

## **A RESOLUTION OF THE COUNCIL OF THE CITY OF NIXA AUTHORIZING THE CITY ADMINISTRATOR TO SOLICIT QUALIFICATIONS FROM PROFESSIONAL CONSULTANTS FOR THE PURPOSE OF PROVIDING THE CITY WITH STORMWATER ENGINEERING SERVICES**

### **Background:**

The City of Nixa currently utilizes the engineering firm Olsson, as our 3<sup>rd</sup> party stormwater reviewer. Their 3-year contract will expire in October with no available extensions left. The Stormwater Engineer is who reviews the stormwater plans and calculations for all new subdivisions, and new construction of commercial buildings.

### **Analysis:**

The scope of work for the consultant will include the review of professionally prepared stormwater plans and calculations to ensure conformity with the City of Nixa's adopted stormwater regulations. The engineer will be able to provide City staff with general consulting services related to stormwater issues in the City.

### **Recommendation:**

Staff recommends approval.

### **MEMO SUBMITTED BY:**

**Scott Godbey** | Director of Planning and Development  
sgodbey@nixa.com | 417-725-5850

**RESOLUTION NO. 2023-45**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF NIXA AUTHORIZING THE CITY ADMINISTRATOR TO SOLICIT QUALIFICATIONS FOR STORMWATER ENGINEERING SERVICES.**

**WHEREAS** Chapter 2, Article V, Division 1, of the Nixa City Code authorizes the City Administrator to purchase supplies, materials, equipment, and services on behalf of the City when a competitive procurement method is utilized; and

**WHEREAS** Section 2-165 of the Nixa City Code requires the City Administrator to obtain an authorizing resolution from the City Council prior to soliciting for purchases totaling \$10,000.00 or more; and

**WHEREAS** City staff is seeking authorization to solicit engineering firms for professional stormwater engineering services; and

**WHEREAS** the City Council desires to authorize City staff to undertake the purchase described herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NIXA, AS FOLLOWS, THAT:**

**SECTION 1:** The City Administrator, or designee, is hereby authorized, pursuant to Section 2-165 of the Nixa City Code, to undertake the purchase described in "Resolution Exhibit A," which said Exhibit is attached hereto and incorporated herein by this reference.

**SECTION 2:** The City Administrator and the officers of the City are hereby authorized to do all things necessary or convenient to carry out the terms and intent of this Resolution.

**SECTION 3:** This Resolution shall be in full force and effect from and after its final passage by the City Council and after its approval by the Mayor, subject to the provisions of section 3.11(g) of the City Charter.

**[Remainder of page intentionally left blank. Signatures follow on next page.]**

**RESOLUTION NO. 2023-45**

47 **ADOPTED BY THE COUNCIL THIS 25<sup>th</sup> DAY OF September, 2023.**

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ATTEST:

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PRESIDING OFFICER

\_\_\_\_\_  
CITY CLERK

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55 **APPROVED BY THE MAYOR THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

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ATTEST:

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MAYOR

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CITY CLERK

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63 APPROVED AS TO FORM:

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CITY ATTORNEY



**RFQ-043-2023/PZ**

**Stormwater Engineer**

Issue Date: 9/11/2023

Questions Deadline: 10/6/2023 12:00 AM (CT)

Response Deadline: 10/6/2023 12:00 AM (CT)

**Contact Information**

Contact: Stephanie Ewing  
Address: Purchasing  
715 W. Mt. Vernon St.  
PO Box 395  
Nixa, MO 65714  
Phone: (417) 449-0555  
Email: [sewing@nixa.com](mailto:sewing@nixa.com)

## Event Information

Number: RFQ-043-2023/PZ  
Title: Stormwater Engineer  
Type: Request for Qualifications  
Issue Date: 9/11/2023  
Question Deadline: 10/6/2023 12:00 AM (CT)  
Response Deadline: 10/6/2023 12:00 AM (CT)  
Notes: The City of Nixa is issuing a Request for Qualifications for Stormwater Engineering Services.

