

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
CITY OF HANNIBAL, MISSOURI  
320 BROADWAY  
HANNIBAL, MO 63401  
RFQ 2021.5.5

The City of Hannibal, Missouri is seeking engineering services for preliminary engineering report, all design plans, implementation and completion of new docking/river access facility and downtown infrastructure improvements to include electrical distribution system upgrades, replacement of a failing stormwater culvert on North St., related pavement/trail/walking path improvements, and replacement of gate well seals and other downtown walking trail improvements located within the City of Hannibal, Missouri.

The City of Hannibal will be seeking EDA grant funds for new docking/river access facility and downtown infrastructure improvements to include electrical distribution system upgrades, replacement of a failing stormwater culvert on North St., related pavement/trail/walking path improvements, and replacement of gate well seals and other downtown walking trail improvements located within the City of Hannibal, Missouri.

**PART ONE: SCOPE OF SERVICES**

The City of Hannibal, Missouri is soliciting qualification proposals for engineering services to assist the City of Hannibal, Missouri with services required for project compliance with Federal requirements. The Firm will be selected within one month of RFQ submittal and completion of design will be completed within 6 weeks of selection. Design is expected to begin in January 2022.

The proposed project will consist new docking/river access facility and downtown infrastructure improvements to include electrical distribution system upgrades, replacement of a failing stormwater culvert on North St., related pavement/trail/walking path improvements, and replacement of gate well seals and other downtown walking trail improvements.

**PART TWO: REQUEST FOR QUALIFICATION STATEMENTS**

The following information should be included under the title “Request for Qualification Statements for Engineering Services for Infrastructure Improvements in Hannibal”.

1. Name of Firm.
2. Firm address.
3. Firm telephone number.
4. Firm federal tax identification number.
5. Name, title, address, telephone number, fax number and email address of contact person authorized to contractually obligate the Firm.

**Contents of Qualification Submittal**

Firm should letter and number responses exactly as the questions are presented herein. Interested Firms are invited to submit qualifications that contain the following information:

1. Introduction.
2. Background and Experience.
3. Specialized Knowledge.
4. Personal/Professional Qualifications.

**1. Introduction**

By signing the letter, the Firm certifies the signatory is authorized to bind the Firm. The RFQ response should include:

- a. A brief statement of the Firm's understanding of the scope of the work to be performed;
- b. A certification the Firm meets the appropriate state licensing requirements to practice in the State of Missouri;
- c. A certification the Firm has not had a record of substandard work within the last five years;
- d. A certification the Firm has not engaged in any unethical practices within the last five years;
- e. A certification, if awarded the contract, the Firm acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information the Firm feels it is appropriate;
- g. The signature of an individual who is authorized to provide information of this nature in the name of the Firm submitting the qualifications.

## **2. Background and Experience**

Firms should:

- a. Describe Firm by providing full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure, and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Firm assisted a governmental entity in dealing with roadway and right-of-way designs and any other projects relating to federal projects. Firm should include all examples of work on similar projects as described in Part One.
- c. Time is of the essence. Provide an estimated schedule for completion. Describe the firm's workload and current capacity to accomplish the work by the proposed deadlines.
- d. Describe any issue of which would be uniquely relevant in evaluating the experience of Firm's to handle the proposed project(s).
- e. Describe Firm's presence in Missouri.
- f. Provide current information on professional errors and omissions coverage carried by Firm, including amount of coverage.
- g. Identify all subcontractors proposed for the project, their role and provide pertinent information on each subcontractor related to this section.
- h. The City of Hannibal, Missouri reserves the right to request any additional information to assure itself of a Firm's financial status.

## **3. Specialized Knowledge**

Firm's should:

- a. Provide examples and references for previously port improvements and downtown infrastructure improvements as described in Part One.

## **4. Personnel/Professional Qualification**

Firm should:

- a. Identify staff members who would be assigned to act for Firm (including subcontractors) in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- b. Include resume or curriculum vitae of each staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience and relevant projects experience. Describe, for each such person, the projects relevant to federal projects on which they have worked.
- c. Estimate the number of persons to be assigned to this project, indicating the number of working in Missouri and the number working elsewhere.

**Rating Points**

Firms will be evaluated on the basis of the written material submitted and according to the following factors:

1.	Experience of the firm with the port projects and downtown infrastructure improvements.	40%
2.	References from other clients attesting to firms.	15%
3.	Quality of work.	10%
4.	Compliance with performance schedules.	10%
5.	Current capacity to accomplish the work in the proposed time.	10%
6.	Experience of the firm with Federal construction projects.	10%
7.	Timeliness of Proposed Project Schedule.	5%
	Total	100%

Attachments to Request for Qualifications 2021.5.5:

a. Port Study

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the City of Hannibal, Missouri will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to Cindy Hultz, Mark Twain Regional Council of Governments, at 573-565-2203 or Lisa Peck, City of Hannibal, Missouri at 573-221-0111.

Responses to the RFQ should be delivered to Angel Zerbonia, City Clerk at City of Hannibal, 320 Broadway, Hannibal, MO 63401.

Responses to this RFQ must be received no later than 12:00 p.m. on July 16, 2021.