



City of Cape Girardeau

Development Services Department
401 Independence Street
Cape Girardeau, MO 63701

Professional City Engineer Services

CITY *of* **CAPE** **G I R A R D E A U**

Request for Proposals

All proposals shall be submitted to:
Alexander S. McElroy
Director of Development Services
401 Independence Street
Cape Girardeau, MO 63701

Published: Friday, January 11, 2019
Due Date: Friday, February 1, 2019

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Background

The City of Cape Girardeau, population approximately 40,000, is located in Cape Girardeau County, in Southeast Missouri. The City council consists of a Mayor and six Council members. The City operates under a City Manager form of Government.

The City owns and operates a number of public facilities including the following:

- Water Treatment Plant
- Water Distribution System
- Waste Water Treatment Plant
- Waste Water Collection System
- Storm Water System
- Transportation System
- Parks System
- And other City infrastructure and facilities

General Information

The City of Cape Girardeau sought to hire a full-time permanent employee to serve as City Engineer. That effort has not produced a candidate with the desired training, experience, and qualifications. Therefore, the City is seeking to contract the services of a local professional engineering firm to provide temporary City Engineering services for 6 months with an option to renew for an additional 6 months. The City expects to spend approximately \$8,000 to \$10,000 per month for City Engineering services.

The purpose of this Request for Proposal (RFP) is for the City of Cape Girardeau to receive responses from professional engineering firms for municipal engineering services in relation to the duties of City Engineer. Proposals are requested for furnishing professional services pertinent to the scope of services outlined below. Please return your proposal by February 1, 2019 by 4 pm (CST) electronically to amcelroy@cityofcape.org or by mail to: Attn: Alex McElroy, Director of Development Services, City of Cape Girardeau, 401 Independence Street, Cape Girardeau, MO 63703 demonstrating the qualifications of your firm to meet criteria contained herein.

Interviews for this project will be conducted Wednesday, February 13, 2019. The engineering services agreement will be brought before City Council for approval on, or before, March 4, 2019. Please note if your firm is the selected firm it will be necessary to negotiate a contract by no later than February 27, 2019 in order to seek approval at the March 4, 2019 City Council meeting.

Should you have any questions, please contact Development Services Director, Alex McElroy at (573) 339-6327.

Scope of Services

The selected firm will provide personnel to fulfill the duties of the position of City Engineer and to perform other related duties as directed by the Development Services Director. In addition to providing the services of City Engineer, the selected firm shall provide other services as listed below. Such services are for the purpose of illustration only and services may not be limited to the items listed here.

Advisory Services

- (1) Attendance at meetings of the City Council. The City Engineer shall attend regular City Council meetings or work sessions of the City Council, as requested. Attendance will only be

requested if there are agenda items which may need further technical clarification or support. It is not anticipated attendance will be required regularly and is expected to be a rare occurrence. Regular meetings are held on the first and third Monday evening of each month.

- (2) Staff Meetings. The City Engineer shall hold weekly staff meetings with engineering staff to review projects and provide guidance and direction. Weekly meetings currently occur every Monday at 3:00 pm at City Hall. However, an alternative weekly date and times are negotiable.
- (3) Advising Officials. The City Engineer shall advise City officials, employees, etc. through telephone conferences, meetings, and correspondence.
- (4) Consultation on City utilities and facilities. The City Engineer shall furnish advice and consultation on the operation, maintenance, and permitting of the City's water distribution system, stormwater drainage system, transportation system, and other City-owned facilities under the direction of the Development Services Director.
- (5) Consultation on development projects/permits. The City Engineer shall review project plans and proposals by private parties, for compliance with City Code, Standards and Specifications, and other applicable requirements. She/He shall meet with residents, contractors, developers, engineers, etc. as requested.
- (6) Attendance at meetings of Development Review Group. The City Engineer shall participate as a member of the Development Review Group (DRG), under the direction of the Development Services Director. She/He shall review site plans and furnish comments in advance of the DRG meetings and assist applicants in understanding the Code requirements. DRG meetings are held once each week on Thursdays at 10:00 am at City Hall.

Development Services Construction Projects

- (1) Analyze/study improvement projects. The City Engineer will be required to prepare preliminary engineering analysis, cost estimate and feasibility studies for various capital improvements.
- (2) Prepare contracts for bid. The City Engineer will be requested to prepare detailed plans, specifications, and contract documents for bid for various City construction projects. In addition, the City Engineer will prepare a final cost estimate, and coordinate with other governmental/regulatory agencies as necessary. The City Engineer will supervise and oversee the City's Acquisition Agent for any negotiations of acquisitions of any necessary right-of-way or easement.
- (3) Review bids. The City Engineer shall assist the City in the review of bids submitted for construction, in the selection of qualified contractors and in the inspection of construction work. The City Engineer will provide general supervision of the contractor for City construction projects.

