

## **REQUEST FOR STATEMENTS OF QUALIFICATIONS (SOQ'S)**

The City of Cape Girardeau is requesting statements of qualifications from interested firms (consultants) for professional services pertaining to regional transportation planning. The City provides staff and administrative services for the Southeast Metropolitan Planning Organization (SEMPO). For more information on SEMPO, visit the website at [www.southeastmpo.org](http://www.southeastmpo.org).

## **SCOPE OF WORK**

As a metropolitan planning organization (MPO), SEMPO is mandated by federal law and is charged with conducting a continuous, cooperative, and comprehensive (3-C) transportation planning process. The City is expecting to select a pool of consultants to provide various services as part of the 3-C process. Firms with expertise in specific transportation planning activities (such as transportation-related studies, data collection and analysis, public outreach, etc.) as well as multidisciplinary firms are encouraged to submit their SOQ. Consultants who are selected will enter into a General Services Agreement (GSA) with the City. Upon execution of a GSA, the City may issue Task Orders for the consultant to provide specific work tasks. Task Orders may include, but are not limited to, the following:

- Preparing mode-specific (bicycle/pedestrian, freight, transit, etc.) and other specialized plans
- Traffic studies and traffic modeling
- Data collection and analysis
- Administering transportation planning grant programs and other agreements
- Providing staff support to the SEMPO Board of Directors, Technical Planning Committee, and other committees
- Preparing and updating SEMPO core documents (Unified Planning Work Program, Public Participation Plan, Title VI Program, Metropolitan Transportation Plan, Transportation Improvement Program)
- Public outreach

## **QUALIFICATION AND SUBMISSION REQUIREMENTS AND INSTRUCTIONS**

### **Minimum Qualifications**

At a minimum, responding firms should document their proficiency in the following areas (as applicable):

1. Working for or with Metropolitan Planning Organizations, Regional Planning Commissions or Councils of Government, State Departments of Transportation, Federal Highway Administration, and Federal Transit Administration;
2. Conducting transportation-related studies;
3. Collecting and analyzing data;
4. Preparing technical reports;
5. Conducting public outreach;
6. Administering grants;
7. Managing financial records;
8. Developing and managing schedules; and
9. Coordinating/preparing for meetings (reserving meeting rooms and equipment, preparing agendas and minutes, etc.).

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 the 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 Two Million Dollars (\$2,000,000.00) 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.

### Submission Information

Responding firms must provide information documenting their applicable experience for the work described in the SOQ. At a minimum, submissions must include:

1. Description/Background Information for the firm including name, address, phone number, fax number (if applicable), website URL (if applicable), name and email address of primary contact person, and a brief description of services offered;
2. Previous Experience explaining the firm's 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 of the firm;
3. Key Personnel in the firm who will be assigned to SEMPO work tasks and their roles. Include a resume for each person stating their qualifications as it relates to this Request for SOQ's and any professional registrations, if applicable; and
4. Previous Project Team Experience as a team participant. List actual assignments and degree of success in meeting assigned schedule and budget as well as the overall team schedule and budget.

SOQ's must be received by the City of Cape Girardeau's Development Services Department on or before **4:00 pm on Friday, November 18, 2016**. Four (4) copies of the SOQ must be submitted. **Please mark the outside of the envelope with: "SOQ for SEMPO"**. Late submissions will not be accepted and will be returned unopened. SOQ's must be addressed to:

Ryan Shrimplin, City Planner  
City of Cape Girardeau  
401 Independence Street  
Cape Girardeau, Missouri 63703

### SELECTION PROCESS

- The City will appoint a Selection Committee to evaluate each SOQ according to the selection criteria listed in the following section. If necessary, the City may invite firms to interview and present their detailed proposal, qualifications, and expertise as it would apply to the Scope of Work. The Selection Committee will score interviewed firms using the same selection criteria as the first evaluation. The Selection Committee will select firms from the SOQ 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 funding becomes available and tasks 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.

Except as noted below, direct contact with City of Cape Girardeau staff, elected or appointed officials, or Selection Committee members concerning this Request for SOQ's at any time is strictly prohibited.

**SELECTION CRITERIA / WEIGHTING**

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

**SCHEDULE**

Responding firms must be able to adhere to the following schedule:

- SOQ's due by 4:00 pm.....Friday, November 18, 2016
- Firms short listed and notified by ..... Wednesday, November 30, 2016
- Interviews (if necessary) ..... Tuesday December 6, 2016 (afternoon)
- Firms selected for consultant pool ..... Wednesday, December 7, 2016
- GSA's to City Council ..... Monday, December 19, 2016  
(Deadline for City Council Agenda ..... Wednesday, December 14, 2016)

Questions concerning this Request for SOQ's must be submitted in writing to Ryan Shrimplin, City Planner, and received no later than Friday, November 11, 2016 by one of the following:

Mail: Ryan Shrimplin, City Planner  
City of Cape Girardeau  
401 Independence Street  
Cape Girardeau, Missouri 63703

Fax: (573) 339-6303

Email: [rshrimplin@cityofcape.org](mailto:rshrimplin@cityofcape.org)

11/01/2016 RS