

REQUEST FOR QUALIFICATIONS (RFQ) TERMS AND CONDITIONS VISION AND MASTER PLAN FOR LAKE SPRINGFIELD

1. GENERAL

- 1.1. The City of Springfield will accept electronically submitted Statements of Qualifications (SOQs) from firms or teams of firms interested in providing services for VISION AND MASTER PLAN FOR LAKE SPRINGFIELD.
- 1.2. All businesses doing business in the State of Missouri should be registered with the Missouri Secretary of State. If your business is exempt, the exemption number should be referenced below, in lieu of a charter number.
- 1.3. RFQ documents and addenda in the form of Frequently Asked Questions (FAQs) will be maintained by the City on the project website, www.LakeSGFMasterPlan.com.
- 1.4. **Inquiries about the project, the RFQ and the consultant selection process shall be forwarded via email not later than the close of business on May 25, 2022, to LakeSGFMasterPlan@springfieldmo.gov, which will also be the address for receiving SOQs. Submittals must be received in .pdf format until 3:00 PM CDT, Friday, June 3, 2022.** SOQ submitters shall be responsible for confirming that the submission was received by the City of Springfield. The names of submitters will then be read aloud publicly via teleconference or video conference. Instructions for connecting to the conference will be included in an update to the FAQs prior to the closing date.
- 1.5. The City of Springfield affirmatively ensures that businesses owned and controlled by socially and economically disadvantaged individuals will be afforded full opportunity to submit qualifications in response to this request for qualifications and will not be discriminated against on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in consideration for an award.

2. PROJECT DESCRIPTION

- 2.1. Lake Springfield was formed when the James River in southeast Springfield was dammed in conjunction with the construction of a coal-fired power plant for City Utilities of Springfield. Over its 65-year life, the power plant and approximately 1,000 acres around it have served the public well; with the plant being decommissioned, a once-in-a-lifetime opportunity exists for the community to reimagine its future.
- 2.2. The City has received a **one-time grant** (award number 05-79-06149) from the Economic Development Administration (EDA) of the US Department of Commerce, under the American Rescue Plan Act Economic Adjustment Assistance recovery and resilience **program**. This grant will fund hydrological and environmental evaluations of the James River and Lake Springfield, and develop, with public engagement conducted by City staff, a plan for the reuse of the power plant, lake, and surrounding acreage. The City seeks a highly qualified, comprehensive professional planning team to perform this work under one consultant contract within the grant period ending on or before August 10, 2024.
- 2.3. Highly qualified consultant Team(s) will consist of subject matter experts in areas including, but not limited to, hydrology, dam safety, water resource management, local transportation, brownfields redevelopment, economic vitality, community planning, community recreation, and public engagement. Teams shall demonstrate a track record of planning for innovation,

environmental and financial sustainability/resiliency, social equity, and community support. The selected team will be led by a professional with exceptional project management and technical experience in undertaking and delivering studies and plans according to federal agency regulations, timeframes, and funding agreements. The consultant team will be required to comply with any and all terms and conditions associated with the EDA Federal Assistance Award. Additional information about the project area and EDA grant can be found by visiting www.LakeSGFMasterPlan.com.

3. STATEMENT OF QUALIFICATIONS CONTENTS

3.1. Submittals should include the following:

3.1.1.A cover letter that includes, but is not limited to, the following:

1. Date
2. Company Name
3. Company Address
4. Fax Number
5. Federal Tax ID Number
6. If the company is a DBE Vendor, or is Minority, or Women, or Veteran Owned, a statement stating so
7. A statement affirming that all team firms can comply with the Compliance requirements referenced in section 4.4 herein
8. Name and signature of person authorized to conduct business on behalf of the company
9. Telephone Number
10. Email address

3.1.2.Profile of the proposed project manager demonstrating exceptional project management and technical experience in undertaking and delivering studies and plans according to federal agency regulations, timeframes, and funding agreements.

3.1.3.Profiles of proposed team subject matter experts in areas including, but not limited to, hydrology, dam safety, water resource management, local transportation, brownfields redevelopment, economic vitality, community planning, community recreation, and public engagement.

3.1.4.Examples of recent and relevant large-scale hydrologic and hydraulic investigations; planning studies focused on key elements of recreation, multimodal transportation, community facilities and economic development project experience; all of which demonstrate a track record of planning for innovation, environmental and financial sustainability/resiliency, social equity, and community support.

3.1.5.Experience with similar projects is desired and examples completed by the proposed team members should be included with submittal.

3.1.6.Evidence of team's capacity and capability to perform the work assignment of the project.

3.1.7.Evidence of team's familiarity with the project site and region, or the team's capability to adapt to and accommodate local characteristics and conditions.

- 3.2. Teams are encouraged to organize SOQ information through the use of form [SF 330](#) or content that follows the SF 330 format.

