

**Request for Qualifications  
Structural Engineering Design & Consulting Services  
for Various Projects**

**City of Excelsior Springs**

**Qualifications Due:  
November 1 by 10:00 a.m.  
City of Excelsior Springs, Missouri  
201 E. Broadway  
Excelsior Springs, MO 64024  
(816) 630-0755  
Attn: Melinda Mehaffy  
Economic Development Director  
Community Development**

## **Request for Qualifications Engineering Design & Consulting Services**

The City of Excelsior Springs, Missouri (“City”) is requesting qualifications for professional structural engineering consulting services for overall various projects including structural building reviews and inspections. Various combinations of consulting work will be required contingent upon the scope and extent of each individual project undertaken. The following is a generic list of consulting services provided for general information. All projects will be related to the requirements of City Code or facility capital projects and maintenance and or repair needs.

- 1) Pre-design, Preliminary Planning Services, and Feasibility Studies
- 2) Schematic Design, Preliminary Plans, Code Reviews, and Other Regulations Reviews
- 3) Design Development/Working Drawings
- 4) Contract Documents, Construction Drawings, and Technical Specifications
- 5) Bid Evaluation
- 6) Construction Management, Shop Drawings, Change Order Proposal Requests, Periodic Field Inspections, Final Inspections, and Close Out
- 7) Professional and Other Technical Assistance to Owner’s Staff for Project Preparation and Submittal of Technical Reports and Feasibility Studies
- 8) Supplemental Services such as CAD, As-Built Drawings, and/or other sub-consulting work.
- 9) Cost Estimating

For each project, the scope of technical services necessary will be negotiated with the Firm and may include investigative studies, site reviews, preliminary planning, project design, estimating, code review, specifications, environmental, geotechnical, etc., as requested by the Owner and/or as required by the particular situation. The City may contract with multiple firms based on individual needs.

### **General Conditions for Open-End Projects:**

- 1) The Scope of Services to be performed by the Firm under the open-end portion of this agreement shall include various consulting services which shall be performed and billed on an as-needed time charge basis as detailed hereinafter.
- 2) Owner agrees to reimburse Firm for professional services in accordance with the Firm’s approved fee schedule applied in conjunction with the scope of services and/or a task network for the particular project. At the beginning of each project, the Firm shall submit a fee proposal to the Owner for review and/or approval. For payment purposes, the Firm shall submit a detailed invoice of the hour fees, unit costs, and/or other charges for each project on a monthly basis.
- 3) Other contract conditions shall be as contained in the final Agreement.

## **Proposal Format**

One copy of the statement of qualifications should be submitted plus one in electronic format. Materials submitted should respond to the following factors:

- A. Demonstrated experience of work as described above as a complete service overall or individual specialty of expertise to a specific need.
  - Experience in the type and complexity of design/consulting required under the proposed scope of work
- B. Qualifications of the key personnel to be assigned to the project, including:
  - The education and experience of the members of the project team
  - The experience of personnel assigned to perform the services
  - Certification and other professional registration requirements
- C. Qualifications of the sub-consultant services
- D. Previous experience of the firm with Missouri municipalities
- E. References for other similar design work

The City encourages submission of qualifications from minority and women owned firms. The City does not discriminate on the basis of race, color, religion, creed, sex, age, ancestry, or national origin in consideration of this award. The City is an Equal Opportunity Employer.

## **Selection**

In evaluating the qualifications of each firm the City shall use the criteria contained in Section 8.289, RSMo. The City shall list three highly qualified firms. The City shall then select the firm or firms considered best qualified and capable of performing the desired work and negotiate a contract for the project with the firm(s) selected. Assuming those negotiations are successful, the selected firm will be required enter into an agreement with the City using the City's standard form of Agreement for Engineering Services.

## **Terms and Conditions**

1. City reserves the right to reject any and all submissions. City also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFQ process, to obtain further information from any and all respondents, and to waive any defects as to form or content of the RFQ or any submissions by any firm.

2. This RFQ does not commit the City to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submissions become the property of the City as public records. All submissions may be subject to public review, on request, after the submission deadline.
3. By accepting this RFQ and/or submitting qualifications in response thereto, each respondent agrees for itself, its successors and assigns, to hold the City and all of its various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such proponent, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFQ, revising this RFQ, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a proponent or negotiating or executing an agreement incorporating the commitments of the selected proponent.

### **Summary of Submission Requirements**

Interested firms should submit (1) written copy plus one electronic file of their Statement of Qualifications to the City of Excelsior Springs, Hall of Waters, 201 E. Broadway, Excelsior Springs, Missouri 64024 Attn: Melinda Mehaffy by 10 a.m. on Wednesday, November 1, 2023. For further information, please call Melinda Mehaffy at (816) 630-0756 or at [mmehaffy@excelsiorsprings.gov](mailto:mmehaffy@excelsiorsprings.gov).