

RE: Resolution 2023-46 – Authorizing staff to solicit and contract for Civil Engineering Services.

Background:

If passed, this resolution authorizes city staff to solicit for and the City Administrator to contract with up to two new civil engineering firms for typical professional engineering services.

Analysis:

Currently, Nixa Utilities and Public Works have two engineering firms under contract. Shaffer and Hines and Olsson Associates currently provide civil engineering services for design or other similar consulting work costing under \$74,999 per job. We use more than one as we have enough projects throughout the year that a single firm can't accommodate all our needs in a timely manner. Additionally, various firms have differing specialties and being able to call on those firms that best fit our needs has become much more important as we have grown, and our projects have become more complex.

Staff is recommending that we contract with up to two additional firms keying on some of the other specialties. To do that, we begin by soliciting for qualifications using the attached Request for Qualifications (RFQ). Once received, the submissions will be analyzed and ranked with the top one or two receiving an offer for contract.

The two current contracts are nearing the end of their third year of a potential five-year contract. We anticipate extending at least one of the two optional years on both. Provided we hire one or two more at this time, we will then have multiple firms on staggered contracts.

The attached solicitation meets our Purchasing Policy and State Statute for these types of professional services.

Recommendation:

Staff recommends passage of this resolution.

MEMO SUBMITTED BY:

Doug Colvin | Assistant City Administrator, Director Nixa Utilities and Public Works
dcolvin@nixa.com | 417-725-2353

RESOLUTION NO. 2023-46

A RESOLUTION OF THE COUNCIL OF THE CITY OF NIXA AUTHORIZING THE CITY ADMINISTRATOR TO SOLICIT QUALIFICATIONS FOR CIVIL 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 for up to two new civil engineering firms for professional 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. 2023-46

47 **ADOPTED BY THE COUNCIL THIS 25th 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

CITY CLERK

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63 APPROVED AS TO FORM:

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CITY ATTORNEY

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RESOLUTION EXHIBIT A



RFQ-040-2023/Admin

Civil Engineer

Issue Date: 9/11/2023

Questions Deadline: 10/5/2023 12:00 PM (CT)

Response Deadline: 10/20/2023 10:00 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

Event Information

Number: RFQ-040-2023/Admin
Title: Civil Engineer
Type: Request for Qualifications
Issue Date: 9/11/2023
Question Deadline: 10/5/2023 12:00 PM (CT)
Response Deadline: 10/20/2023 10:00 AM (CT)
Notes: The City of Nixa is issuing a Request for Qualifications for Civil 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.

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

Ship To Information

Contact: Doug Colvin
Address: Public Works
1111 W Kathryn St
Nixa, MO 65714-7510
Phone: (417) 725-2353
Email: dcolvin@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

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 Surveying, Water and Sewer System's planning, operation and maintenance and other general Civil Engineering services.

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

11 General Terms and Conditions

Download the General Terms and Conditions, located on the "Attachments" tab. Thoroughly review and indicate below.

I have downloaded, read and agree.

(Required: Check if applicable)

1
2 **Deviations and Exceptions**

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).

(Required: Maximum 4000 characters allowed)

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3 **Affidavit of Business Entity**

By marking the checkbox, I acknowledge that my company participates in the E-Verify system and can provide documentation.

I agree.

(Required: Check if applicable)

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4 **Anti-Collusion Statement**

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.

I agree.

(Required: Check if applicable)

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5 **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

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