

STATEMENT OF QUALIFICATIONS (SOQ)

The City of Cape Girardeau is soliciting statements of qualifications from interested firms (consultants) for professional services for surveying, geotechnical engineering, traffic studies, and civil engineering, to work with the City of Cape Girardeau in preparing plans, specifications and bid documents for the following Transportation Trust Fund 6 (TTF6) projects:

- College Street from Minnesota Avenue to West End Boulevard
- Maria Louise Lane/Kiwanis Drive/Broadview Street Intersection
- Veterans Memorial Drive from Hopper Road to Percy Drive (Phase 6)

Additional information about the TTF6 projects and program can be found on the City of Cape Girardeau's website (www.cityofcapegirardeau.org).

SCOPE OF WORK

This SOQ is for professional design services associated with TTF6 projects that will commence approximately May 1, 2021 and terminate approximately December 31, 2025.

The City of Cape Girardeau will act as the project manager for all TTF6 projects. To aid in design, the City will select a pool of consultants. Firms with individual expertise such as surveying and geotechnical engineering as well as multi-discipline firms are welcome to submit their SOQ. Each TTF6 project will be broken down into logical work tasks with each task assigned to a participating firm. One or more firms in the consultant selection pool may be selected to join City staff to form the design team for each project. Task Orders may include, but not be limited to:

- Topographic surveying, land surveying, legal descriptions and exhibits for acquisition documents, construction staking
- Geotechnical investigation and reporting, foundation recommendation for structures, pavement section recommendation, construction testing
- Structural analysis and design
- Hydrologic or hydraulic analysis, design, and SWPPP preparation
- Environmental investigation and reports
- Traffic studies and traffic modeling
- Roadway and utility infrastructure design
- CAD services

QUALIFICATION AND SUBMISSION REQUIREMENTS AND INSTRUCTIONS

Minimum Qualifications

At a minimum, the consultant firm should document their expertise in the following areas (if applicable):

1. Conducting comprehensive and thorough topographic field surveys for purposes of designing improvements.
2. Performing geotechnical investigations and reports.
3. Design of infrastructure and utilities (streets, bridges, sanitary sewer mains, water mains, storm sewer infrastructure).
4. Preparation of specifications, technical specifications and special provisions for improvement plans that minimize the risk for contract change orders.
5. Preparation of bid documents and engineer's estimate.

6. Demonstration of bids received being within engineer's estimate.
7. Demonstrated experience in bringing projects in on budget and time.

The selected firm 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 this Agreement and for claims arising out of allegations of errors, omissions or negligent acts for which Consultant may be liable, with a minimum policy limit of \$2,940,868 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.

Submission Information

Responding firms shall provide information documenting their applicable experience for the work described in its Statement of Qualifications (SOQ). At a minimum, submissions shall include:

1. Description/Background Information of the firm including name, address, contact person and position held, phone number, fax number, size of the firm, years in business and location. Briefly describe the services offered by your firm according to the following categories, as applicable: Surveying, Geotechnical, Structural, Hydraulic Analysis, Environmental Investigation, Traffic Studies/Modeling, Roadway and Utility Design, and CAD Services.
2. Previous Experience explaining work on similar projects, including five examples of said work. For each example, include the project name, dates of service, reference name and phone number, a description of the project and the role your firm played.
3. Key Personnel in your firm who will be assigned to TTF6 projects and the role they will play. Include a resume for each person stating their qualifications as it relates to this SOQ and any professional registrations, if applicable.
4. Previous Project Team Experience as a team participant. List actual design assignments and degree of success in meeting assigned schedule and budget as well as the overall team schedule and budget.

The Statement of Qualifications must be received by the City of Cape Girardeau's City Engineer, Kelly Green, P.E., on or before **4:00 pm on Wednesday, March 10, 2021**. An original plus two copies (a total of three) of the SOQ must be submitted. **Please mark the outside of the envelope with the project name: Statement of Qualifications for TTF6 Projects.** Late submissions will not be accepted and shall be returned unopened. Please submit Statement of Qualifications 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 submission according to the selection criteria listed in the following section. If necessary, the City may invite firms to make a presentation of its detailed proposal, qualifications, and expertise as it would apply to the TTF6 projects. The Selection Committee will score interviewed firms using the same selection criteria as the first evaluation. The Selection Committee will select firms from the submission

evaluations and interviews, if conducted, for the consultant pool and enter into negotiations for a City of Cape Girardeau standard General Services Agreement (GSA) with each selected firm.

- As TTF6 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, elected or appointed officials, or selection committee members concerning this SOQ at any time is strictly prohibited.

SELECTION CRITERIA / WEIGHTING

Description/Background Information	20
Previous Experience	40
Key Personnel	20
Previous Project Team Experience	20
Total Available Points	100 points

SCHEDULE

Consultants interested in TTF6 projects must be available to meet the following schedule:

- SOQ due by 4:00 pm..... Wednesday, March 10, 2021
- Firms short listed and notified by Friday, March 19, 2021
- Interviews (if necessary) Friday, March 26, 2021
- Firms selected for consultant pool Monday, March 30, 2021
- GSA's to City Council Monday, April 19, 2021
(Deadline for City Council Agenda Tuesday, April 13, 2021)

Questions concerning this SOQ must be submitted in writing to Kelly Green, P.E., City Engineer, no later than Wednesday, March 3, 2021 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