

Request for Qualifications  
Engineering Services  
Armour Road Complete Street

The City of North Kansas City is seeking Qualification Statements from engineering firms to provide engineering design services for public infrastructure improvements for Armour Road from Fayette Street to Ozark Street consistent with the adopted [Armour Road Complete Street Implementation Plan](#).

The Armour Road Complete Street Implementation Plan is a conceptual plan for improvements to Armour Road from Burlington to Ozark to accentuate and enhance the overall character of the City while accommodating all forms of transportation. The plan divides the corridor into three zones – Downtown, Transition, and Commercial. Improvements budgeted for 2018 include complete street improvements to the Transition and Commercial Zones of the adopted plan; the City has budgeted \$480,000 for this project, including engineering services and construction. Improvements to the Downtown zone and improved public spaces illustrated in the plan such as Caboose Park are not part of this project. The Transition and Commercial Zones of the corridor total approximately 0.6 miles in length and the right-of-way varies from a width of approximately 96 feet to approximately 103 feet.

The Armour Road corridor is characterized by predominately commercial land uses, from the auto oriented uses of the commercial zone closest to Interstate 29/35 to the pedestrian oriented uses of the downtown zone on the west end near Burlington. The corridor includes several community assets and open spaces, such as the North Kansas City YMCA and Dagg Park, and residential uses are located along the corridor and in close proximity. The ultimate vision for Armour Road between Burlington and Ozark is a corridor that is safe, serves all users, incorporates sustainable measures, is visually appealing, and is economically vibrant.

#### Scope of Services

The anticipated scope of services for the Preliminary Plans and Final Construction Documents is provided below. Once the City selects an engineering consultant and enters contract negotiations, the scope of services may change after receiving input by the selected consultant.

Services anticipated pursuant to this request for qualifications include:

- Topographical and boundary surveys to establish rights-of-way and necessary permanent and construction easements;
- Preliminary plans including opinion of cost and final construction documents for all public improvements necessary to complete improvements to Armour Road between Fayette and Ozark Streets, consistent with the Armour Road Complete Street Implementation Plan;

- Coordination with stakeholders such as the Kansas City Area Transit Authority and outreach to adjacent property owners;
- Coordination with permitting agencies as necessary, including securing any necessary environmental permits;
- Bidding documents; and
- Construction inspection.

At a minimum, engineering firms shall include a project manager who is a registered Missouri professional engineer. It is highly desirable for a Professional Traffic Operations Engineer to be part of the project team.

### Evaluation & Selection

Qualifications of each consultant will be evaluated on the basis of the information submitted, along with an analysis of other available information. A selection committee will review the proposals to determine the most qualified submittals, based on the following criteria:

- **Consultant's experience and performance on similar projects;**
- **Consultant's resources and overall qualifications;**
- Recent references;
- Qualifications of team personnel; and
- Quality and completeness of the submittal.

After the initial evaluation, the selection committee will interview short listed firms and make a final selection. Once the final selection is made, the City will negotiate terms and conditions of an agreement with the selected firm. The selected firm will be asked to provide the City with a proposal that includes a scope of work and a not to exceed cost for providing preliminary plans and final construction documents as well as **the firm's hourly pay rates based on various** classifications.

### Reservation of Rights

The City reserves the right to waive any informality or to reject any or all submittals.

### Submittal Requirements

Submittals shall include the following information:

- A. Cover Letter: On firm letterhead, please identify the principal contact, providing the name, title, street address, email address, and telephone number. Qualification by corporations or limited liability companies must be executed in the corporate name by the President or Vice-President (or other officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant to the secretary. If the proposer is an out-of-state- corporation, provide evidence of authority to conduct business in the State of Missouri.

- B. Qualifications: Qualifications shall include the following information organized into these sections:

**Project Approach:** Provide a description of your approach and methodology to designing complete street improvements as well as an anticipated schedule for completing preliminary and final plans. Describe any cost saving ideas you might implement as part of this project or innovative approaches that should be considered by the City.

**Project Team:** Provide an organization chart of the proposed team for the project, including resumes for key personnel with their roles and responsibilities. At a minimum, identify the project manager and engineers, landscape architects, and planners to work on this project.

**Project Experience/References:** Provide information on at least three (3) similar projects completed in the last seven (7) years. For each project, describe the project by name, type, location, engineering and final construction costs, year **completed, and owner's contact information. Project references should list contact name, telephone number, and email address.**

**Additional Information:** Provide additional relevant information that **demonstrates the team's exceptional qualifications.**

- C. Estimate of Consultant Fee: To expedite the negotiation of terms and conditions of an agreement an estimate of total fee for providing preliminary plans and final construction documents as well as **the firm's hourly pay rates based on various classifications** shall be included with the project submittal. This fee estimate shall be included with the submittal in a separate sealed envelope. This fee estimate will remain unopened until a consultant has been selected and will in no way be used as a basis for selection of the consultant.

Submittals shall be no longer than 30 pages.

Interested firms or teams should submit one electronic copy of their submittal in pdf format and **five printed copies of the submittal. The submittal must be clearly marked "RFQ – Armour Road Complete Street" and received no later than 4:00pm on Thursday, February 1, 2018.** Submittals should be delivered to: Crystal Doss, City Clerk; City of North Kansas City; 2010 Howell Street; North Kansas City, MO 64116.

#### Selection Process

The City will adhere, as closely as possible, to the following review schedule. The City reserves the right to change this schedule to meet the needs of City staff, the selection committee, and the City Council.

<u>Milestone</u>	<u>Date</u>
RFP Released	December 22, 2017
Question Period Ends	January 16, 2018
Addendum or Additional Information Released	January 19, 2018
Submittals Due	Thursday, February 1, 4:00pm
Interviews (if needed)	Week of February 12

This RFQ is an invitation by the City for interested firms to submit their qualifications to perform the anticipated scope of services, which may be subject to subsequent discussions and negotiations. It is not a request for a competitive bid. Submittal of qualifications does not create any right in or expectation to a contract with the City. The City reserves the right to reject any and all proposals.

#### Questions

All interested consultants are encouraged to email Sara Copeland ([scopeland@nkc.org](mailto:scopeland@nkc.org)) to register their intent to respond to this RFQ. All firms expressing interest will be notified of any additional information or addendums issued for this RFQ.

Any questions regarding the RFQ or the anticipated scope of services may be submitted via email to Sara Copeland ([scopeland@nkc.org](mailto:scopeland@nkc.org)). Questions must be submitted by January 16, 2018. Responses will be sent to all registered firms no later than January 19.