:

Jeffrey M. Porter Assistant to the City Administrator
at 417-991-2351, jporter@lebanonmo.org

***** END OF RFQ*****

Certification of Submittal Requirements

This form must be signed and included with the submitted statement of qualifications.

The undersigned certifies to the following:

1. This firm is registered to do business in the State of Missouri and is in good standing with the Secretary of States' Office.

2. This firm carries insurance coverage that meets or exceeds the minimum requirements of

the City of Lebanon.

Authorized Signature

Title

Name of Company

Date

**City of Lebanon
Request for Qualifications
Architectural and Engineering Services
Media Notification for Legal Advertisement**

Legal Advertisement will start on March 26, 2013 in:

- **Lebanon Daily Record (run for 3 consecutive days)**
- **City of Lebanon Website (minimum of 14 days)**
- **MoDOT Website (minimum of 14 days)**

The City of Lebanon is soliciting for statements of qualifications from firms desiring to provide architectural /engineering services to the City of Lebanon for the Safe Route To School PH-2 sidewalk project {STP-3800(803)} and the school signalization improvements {SRTS-INF-H32D (101)}. These project are partially funded by the Missouri Highways and Transportation Commission. The projects will be, construct 4,540 linear feet of sidewalk system and 33 ADA compliant ramps and upgrade school zone signalization equipment at five school locations. For complete RFQ packet information, contact Jeffrey M. Porter Assistant to the City Administrator at 417-991-2351, jporter@lebanonmo.org or download it from the City of Lebanon webpage at www.lebanonmissouri.org . To be considered, participants shall submit one (1) original statement, so marked, and four (4) copies by April 10, 2013, at 2:00 P.M. CST to:

City of Lebanon
Attn: City Clerk,
P.O. Box 111
401 South Jefferson
Lebanon Missouri 65536

NEWSPAPER STAFF PLEASE NOTE:

Please send an affidavit for this publication to:

**City of Lebanon
Attn: City Clerk
PO Box 111
Lebanon, MO 65536**

