



Request For Qualifications for Engineering Services

The City of Oak Grove is soliciting statements of qualifications from engineering firms for professional engineering services for various projects within the Public Works departments. The City of Oak Grove is requesting qualifications from multi-disciplined engineering consulting firms for City engineering services. The consultant provides additional staffing resources for projects the city does not have time or expertise to complete. The City of Oak Grove is receiving statements of qualifications from qualified consultants and firms to provide City engineering services relating to but not limited to:

1. Streets
2. Sanitary Sewer Collection and Wastewater Treatment Systems
3. Water Treatment and Water Distribution and Supply Systems
4. Stormwater Conveyance Systems, Drainage, and Stormwater Management
5. Construction Administration and Observation
6. Surveying
7. Plan Reviews for Preliminary Plats, Final Plats, Site Plan Reviews
8. Other Capital Improvements Projects
9. General On-Call Consultation Services

All consultants responding to this RFQ shall provide sufficient information and data to fully allow a complete evaluation of their qualifications. Consultant must present satisfactory evidence to the city indicating their ability to meet the scope of work within a prompt timeframe. In addition, to ensure consistency, responses should generally conform to the following format:

1. Cover Letter
2. Table of Contents
3. Introduction
4. Qualifications, Including Specialized Experience and Technical Competence of the firm
 - a. The history and experience of the firm with engineering projects involving state funding, reporting and requirements.
 - b. The firm's history of success with grant funding and compliance
5. The Firm's Proximity to and Familiarity with the City

6. Qualifications of Staff
7. Evidence of the Firm's Missouri Registration as Professional Engineers and Surveyors
8. E-Verify Documentation
9. Liability Insurance Certificate
10. References

The city will select the engineering firm based on the above qualifications. Once the most qualified firm is selected, fees will be negotiated for individual projects as needed. Proposals should be submitted no later than November 1st, 2023, at 1:00 p.m. to the City of Oak Grove, Missouri. Sealed envelopes should be clearly marked "RFQ, Engineering Services." For more information contact Matthew Randall, City Administrator, (816) 690-3773.

General Instructions

1. The City of Oak Grove reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposals as may be deemed in the best interest of the city, in its sole discretion.
2. Any submission may be withdrawn at any time prior to the time specified herein for the opening of submissions, but no submission may be withdrawn for a period of ninety (90) days thereafter.
3. The City of Oak Grove will not be liable for any costs that a firm may incur in the preparation of or presentation of the proposal.
4. The City of Oak Grove shall not be obligated to return the firm's proposal once submitted, whether the proposal is withdrawn or not.

General Contract Terms

An agreement will be issued to the recommended firms upon approval of the firms by the City of Oak Grove's Board of Aldermen. The costs agreed to are to be firm, fixed prices for the entire contract period and are not subject to increases unless mutually agreeable to both parties. Should an increase be needed, the firm shall be responsible for providing proof of the price increase in writing to the City of Oak Grove not less than thirty (30) days prior to said requested increase. The city shall not make any advance deposits. Payment for all equipment, supplies and/or services required herein shall be made in arrears.

The city assumes no obligation for equipment, products, materials, supplies and/or services shipped or provided in excess of the quantity ordered or stated hereunder. Any unauthorized quantity is subject to The City's rejection and shall be returned at the firm's expense.

The firm shall provide all equipment, products, materials, supplies and services necessary for the proper execution and implementation of the agreement.

STATEMENT OF QUALIFICATIONS PROPOSAL SIGNATURE FORM

By signing below, I am certifying that I am submitting this proposal as an authorized representative of the below-named firm, have thoroughly reviewed and understand the terms and conditions of the RFQ, and am submitting the proposal accordingly. Dated this day of _____, 202__.

(Authorized Representative Signature)

(Authorized Representative Name/Title)

(Company Name)

(Address)

(City, State, Zip)

(Phone Number/Fax Number)

(Email Address)

Owner will be listed as an additional insured in respect to general liability, automobile liability, and umbrella/excess insurance. However, the addition of the Owner as an additional insured shall not in any way nullify coverage for claims or actions Owner may have against Engineer. Engineer will provide to Owner certificates evidencing the required coverage prior to commencing services.

FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM

For Contracts with the City of Oak Grove, Missouri:

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri political subdivision must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the City (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the City.

Accordingly, your company:

- (a) Agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" and deliver the same to the city prior to or contemporaneously with the execution of its contract.
- (b) Affirms it is enrolled in the "E-Verify" work authorization program in the United States and is participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided.
- (c) Affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the district.
- (d) Affirms you will notify the city if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto.
- (e) Agrees to provide documentation of your participation in E-Verify to the City prior to or contemporaneously with the execution of its contract with the city (or at any time thereafter upon request), by providing an E-Verify screen print out (or equivalent documentation) confirming your participation in E-Verify.
- (f) Agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- (g) Agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the City of Oak Grove.

By: _____ (Signature)

Print Name/Title: _____

On Behalf of: _____ (Company)

STATE OF _____

COUNTY OF _____

Submitted and sworn to before me this _____ day of _____, 202____.

Notary Public _____

Print Notary Name _____

My commission expires: _____

THIS FORM MUST BE SUBMITTED WITH THE QUALIFICATIONS