

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**Professional Engineering Services For**  
**WATER SYSTEM PROJECTS**  
**ISSUED: DECEMBER 9, 2019**

The City of Cape Girardeau is soliciting statements of qualifications from Civil Engineering Design Firms (consultants) for professional services as needed for the preparation of plans, modeling, studies, specifications and estimates for City Water System Projects. Identified projects include but are not limited to the following:

- Update of the City's Water System Facility Plan including Vulnerability Assessment and Water Distribution Modeling (as needed for planning, system design, fire protection studies, etc.)
- Evaluation of City Water Plant No. 2 for continued use as a peak demand facility and as an emergency back-up to Plant No. 1.
- Water Main Extension Projects
- Other Water Projects (booster pump station, SCADA upgrade, security, etc.)

Additional information regarding the City of Cape Girardeau's Water System Projects and facilities can be found on the City of Girardeau's website at:

<https://www.cityofcapegirardeau.org/cms/one.aspx?portalId=5730427&pageId=15794621>

## **OVERVIEW OF CAPE GIRARDEAU WATER SUPPLY SYSTEM**

### **Description of Existing Facilities of the System**

The System includes two water supply and treatment plants. The main plant, City Water Plant No. 1 on Cape Rock Drive has a capacity of 7.5 million gpd and an average flow of 5.5 million gpd, drawing from 4 alluvial wells rated at 1,800 gpm each. It was built in 1931 and expanded in 1954, 1967, and 2003.

A second plant, City Water Plant No. 2, in the southern part of the City draws water from 3 alluvial wells rated at 1,000 gpm each and has a capacity of 2.8 million gpd. It was built in 1978 and expanded in 1990. Plant No. 2 does not produce softened water and is only used on an as-needed basis to support the main plant which operates 24/7.

The System's 12 water storage tanks have a total capacity of 9.265 million gallons. The tanks range in capacity from 80,000 to 1.75 million gallons. The System also includes approximately 300 miles of water lines, 2,500 fire hydrants and 9 booster pumping stations serving 8 pressure zones and 17,800 water connections across 30 square miles.

## **Description of Past and Future Funding**

An \$18 million bond issue for Plant Expansion and System Improvements was passed in 1996 followed by another \$26.5 million bond issue in 2006. In 2019, voters approved the renewal of a 1/4-cent sales tax which is scheduled to provide \$18 million towards water system improvements over the next 15 years.

## **INSURANCE REQUIREMENTS**

Selected firms must be able to meet the City's insurance requirements as follows:

- Consultant agrees to secure and maintain at Consultant's sole cost and expense at all times during the term of the Agreement and for a period of one year after date of completion, insurance covering claims arising out of the performance of Consultant's services under the Agreement for claims arising out of allegations of errors, omissions or negligent acts for which Consultant may be liable, with a minimum policy limit of \$2,905,664 each claim/aggregate, or the liability limits for political subdivisions set out in Section 537.610 RSMo, whichever is greater, and other such insurance requirements as set forth by the City Engineer.

## **RFQ SUBMITTAL OVERVIEW**

Interested entities will need to meet the following minimum criteria and the proposal should include:

1. Declaration of Project Categories. State which of the following projects and/or project categories that your firm seeks consideration: (a) Water System Facility Plan; (b) Water Plant No. 2 Evaluation; (c) Water Main Extension Projects; (d) Other Water System Projects. Please select only those projects/ categories that can be adequately supported by your firm's experience and qualifications;
2. Description/Background and Availability of your firm including name, address, contact person and position held, contact information, size of firm, years in business and location. Describe services offered by your firm related to this RFQ such as: water distribution modeling, water master plans, water main extension design, water treatment plant design and renovation, etc.;
3. Key Personnel in your firm, including partners or sub-consultants, who will be assigned to the City water projects and the titles and roles each will play. Include a resume for each person stating their qualifications as it relates to these projects and any professional registrations, if applicable;
4. Previous Experience including recent documented experience with municipal water system projects including project names, dates, and the role that your firm played. Include schedule and budget information. Also include a reference for each project cited (contact person, phone number, and address). If your firm includes the Water System Facility Plan and/or the Water Plant #2 Evaluation in your declaration, then please also describe how your firm will assess and approach the projects.

The Statement of Qualification must be received by the City of Cape Girardeau’s City Engineer, on or before **4:00 pm (local time) on Wednesday, January 8, 2020**. An original plus four copies (a total of five) of the SOQ’s must be submitted. **Please mark the outside of the envelope with the project name: Statement of Qualifications for Water System Projects.** Late submittals will not be accepted and shall be returned unopened. Please submit SOQ’s to the address below:

Kelly Green, P.E. City Engineer  
 City of Cape Girardeau  
 401 Independence Street  
 Cape Girardeau, Missouri 63703

**SELECTION PROCESS**

- The City will appoint a Selection Committee to evaluate each submittal according to the selection criteria listed in the following section. If necessary, the City may invite firms to make a presentation of its detailed qualifications and expertise as it would apply to the Water System Projects. The Selection Committee will score interviewed firms using the same selection criteria as the first evaluation. The Selection Committee will select firms from both the submittal evaluations and interviews, if conducted, for inclusion in the consultant pool and enter into negotiations for a City of Cape Girardeau General Services Agreement (GSA) with each selected firm.
- As Water System Project funds become available and projects are started, project Task Orders will be issued and fees negotiated with an appropriate selected firm for each project. If a Task Order cannot be successfully negotiated with the first selected firm, then negotiations will be terminated and the City will enter into negotiations with the next appropriate firm from the consultant pool. The process will continue until an agreement can be reached. Selection of a firm for the consultant pool does not guarantee that a Task Order will be issued to the firm.

**Direct contact with City of Cape Girardeau staff (other than the contact listed below), Alliance Water staff, elected or appointed officials, or selection committee members concerning this RFQ at any time is strictly prohibited.**

**SELECTION CRITERIA / WEIGHTING**

Declaration of Project Categories (necessary if SOQ is to be scored)	0
Description/ Background and Availability	30
Key Personnel	30
Previous Experience	40
<b>Total Available Points</b>	<b>100</b>

## **SCHEDULE**

Consultants interested in submitting a statement of qualifications must be available to meet the following schedule:

- SOQ due by 4:00 pm (local time) Wednesday, January 8, 2020
- If necessary, firms short listed and notified by Tuesday, January 14, 2020
- Interviews (if necessary) Week of January 20<sup>th</sup>
- Selection and notification of firms for consultant pool Monday, January 27, 2020
- GSA agreement deadline for City Council agenda Monday, February 10, 2020
- City Council 1<sup>st</sup> reading Monday, February 17, 2020
- Task Order issuance for Water System Facility Plan March 2020
- Task Order issuance for Plant No.2 Evaluation March 2020
- Issuance for all other Task Orders As funds become available

Questions concerning this RFQ must be submitted in writing to Kelly Green, P.E., no later than 4:00 pm (local time) Monday, December 30, 2019 by:

Mail: Kelly Green, P.E., City Engineer  
City of Cape Girardeau  
401 Independence Street  
Cape Girardeau, Missouri 63703

Fax: (573) 339-6303

Email: [klgreen@CityofCapeGirardeau.org](mailto:klgreen@CityofCapeGirardeau.org)