The City highly encourages electronic submissions via this online bidding system as it expedites the process and helps to alleviate errors.

Paper bids will still be accepted, if needed. All bid content must be in a *sealed envelope*. Bids must be delivered by the stated close date and time. **NO EMAILED OR FAXED bids will be accepted.**

Public unsealing of bid responses will take place at:  
City of Nixa  
Purchasing  
715 W. Mt. Vernon St.  
Nixa, MO 65714

Please submit questions regarding this bid under the "Questions" tab. Or, questions may be submitted in writing to the Purchasing Manager, Stephanie Ewing at [sewing@nixa.com](mailto:sewing@nixa.com).

The City of Nixa reserves the right to accept or refuse any or all bids.

## Ship To Information

Contact: Scott Godbey  
Address: P&Z  
City Hall  
715 W. Mt. Vernon St.  
PO Box 395  
Nixa, MO 65714  
Phone: (417) 725-3785  
Email: [sgodbey@nixa.com](mailto:sgodbey@nixa.com)

## Billing Information

Contact: Accounts Payable  
Address: Finance  
City Hall  
715 W. Mt. Vernon St.  
PO Box 395  
Nixa, MO 65714  
Phone: (417) 725-3785  
Email: [accountspayable@nixa.com](mailto:accountspayable@nixa.com)

## Bid Attachments

**Terms\_and\_Conditions-Formal.pdf**

Terms and Conditions

[View Online](#)

**Affidavit of Business Entity.pdf**

E-Verify

[View Online](#)

## No Bid Response Form.pdf

No Bid Response Form

[View Online](#)

## Vendor Application.pdf

Vendor Application Form

[View Online](#)

## W-9.pdf

W-9

[View Online](#)

## Requested Attachments

### RFQ Proposal

*(Attachment required)*

Please download the "RFQ Proposal Form";, located on the Attachment tab. Complete the document and upload it here.

### E-Verify

*(Attachment required)*

Please download the "Affidavit of Business Entity", located on the Attachment tab. Complete the document and upload it here.

### Other Attachment

If you have additional documentation you wish to provide, please upload it here. File size limitation is 250MB. If your files are larger than the limitation, a zip file containing the documents can also be uploaded.

### No Response Form

Please download the "No Response Form", located on the Attachment tab. Complete the document and upload it here.

### Vendor Application Form/W-9

Please download the "Vendor Application and W-9 forms", located on the Attachment tab. Complete the document and upload it here.

## Bid Attributes

### 1 Introduction

There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. \*\*Please select each page on the right-hand side of the blue bar below (at the bottom of this list of attributes) in order to view the next page of Bid Attributes, if applicable\*\*

### 2 Attachments Required

Be sure to upload all required documents and forms to the "Response Attachments" Tab.

### 3 Bid Response Opening

Any bid response received later than the specified time shall be disqualified.

Questions pertaining to the bid proposal should be addressed in the Questions Tab or directly to the Purchasing Department at 417.449.0555.

If the City of Nixa office where bids/proposals are to be submitted is closed due to inclement weather, natural disaster, or for any other cause including if the electronic bid system is unavailable on the due date, the deadline for submission shall be extended until the next City calendar business day, unless the bidder is otherwise notified. The time of day for submission shall remain the same.

### 4 Section 2

**PROPOSAL REQUIREMENTS**  
The following items require an answer

**5 Purpose and Scope**

The City desires to retain a firm and/or individual to provide Professional Consultant Services to the City of Nixa, Public Works and Planning and Development Department in all facets of stormwater engineering, and review of professionally prepared plans and calculations to ensure conformity to the City of Nixa adopted stormwater regulations.

**6 Qualifications**

RFQ responses on qualifications shall be no longer than 20 pages total.

