

**REQUEST FOR QUALIFICATIONS for  
GEOTECHNICAL ENGINEERING, MATERIALS TESTING  
AND INSPECTION SERVICES YEARLY CONTRACT  
RFQ NO. 2017-300**

The City of Lee's Summit is requesting electronically submitted Statements of Qualifications for the above-referenced project.

**Interested firms must upload their Statement of Qualifications into the Public Purchase E-procurement system prior to the closing date of August 15, 2016, 5:00 PM (Central Daylight Savings Time)**

**City of Lee's Summit, Public Work Engineering  
Attention: George Binger, City Engineer/Deputy Director  
220 S.E. Green Street  
Lee's Summit, MO 64063  
816-969-1800**

It is the responsibility of interested firms to check the City's e-procurement system, Public Purchase at <http://www.publicpurchase.com/gems/leessummit,mo/buyer/public/publicInfo> for any addendums prior to the closing date and time of this RFQ. All addendums must be signed and included with electronic submittal.

Interested firms, or groups of firms, should prepare a response that addresses the following information:

- Experience and availability of key personnel;
- Experience on similar projects;
- Project Approach/Work Plan; and
- Critical Issues and Approaches to Solutions.

The submittals must be double-sided on standard letter-size paper (8.5" x 11") having a minimum font size of eleven (11) points and is no more than three (3) actual sheets of paper in length. Each of the three sheets of paper shall be numbered front and back as page one (1) through six (6). Up to two (2) additional double-sided sheets of paper, numbered front and back as page one (1) through four (4), may be submitted in an attached appendix and may be up to 11" x 17" in size. In addition, a single-sided **one page cover letter** should be submitted, **which includes the name, title, email address and phone number of the point of contact person** for the surveyor. The required signed Work Authorization Affidavit and the E-Verify program's Memorandum of Understanding must be included in your submittal; however they are not part of the maximum page requirement. A selection committee will evaluate the submittals based on the above criteria and notify two selected firms. **At this time the City does not anticipate holding interviews; however we reserve the right to if deemed necessary after all submittals are reviewed.**

It is the City's intent to enter into contracts with two firms, a primary and a secondary. In all cases, the primary firm will be contacted first. If the primary firm cannot provide services in a timely manner, the secondary firm may be used.

The selected firms will be expected to sign the City of Lee's Summit's standard contract. For a copy of the standard contract, please contact the Project Manager listed below. If the Consultant team is unable to sign the contract, or requests modifications, please indicate so briefly in the cover letter and submit a separate letter detailing any issue(s) with the standard contract.

### **Schedule**

Electronically Submitted Statement of Qualifications Due:	<b>August 16, 2016 5:00 PM CDT</b>
Selection Committee Meeting:	<b>August 23, 2016</b>
Firms Notified for Selection:	<b>August 24, 2016</b>

### **General Scope of Services**

The City of Lee's Summit is seeking submittals from qualified firms/providers to provide Geotechnical and Materials Engineering Services to establish a yearly contract on an as needed basis. Respondents must be capable of providing the services of a certified lab and certified technicians in accordance with the Missouri LPA Manual. It is the City's intent to enter into contracts with two firms, a primary and a secondary. In all cases, the primary firm will be contacted first. In cases where the primary firm is providing quality control testing services for a contractor on a City project, the secondary firm shall be used for that project. Additionally, if the primary firm cannot provide services in a timely manner, the secondary firm may be used.

Potential services will include but not be limited to the following activities:

- Geotechnical and Materials Engineering services to include, but not limited to, subsurface exploration, foundation recommendations, soil stabilization, slope stability, retaining wall recommendations, construction recommendations, site visits, interpretation of test data, forensics sampling and analysis, third party reviews, QA/QC analysis, pavement design and analysis, engineering recommendations and preparation of reports.
- Construction materials testing such as soils, concrete, masonry, aggregates, bituminous mixtures, pavements, roofing systems, structural steel.
- Building Construction Special Inspection Services as required by the 2015 International Building Code, section 1704; or later edition as adopted by the Codes Administration Department.
- Laboratory testing such as soils, consolidation, asphalt, aggregates, concrete and masonry, permeability, compaction and density, chemical tests, metals and welding, shear strengths, pavement, roofing.
- Provide necessary support equipment to carry out required procedures.

## Questions

For questions regarding this project, please contact:

***Michael Anderson, Construction Manager***

Public Works Department  
City of Lee's Summit  
220 S.E. Green Street  
Lee's Summit, MO 64063  
Phone: (816) 969-1800

Email: [Michael.Anderson@cityofls.net](mailto:Michael.Anderson@cityofls.net)

This Request for Qualifications (RFQ) is an invitation by the City for interested Design Professionals to submit qualifications, 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 RFQ's.

Section 285.530, RSMo, affects all services provided in excess of \$5,000.00. This Section refers to the prohibition of employment of unauthorized aliens and requires participation in a Federal work authorization program. This law went into effect on January 1, 2009.

You are required to fill out and return with your submittal of qualifications the enclosed Work Authorization Affidavit and provide documentation evidencing current enrollment in a federal work authorization Program, e.g., the electronic signature page from the E-Verify program's Memorandum of Understanding, The required documentation must be from the federal work authorization program provider. Letters from contractors reciting compliance is not sufficient. E-verify, <http://www.dhs.gov/everify>, is a FREE Internet-based federal work authorization program operated by the Department of Homeland Security, U.S. Citizenship and Immigration Services that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on information provided by employees on their Form I-9, E-Verify checks the information electronically against records contained in DHS and Social Security Administration databases. There are penalties for employing an unauthorized alien, including suspension of the contractor's business license, termination of the contract, debarment from City and State work for a period of three years or permanently, and withholding 25% of the total amount due the Contractor.

