

**CITY OF NEVADA, MISSOURI**



**REQUEST FOR QUALIFICATIONS (RFQ)**

**PREQUALIFICATION PROGRAM  
FOR DESIGN PROFESSIONAL AND LAND SURVEYING SERVICES  
FOR DESIGN CONTRACTS**

All RFQ documents shall be submitted to and marked as follows:

City of Nevada  
Attn: Randy Marti  
110 S. Ash  
Nevada, MO 64772  
Email: [rmarti@nevadamo.org](mailto:rmarti@nevadamo.org)  
(Please include in email subject line: RFQ Pre-List)

Sealed and Marked "RFQ Pre-List"

Specifications are available on the City's web site at [www.nevadamo.org](http://www.nevadamo.org)

For additional information

Randy Marti, Director of Administration  
110 South Ash  
Nevada, Missouri 64772  
(417)-448-5503  
[rmarti@nevadamo.org](mailto:rmarti@nevadamo.org)

**DUE DATE: QUALIFICATIONS RECEIVED ON AN ON-GOING BASIS**

Date Issued: September 10, 2014

**1. Purpose.** Pursuant to Section 26-16, Municipal Code, the City of Nevada, Missouri is accepting Statement of Qualifications (SOQ) from firms employing registered professional architects, registered professional engineers, and registered professional land surveyors, registered in the State of Missouri, for inclusion in established Prequalification Lists for a Prequalification Program for projects.

Submission of an SOQ indicates that the firm is willing to execute the Master Agreement as a condition of the prequalification process.

**2. SOQ Due Date.** The City is accepting SOQs on an **on-going basis** as set forth in item 3 below.

**3. Submittal of SOQ.** The SOQ must be submitted to the Project Manager either electronically or in hard copy, and shall not exceed 8 MB total size, as follows:

(A) e-mail electronic files (Microsoft Word and/or Adobe PDF)

Email: [rmarti@nevadamo.org](mailto:rmarti@nevadamo.org)

Please include in email subject line: "RFQ Pre-List"

OR

(B) mail hard copy printout and in a sealed envelope.

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**4. Definition of Request for Qualifications.** This RFQ is an invitation by the City to firms to submit their qualifications to the City. This RFQ is not a request for a competitive bid. Firm's submittal of an SOQ in response to this RFQ does not create any right in or expectation to a contract with the City. The City reserves the right to add to, delete, modify or enlarge this RFQ, including any specifications and/or statement of work, the proposed contract, the terms and conditions, and any subsequently executed contract.

**5. SOQ Requirements.** The SOQ is attached as **Exhibit A**. Firm must provide the following information in the submission of the SOQ document:

- Firm's Mailing address;
- Principal contact information;
- Year present Firm was established;
- Federal Tax Number;
- Resume of Firm (2 page limit);
- Resumes of key personnel expected to be assigned to City projects (2 page limit each);
- Confirmation that Firm agrees to execute the Master Agreement;
- Firm's total gross receipts for last five years;
- Firm's number of employees by discipline and location;
- For each prequalification category in which Firm indicated an interest, list completed and/or on-going similar projects in the last five (5) years in which Firm was the prime design professional that best demonstrate Firm's qualifications.

**6. Selection for the Prequalification Lists.** The City will evaluate each SOQ submitted. Firms must clearly demonstrate in the SOQ that it has sufficient qualifications and experience for the category of work. Selection for inclusion in established Prequalification Lists will be based solely upon the judgment of the City in obtaining firms that will serve the best interests of the City.

**7. Master Agreement.** The Master Agreement is attached for reference as **Exhibit B**. Upon completion of the City's evaluation of submittals and the City's determination to offer prequalification, the City will issue a notice of prequalification contingent upon the firm returning two (2) originals of the executed Master Agreement. Upon receipt of the executed Master Agreement requested by the City, a formal prequalification notice will be issued to the firm and its name placed on the Prequalification List in the approved categories. The Master Agreement defines the general terms and conditions of contracting between the City and the firm but it does not include a specific scope of work, compensation, schedule or other contract matters applicable to a specific City project. Firms on the Prequalification Lists may be assigned work on specific projects through subsequent individual Work Order Contracts that define the scope of work, compensation, schedule and other contract conditions specific to the project. Execution of a Master Agreement does not obligate the City to use the firm on any project or to execute any subsequent Work Order Contracts with the firm. No individual Work Order Contract will be issued to any firm that has not signed a Master Agreement.

**8. Work Order Contract.** If a firm is contacted by the City to perform work, the City and the firm will attempt to successfully negotiate a Work Order Contract for the specific work. The Work Order Contract will include the scope of work, compensation, schedule and other

applicable contract matters.

**9. Selection for Work Order Contract.** The City will use, in its sole discretion, the selection method that is in the best interest of the City to obtain the necessary design professional services for any individual project. The City may, but is not required to, contract with firms on the Prequalification Lists. The City, in its sole discretion, may select a firm on a Prequalification List to perform services without any additional solicitation and attempt to negotiate a fee, scope of work and schedule. The City may seek requests for interest, request for proposals or directly negotiate with firms on the Prequalification List. If the City contacts a prequalified firm to perform a scope of work, the firm and the City must successfully negotiate a Work Order Contract which will include the scope of work, compensation, schedule and other applicable contract matters.

**10. Expiration of the Prequalification List.** It will be each firm's responsibility to submit a new Statement of Qualifications each year, In addition to the yearly submittal, we ask that if for some reason, your firm's qualifications should change materially from what is submitted, a new Statement of Qualifications be filed with the City of Nevada.

**11. Program Modifications.** The City may, at sole discretion, modify the program requirements or categories, or reissue the Program as may be in the City's best interest.

**12. Current Information Required.** Prequalified firms are required to maintain current company, ownership, contact and prequalification information with the Program Administrator in writing by email or fax.

**13. Program Administrator.** Forward all inquiries regarding this RFQ in writing by email :

Randy Marti, Director of Administration  
110 South Ash  
Nevada, Missouri 64772  
(417)-448-5503  
rmarti@nevadamo.org

## EXHIBIT A

This document must be completed and included in the SOQ. Please indicate which services your firm has interest in providing.

### **Architect Services**

Acoustical Design

CADD Drafting

Constructability Reviews

Design Services During Construction

Landscape Design

Master Planning

Project Estimating

Specification Writing

Audio Visual Design

Construction Documents

Design Development

Interior Space Planning

LEED Documentation

Needs Assessment

Project Scheduling

Urban Planning

### **Engineering Services**

Airport Projects

Building Rehabilitation, Remodeling

Construction Inspection

Electrical

Geographic Information Systems (GIS).

HVAC Systems

Inspection Services

Mechanical

Pavement Evaluation

Project Management

Pump Station – Water

Site Work -Landscaping, Fencing

Street Improvements

Traffic Studies/Traffic Signals

Water Lines

Water Towers

Athletic Complexes

Bridge Design

Construction Observation

Environmental

Geotechnical (including testing labs)

Infiltration/Inflow Programs

Land Surveying (on call)

Park Planning

Playgrounds

Pump Station – Wastewater

Sanitary Sewer Design: Rehab/Replace

Stormwater Neighborhood Projects

Swimming Pools

Wastewater Treatment Plants

Water System Hydraulic Modeling

Water / Wastewater Control Systems