Information submitted in responding to the RFQ shall include:

- a. Firm Name and contact individual's name, mailing address, telephone numbers and email address;
- b. Year established and former firm name if applicable;
- c. Types of services for which firm/individual is qualified to perform;
- d. Names of key personnel with experience of each and length of time employed with the firm or organization;
- e. Number of staff available for assignment;
- f. Outside consultants and associates usually retained;
- g. Data and information gathering methods; Evaluation techniques;
- h. Methods used for involving City staff and public on key projects;
- i. Methods for tracking and reporting progress on projects;

**7 RFQ Submittal**

Please upload your RFQ response in the "Response Attachments" tab.

File size limitation is 250MB. If your files are larger than the limitation, a zip file containing the documents can also be uploaded.

I acknowledge.

*(Required: Check if applicable)*

**8 Contract for Services**

Download the Contract, located on the "Attachments" tab. Thoroughly review and indicate below.

**If you have any changes to the Contract agreement, please address this and upload into the Response Attachments.**

**This will not be a guarantee the City will agree to those changes, but will be considered.**

I have downloaded, read and understand.

*(Required: Check if applicable)*

**9 Contract Term**

The City of Nixa's contract award of a Professional Consulting Service shall be for a period of three (3) years. The agreement may be extended for two (2) additional years on an annual basis. Upon expiration, the City shall re-solicit the professional consulting service.

For the duration of the contract, there will be a yearly escalation/de-escalation in the renewable terms for the pricing schedule. At no such time shall the yearly escalation terms for pricing exceed a 5% increase.

**10 Evaluation of Qualifications**

All bid proposals will be evaluated and ranked on the following criteria:

Qualification specification compliance

Functionality to the particular department that professional consulting services are requested.

Knowledge of applicable City of Nixa operations, procedures, and system.

References

<b>1</b> <b>1</b>	<b>General Terms and Conditions</b> Download the General Terms and Conditions, located on the "Attachments" tab. Thoroughly review and indicate below. <input type="checkbox"/> I have downloaded, read and agree. <i>(Required: Check if applicable)</i>
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<b>1</b> <b>2</b>	<b>Deviations and Exceptions</b> If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The City will consider any deviations or exceptions in its bid award decisions. The City reserves the right to accept or reject any proposals based upon any deviations indicated below. If none, please enter N/A (Not Applicable).  _____  _____  _____  _____  <i>(Required: Maximum 4000 characters allowed)</i>
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<b>1</b> <b>3</b>	<b>Affidavit of Business Entity</b> By marking the checkbox, I acknowledge that my company participates in the E-Verify system and can provide documentation. <input type="checkbox"/> I agree. <i>(Required: Check if applicable)</i>
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<b>1</b> <b>4</b>	<b>Anti-Collusion Statement</b> By offering a submission to this Bid, the bidder certifies the bidder has not divulged, discussed, or compared the Bid with other bidders and has not colluded with any other bidder or parties whatsoever. The bidder also certifies, and in the case of a joint Bid, each party thereto certifies as to their own organization, that in connection with this Bid:  Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other bidder or with any competitor.  Any prices and/or cost data for this Bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor.  No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.  The only person or persons interested in this Bid, principal or principals are named therein and that no person other than therein mentioned has any interest in this Bid or in the contract to be entered into.  No person or agency has been employed or retained to solicit or secure the contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee exempting bona fide employees or established commercial agencies maintained by the Purchaser for the purpose of doing business.  I affirm that I am duly authorized to execute this contract; that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.  <input type="checkbox"/> I agree. <i>(Required: Check if applicable)</i>
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**Vendor Application/W-9**

If you have never done business with the City of Nixa, or if it has been over a year since conducting business with the City, please download the Vendor Application Form and the W-9 Form located on the "Attachments" tab, complete and upload in the "Response Attachments" tab.

I acknowledge.

*(Required: Check if applicable)*

## Supplier Information

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Supplier Notes

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By signing below, the bidder shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions. The bidder shall further agree that the language of this RFQ shall govern in the event of a conflict with his/her bid. In addition, the bidder shall further agree that upon receipt of an authorized purchase order from the City of Nixa or when a Contract Resolution is signed and issued by an authorized official of the City of Nixa, a binding contract shall exist between the bidder and the City of Nixa.

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*