4. SELECTION PROCESS

- 4.1. Consultant selection will be by the City Project Manager and a subcommittee of the client team. Members are public employees with technical and policy expertise relevant to the project. A project website, www.LakeSGFMasterPlan.com, will house information for consultant selection. A project email address, LakeSGFMasterPlan@springfieldmo.gov, shall be used for correspondence and transmitting materials. The selection process is organized around two sequential phases.

Phase One: Team Qualifications

SOQs will be received by the City up to the date and time indicated above.

Members of the Selection Committee will review and rate each responsive submittal based on the criteria identified on the project website.

The Submittal Ranking Score Sheet for the evaluation of the submittals is included on the project website. The Selection Committee may request additional documents. Scores identified on the Submittal Ranking Score Sheets submitted by the Evaluation Committee will be utilized to create a Composite Submittal Score Sheet.

The City Project Manager and Evaluation Committee may determine via the outcome of the evaluation of the submittal(s) that there is one or multiple teams identified as the highest-ranking, based on overall composite score results, and these team(s) will be advanced to Phase Two and invited for an in-person presentation and interview. If it is determined by the City Project Manager and Evaluation Committee that there is not a need to interview, the City Project Manager may negotiate the specific terms of the contract without engaging in an interview process.

The Project Manager will check references and prepare a reference check information memo to be distributed to the Selection Committee. Reference check information may be taken into consideration as part of the evaluation of responsive submittals process.

Phase Two: Interviews

The Submittal Evaluation Composite Score Sheet, based on the evaluation of responsive submittals, will produce a “short” list of the top-rated submittals whose teams may be selected for interviews if determined to be necessary by the Project Manager and Selection Committee. In-person interviews may be conducted in order to make a final determination of the top-ranking firm(s) if it is determined that interviews are necessary.

An Interview Ranking Score Sheet for the evaluation of interviews will be prepared prior to issuing invitations for interviews. Scores identified on the Interview Ranking Score Sheets submitted by the Evaluation Committee will be utilized if applicable to create a Composite Interview Score Sheet.

The Project Manager **will** check further reference(s) once a short list is determined. A reference check information memo is prepared by the Project Manager and distributed to the interviewing committee. Reference check information may be considered part of the interview process and is taken into consideration.

- 4.2. The City reserves the right to conduct personal interviews or require presentations of any or all Submitters prior to selection. The City will not be liable for any costs incurred by the Submitter in connection with such interviews/presentations (such as travel, accommodations, etc.).
- 4.3. Upon selection of the top-rated firm, the City Project Manager may negotiate the specific terms of the contract. The City reserves the right to award a contract to a firm solely based on their initial submittal submitted without any further interview, discussion, and negotiations. The City also reserves the right to enter into negotiations with any selected firm. If negotiations with any firm fail, the City may enter into negotiations with any other selected firm(s) until a contract or contracts are executed or if all negotiations fail a new solicitation may be warranted.
- 4.4. The following items shall be provided by submitter to the City of Springfield prior to the issuance of a contract:
 - 4.4.1. Affidavit of Compliance stating whether and, if so, to what extent the submitter/proposer takes any exception to the RFQ and RFP Documents/Requirements, and that the submitter/proposer has carefully examined the Request for Proposal and agrees to abide by all submitted pricing, delivery, terms, and conditions of the RFP unless otherwise stipulated therein.
 - 4.4.2. Certification Regarding Potential Conflicts of Interest: The City's Charter, Sec. 19.16, prohibits any City Council member or employee of the City from having a financial interest, direct or indirect, in any contract with the City and any member of a City board or commission from having a financial interest, direct or indirect, in any contract with the department or administrative agency managed or operated by the board or commission on which he or she serves. Any violation of this section renders the contract void, and any council member, officer, employee, or board member violating the Section thereby forfeits his office or employment. Submitter/proposer shall certify whether:

A City Council member, City employee, or City board or commission member is an employee, officer, partner, owner, etc., of submitter/proposer.

A spouse or dependent child of a City Council member, City employee, or City board or commission member is an employee, officer, partner, owner, etc., of submitter/proposer.
 - 4.4.3. Certification of Compliance with Section 34.600 RSMo., et seq., that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, in accordance with the terms and conditions set forth in 34.600 RSMo., et seq., or that the business employs less than 10 employees.
 - 4.4.4. Negotiated amount for consultant fee and expenses.
 - 4.4.5. Certificates of Insurance (COI) naming the City of Springfield as additional insured. NOTE: COI shall identify the SAME legal entity company name as reflected on the respondent's W-9.
 - 4.4.6. W-9 if not already on file with City. W-9 shall identify the SAME legal entity company name as reflected on the awarded respondent's Certificate of Insurance (COI).
 - 4.4.7. Work Authorization Affidavit.

4.4.8.E-Verify Signature page.

4.4.9.Nonresident/Foreign Contractors:

If the Contractor is a foreign corporation, a certificate of authority to transact business in the State of Missouri from the Secretary of State, unless exempt pursuant to the provisions of Section 351.572 RSMo.; and

A certificate from the Missouri Director of Revenue evidencing compliance with the transient employer financial assurance law, unless exempt pursuant to the provisions of Section 285.230 RSMo.

