



U.S. DEPARTMENT OF COMMERCE, Economic Development Administration (EDA) Award

Consultant Procurement Process

Consultant Procurement Committee

City of Springfield

Melissa Haase, Public Information & Civic Engagement Assistant Director

Colton Harris, Public Works Engineer

Olivia Hough, Economic Vitality Senior Planner

Erin Kemper, Environmental Services Director

Tim Rosenbury, Quality of Place Initiatives Director

Jeff Smith, Parks Senior Planner

City Utilities of Springfield

Ben Jones, Economic Development

Steven Stodden, Vice President

Procurement Standards

Consultant procurement will be conducted in accordance with the City of Springfield Procurement Code passed by Special Ordinance No.4646 and revised November 2017 commonly referred to as the Purchasing Manual; and in accordance with 2 C.F.R. §§ 200.318 (General procurement standards) through 200.327 (Contract provisions).

Procurement Process & Schedule

Rational for Method: Open competitive procurement for professional services will be utilized as stated in the Purchasing Manual and conducted via the procurement committee above. Statements of Qualifications will be used to determine the most responsible, qualified and capable firms for further consideration. Consultants will be evaluated based on a standard scoring rubric for the written submittal as well as presentation style interview. The City of Springfield will enter a contract for services with the highest scoring qualified consultant team. The Procurement Process is further outlined in the Request for Qualifications (RFQ Terms and Conditions).

Schedule

- May 18, 2022 - Request for Qualifications Issued
 - Posted to Project website: www.LakeSGFMasterPlan.com;
 - City of Springfield Press Release
 - Emailed: Environmental Services Consultant list, Multicultural Business Association, Department of Commerce Minority Business Association
- June 3rd – Statements of Qualifications Due
- Statements of Qualifications Reviewed by Committee
- Consultants Selected for Interview Process
- June 10th Online Pre-Interview Meeting
- June 17th Presentation style interviews conducted at City Utilities of Springfield in person and online via Microsoft Teams with 90 minutes allotted per team.
- June 2th -24th Scoring completed by Selection Committee
- Week of June 27th highest scoring team asked to submit full proposal
- Proposal evaluated by Selection Committee
- July Contract executed with City of Springfield and consultant team