Capital Project Management

- (1) Identify capital projects. The City Engineer will identify current and possible future capital projects and document budget, scope, schedule, status, organizational responsibility (including other Professional Engineering Firms) and funding sources.
- (2) Organize and prioritize all capital projects. The City Engineer will develop regular reporting and monitoring processes to ensure implementation and completion of scheduled project tasks.
- (3) Capital project tracking. The City Engineer will track and monitor project status and specific milestone completion. She/He will facilitate discussions and decisions necessary to keep projects on schedule.
- (4) Identify and report significant deficiencies. The City Engineer will identify and report concerns regarding meeting capital projects goals to the Director of Development Services on a weekly basis.
- (5) Monitor budgets. The City Engineer will oversee the process of payments, monitor budget expenditures and assist with review of contracts, proposals, invoices and Purchase Orders.
- (6) Document management. The City Engineer will create and store computer files, paper copies, and other types of records and files of work performed for the City using the systems designated by the Development Services Director.

A professional services agreement entered into by and between the City and City Engineer shall specify the scope of included services. The City reserves the right to enter into additional agreements with the City Engineer for specified projects (e.g. the design or construction observation of major public improvements), to contract with third parties for such services, or if within the scope of the City Engineer agreement, utilize the same to provide for such services. The City anticipates the negotiation of the scope of services and the format of payment for such services shall be a collaborative undertaking between the City and the successful respondent, but requests each respondent provide a proposal outlining their suggested approach (e.g. monthly retainer for a specified amount of work; hourly; hourly plus expenses; blended approach; etc.)

Submittal Requirements

The response to this RFP must be organized according to the following format. Information should be concise and specific to address each request and be limited to a total of 15 pages (15 sheets of paper, including tabs).

1. Contain a letter of interest (no more than one page long);
2. Provide the name of each engineer proposed to provide services to the City and the name of the lead engineer who will have the main contact with the City. This individual is expected to remain the responsible engineer throughout the engagement. The lead engineer must be licensed to practice in the State of Missouri, and must have at least five (5) years experience practicing as an engineer. Experience representing on the behalf of local government(s) is highly desired;

3. Provide information about the Respondent's experience in providing engineer services to Missouri local governments. List the similar projects or engagements that have been completed by the assigned persons within the past three years;
4. Provide at least three references from these organizations including names, contact persons, and phone numbers;
5. Provide a list of all other local governments currently being represented by the Respondent;
6. Provide information about the Respondent's capacity and capability to perform on short notice and in a timely manner, and the Respondent's proposed approach to communicating with City of Cape Girardeau;
7. Describe any conflicts of interest or ethical considerations related to representation or affiliation with any boards, organizations, committees, or clients, including, but not limited to, the City of Cape Girardeau, other municipalities, governmental, and/or quasi-governmental entities;
8. The location of staffing and firm resources expected to be made available to serve the City of Cape Girardeau;
9. Information on the Respondent's ability to handle the assigned work with the current staff and the workload already assigned to the key persons;
10. The firm's ability to assist the City of Cape Girardeau with preparing and submitting project documentation (including reports and permits) required by local, state and federal regulatory agencies.

Selection Criteria

A City review team will evaluate each firm's submission based upon the criteria stated in this Request for Proposal and the ability to execute the services. If necessary, the top firms will be invited to an interview the week following the submittal deadline. Following the evaluation process, the team will then select the firm the City considers most qualified and negotiate a fee. The City reserves the right to negotiate modifications to the RFP it deems acceptable. The City reserves the right to terminate this process in the event it deems the progress towards a contract to be insufficient. Firms will be evaluated in accordance with the weighted criteria listed below.

Criteria Weight

1. Experience and qualifications; no conflicts	30%
2. Past performance and references	20%
3. Understanding of the City's Needs	20%
4. Location of Firm and Staff Assigned to this Project	15%
5. Overall Ability to Execute Services	15%
TOTAL	100%

Schedule

Consultants must be able to accommodate the following schedule:

<u>RFP's due by 4:00 p.m.</u>	<u>Friday, February 1, 2019</u>
<u>Consultants on short list notified by</u>	<u>Wednesday, February 6, 2019</u>
<u>Interviews</u>	<u>Wednesday, February 13, 2019</u>
<u>Final selection by</u>	<u>Friday, February 15, 2019</u>
<u>Draft agreement submitted by</u>	<u>Friday, February 27, 2019</u>
<u>City Council authorization of agreement</u>	<u>Monday, March 4, 2019</u>