

Request for Qualifications

City of Sedalia Professional Engineering Services For

INITIAL OFF-SITE ASSESSMENT/CHARACTERIZATION (WITHIN THE PUBLIC RIGHT-OF-WAY) FOR PROPERTY LOCATED AT 1600 S. INGRAM, SEDALIA, MO.

Introduction

The City of Sedalia, Missouri is seeking qualifications from consulting engineering firms to provide engineering services for the City of Sedalia. The specific service will be to provide an Initial Off-site Assessment/Characterization within the Public Right-of-Way for property located at 1600 S. Ingram, Sedalia, MO 65301.

If your firm would like to be considered for these consulting services, you may express your interest by responding to the City of Sedalia. Please provide information which might help us in the selection process, such as the persons or team that we will be working with, the backgrounds of those individuals, similar projects your company has recently completed or are now active, and any other municipalities, if any, that you have been contracted with currently or in the past.

It is required that your firm's Statement of Qualifications (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be included in your submittal.

We request that all information be received by 5:00 pm, August 15, 2025 at City of Sedalia, Attn: City Clerk, RFQ – 1600 S. Ingram, 200 S. Osage Avenue, Sedalia, MO 65301.

Sincerely,

Christopher R. Davies, P.E.
City Engineer
City of Sedalia

Attachment

Project Timing

Listed below are specific and estimated dates and times of actions related to this RFQ. In the event that the City finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFQ. There may or may not be a formal notification issued for changes in the estimated dates and times.

Timeline

<u>Date</u>	<u>Event</u>
July 22, 2025	Date of issue of the RFQ
August 12, 2025	All questions will be submitted and responded to by this date
August 15, 2025	Proposal Submittal Deadline – 5:00 p.m.
August 18 - 20, 2025	Public Works Staff Review/Potential Interviews
August 25 - 29, 2025	Contract Negotiations
September 15, 2025	City Council Approval

Contents of Proposal

All proposals shall be in written form and include:

- The names, respective titles, and years of service of all persons who will be responsible for management and coordination.
- A narrative or other statement explaining the firm's qualifications.
- A brief statement of the availability of key personnel.
- The name and telephone numbers of persons who may be called as references regarding the firm's past performance.
- An hourly fee schedule for all personnel who would be assisting the City
- Proposed Scope of Services

Consultant Selection Process and Criteria

Pursuant to the Brooks Act for Consultant Selection, the following criteria will be the basis for selection.

GENERAL REQUIREMENTS	POINTS
1. Completeness and thoroughness of proposal.	5
2. Favorable references from former clients.	10
TECHNICAL REQUIREMENTS	
1. Experience and technical competence.	25
2. Experience and appropriateness of contractor's staff assigned to the project as documented in resumes	10
3. Services to be rendered – quantity and quality	15
4. Capacity and capability to provide services	10
5. Proposed Scope of Services	<u>25</u>
TOTAL	100

Scope of Work

Introduction:

Site Location: 1600 S. Ingram, which is the southwest corner of the intersection of S. Ingram and E. 16th, Sedalia, MO. The site is located in a neighborhood of Single-Family homes. The site was used as a gas station until the late 1990's and had four (4) tanks. It has been confirmed that at least 3 of the 4 tanks have been removed; the remaining 4th tank may or may not have been removed.

The MoDNR, Environmental Remediation Program (ERP), Tanks Section requested the MoDNR, Environmental Services Program (ESP) to conduct a Missouri Risk Based Corrective Action (MRBCA) site characterization. This work was conducted on January 20, 2022. In April 2023, a MRBCA site characterization sampling and well installation was completed. Four monitoring wells were placed within two feet of boreholes placed during the previous investigation. Based on the water and soil samples it was recommended that further site characterization was needed.

Discussion of Work:

Provide a Site-Specific Work Plan to include, at a minimum the following:

- A. Soil Boring/Monitoring Well Installations
- B. Laboratory Methodology this is to include the four (4) on-site wells
- C. Report
- D. Conclusions
- E. Schedule

Compensation

Following the selection of a firm and the successful negotiation of an agreement, a contract shall be negotiated between the City and the successful firm. Reimbursement shall be made according to an agreed upon schedule, specified within the contract for a maximum not-to-exceed amount.

Proposal Submittal Deadline: **5:00 p.m., August 15, 2025**

The City of Sedalia reserves the right to waive any informalities or minor irregularities, reject any and all proposals which are incomplete, conditional, or obscure, accept or reject any proposal in whole or in part with or without cause, and accept the proposal which best serves the City of Sedalia.

All questions regarding this project shall be submitted in writing via email to:

cdavies@sedalia.com

All questions submitted after 12:00 pm August 12, 2025 will **NOT** be responded to.

All consulting firms interested in submitting formal proposals for the project described herein must submit an **original and four (4) copies** of all required information to:

City of Sedalia
ATTN: City Clerk
200 South Osage
Sedalia, Missouri 65301

For further information on this RFQ contact Chris Davies, P.E. at (208) 305-6837 or at cdavies@sedalia.com