5. ADDITIONAL TERMS AND CONDITIONS

- 5.1. Ethical Standards: With respect to this RFQ, if any Submitter violates or is a party to a violation of the general ethical standards stated in the City Purchasing Manual or the State of Missouri Statutes, such Submitter may be disqualified from furnishing the services for which the statement of qualifications is submitted and may be further disqualified from submitting any future requests for statements of qualifications. A copy of the City's General Ethical Standards is located in sections 13-3.406-13.3.407 of the City Purchasing Manual. The following is the link to the City Purchasing Manual: <https://www.springfieldmo.gov/DocumentCenter/View/7604/Purchasing-Manual-PDF>
- 5.2. Compliance with Federal Regulations: The US Department of Commerce, Economic Development Administration, is a source of project funds, and Submitters must comply with all other applicable Federal regulations and terms of the EDA Federal Assistance Award. Professional services will be competitively procured in accordance Contract Provisions for Non-Federal Entity Contracts Under Federal Awards, 2 C.F.R. §§ 200.317 through 200.326. Firms submitting qualifications acknowledge that any entity selected and contracted or subcontracted must comply with all applicable federal, state and local regulations including, but not limited to, the US Department of Commerce Financial Assistance Terms and Conditions, project Specific Award Conditions, the Economic Adjustment Assistance Program under Sections 209 and 703 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. §3121 et seq.) (PWEDA), and Office of Management and Budget Code of Federal Regulations 2 CFR part 200. Supporting documents are available on the project website: <https://lakesgfmasterplan.com/funding/>
- 5.3. Applicable Law: All applicable laws and regulations of the State of Missouri and the City of Springfield, Missouri including the City's Procurement Regulations and Procedures stated in the City Purchasing Manual shall also apply to any resulting agreement, contract, or purchase order. Any involvement with the City Procurement shall be in accordance with the City Purchasing Manual.
- 5.4. Jurisdiction: This RFQ shall be construed or determined according to the laws of the State of Missouri. Should any part of this contract be litigated, venue shall be proper only in the Circuit Court of Greene County, Missouri.
- 5.5. Collusion: By offering a submission to this RFQ, the Submitter certifies it has not divulged, discussed, or compared their submittal with other Submitters and has not colluded with any other Submitter or parties to this RFQ whatsoever. Also, the Submitter certifies, and in the case of a

joint Submittal, each party thereto certifies as to their own organization, that in connection with this RFQ:

5.5.1. Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or contract for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Submitter or with any competitor.

5.5.2. No attempt has been made or will be made by the Submitter to induce any other person or firm to submit or not to submit a statement of qualifications for the purpose of restricting competition.

5.5.3. The only person or persons interested in this RFQ, principal or principals are named therein and that no person other than therein mentioned has any interest in this RFQ or in the contract(s) that may be entered into.

5.5.4. No person or agency has been employed or retained to solicit or secure a contract, upon a contract or understanding for a commission, percentage, brokerage, or contingent fee exempting bona fide employees or established commercial agencies maintained by the Submitter for the purpose of doing business.

5.6. Conflict: By submission of its SOQ, the submitter certifies that they are in compliance with items 5.6.1 through 5.7.4.

5.6.1. No salaried officer or employee of the City and no member of the City Council shall have a financial interest, direct or indirect, in any resulting Contract(s). A violation of this provision renders the Contract void. Any applicable federal regulations and applicable provisions in Section 105.450 et seq. RSMo. shall not be violated. Contractor/Consultant covenants that it presently has no interest and shall not acquire any interest, of a direct or indirect nature, which would conflict in any manner or degree with the performance of services to be performed under this Contract. The Contractor/Consultant further covenants that in the performance of this Contract no person having such interest shall be employed or compensated by Contractor/Consultant. City of Springfield Charter Sec. 19.16 also prohibits City board members from contracting with the department the board administers or with the board he or she is a member of. Submitters have a duty to disclose any member of their business that has a position on a City of Springfield board or commission, is a City Council Member, a City employee, or the spouse or dependent child of a City employee. Failure to do so may render the contract with the City of Springfield void and result in the board member or City Council member or City employee forfeiting his or her job with the City. Additionally, it may be a violation of state law. More information on this is found in City Charter Section 19.16 and Section 105.452 RSMo.

5.7. Debarment and Suspension Status. By submitting an SOQ, the submitter certifies that:

5.7.1. Submitter is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any government agency, nor is Submitter an agent of any person or entity that is currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any government agency.

- 5.7.2. Submitter has not within a three year period preceding this Invitation been convicted of or had a civil suit judgment rendered against Submitter for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property.
- 5.7.3. Submitter is not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated above.
- 5.7.4. Submitter has not, within a three-year period preceding this Invitation, had any government (federal, state, or local) transactions terminated for cause or default.

END OF REQUEST FOR QUALIFICATIONS (RFQ) TERMS AND CONDITIONS