



City of Waynesville

REQUEST FOR QUALIFICATIONS FOR CITY ENGINEER

The City of Waynesville is seeking Statements of Qualifications (SOQ) for Consulting Engineering Services. The successful applicant must be a Registered Professional Engineer, have previous experience as a City Engineer and at least five (5) years experience. The engineer works directly with the City Administrator and Public Works Director and advises city staff on engineering designs and solutions. The engineer selected may be required to attend meetings of and prepare briefings for the City of Waynesville City Council, explaining complex construction projects and proposals in non-technical terms easily understood by laymen. The engineer will advise the Planning and Zoning Commission as required. He or she will coordinate with other city engineers to ensure engineering projects in areas contiguous to Waynesville do not adversely impact the City. Please provide statements of qualifications and five professional references with your response.

Statement of Qualifications due no later than 4:00p.m. December 12, 2016, to the Waynesville City Hall, Attention: City Administrator, 601 Historic 66 West, Waynesville, MO. 65583

The City of Waynesville is requesting proposals from qualified firms of professional engineers to perform the duties of City Engineer for the year ending December 31, 2017. The City Engineer is the chief engineering advisor to the Mayor, City Council, City Administrator and Public Works Director. The Engineer is tasked through the City Administrator and prepares engineering recommendations to the City for decisions. The Engineer supervises the repair and upkeep of the municipal infrastructure, prepares and advertises for engineering and construction projects for the City, supervises the bid process and recommends firms to the City Council to complete municipal construction and maintenance functions. The City Engineer attends City Council meetings as required, prepares briefings for the City Council and answers Council questions.

To be considered, the applicant must be a registered Professional Engineer by the State of Missouri, have at least five years previous municipal engineering experience, be able to relate complex engineering issues and projects simply, yet comprehensively to the City Council and be an effective communicator. Preference may be given to engineers and engineering firms located within the local community.

General Information:

The City of Waynesville is a Class 3 Municipality with a total population of over 5,000 persons. The City owns its own Sewer System to include Water/Waste Water treatment facilities. The City maintains constant Storm Water System Supervision and maintains its own water system which provides service to approximately 2,400 connections, serving 4,800 people. The water system is split into 6 elevation zones due to the varying terrain with the City. Between the zones there are three ground storage tanks, one stand pipe and three elevated towers.

Requirements of Statement of Qualifications

Respondents shall carefully read the information in the following evaluation criteria and submit a complete Statement of Qualifications to all questions in this RFQ as formatted below:

References

Provide a maximum of five municipal or governmental client references, contact persons, phone numbers and a brief description of the related projects that your firm has completed which demonstrate your firm's commitment to the client's needs and total quality management.

All Proposals must be Signed

An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

Proposal Submission

Two (2) copies of the proposal must be received by the City before **4:00p.m. December 12, 2016**. All copies of the proposal must be under sealed cover and plainly marked. Proposals shall be delivered to:

City of Waynesville
Attn: Bruce Harrill, City Administrator
601 Historic 66 West
Waynesville, MO. 65583

Disposition of Proposals

All materials submitted in response to this RFQ become the property of The City of Waynesville. Once copy shall be retained for the official filed of the City and will become public record after award of the contract.

Rejection of Proposals

The City of Waynesville reserves the right to reject any or all proposals if determined to be in the best interest of the City.

Proposal Acceptance Period

Award of this proposal is anticipated to be announced within sixty (60) days of the proposal submission date, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

Confidentiality

The content of all proposals will be kept confidential until the selection of the Engineer is publicly announced as allowed under the Public Information Act. At that time, the selected proposal is open for review. After the award of the Contract, all proposals will then become public information, except any information that the Respondent classifies as "confidential".

PERSONS OR FIRMS PRACTICING ARCHITECTURAL AND/OR ENGINEERING SERVICES IN THE STATE OF MISSOURI MUST POSSESS AND PROPER REGISTRATION IN ACCORDANCE WITH MISSOURI LAW.

The City of Waynesville will not provide compensation or defray any costs incurred by any firm related to the response of this request. The City of Waynesville reserves the right to negotiate with any and all persons or firms. The City of Waynesville also reserves the right to reject any or all SOQ(s), or to accept any SOQ deemed most advantageous, based on demonstrated competence and qualifications to perform the services, or to waive any irregularities or informalities in the SOQ received, and to revise the process schedule as circumstances arise.