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Lauren Watson, Secretary
Dana Ulmer, General Manager

REQUEST FOR QUALIFICATIONS

Engineering & Construction Services for Sewer Infrastructure Improvements

**Macon Municipal Utilities
CITY OF MACON, MISSOURI**

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Macon, MO 65738
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NOTICE TO PROPOSERS

The Environmental Protection Agency has awarded the **City of Macon, Missouri** (“the City”) a specified amount of funds from the Community Grant Program (“Federal Funds”) to perform Sewer Infrastructure Improvements. The total sum of Federal Funds for the project are \$1,000,000.00. For the next 30 days, the City of Macon will be accepting submissions setting forth Qualifications from consulting engineering firms to perform the described professional services for the project: **City of Macon, Sewer Infrastructure Improvements**. Professional services requested include but may not be limited to: field research, specifications, workplan including scope of work, final design of construction documents,

construction management, grant management and NEPA environmental assessment services (collectively, “the Project” and/or “the Services”).

Federal Guidelines linked to the Federal Funds prohibit the use of sole source materials. No portion of the Federal Funds may be used for lobbying or to influence any officer or employee of Congress (See 18 U.S.C. § 1913, “Anti-Lobbying Act” and 40 C.F.R. Part 34). Additionally, no regional preference may be used in determination of award(s) under this RFQ.


Further details are included in Exhibit A. If your firm would like to be considered for award under this RFQ, you may express your interest by responding to Macon Municipal Utilities, using the information provided herein and indicated on the attachments. Please limit your letter of interest and qualifications to no more than thirty (30) pages. This submittal should include any information which might help the City of Macon in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other similar projects your company has recently completed or are now active. Your Statement of Qualifications must be submitted with your firm’s Letter of Interest. See § 8.285 to 8.291, RSMo.

We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm. The contractor shall not discriminate based on race, color, national origin, gender, religion, or sex in the performance of this contract. If the prime contractor awards subcontracts, the prime contractor must follow the steps set forth in subsections (a) through (e) of the Code of Federal Regulations, 40 CFR 33.301. **See Exhibits A & B for further details.**

Submittals must be received by the Macon Municipal Utilities Office in a sealed envelope that is clearly marked with REQUEST FOR QUALIFICATIONS Engineering & Construction Services for Sewer Collection System Rehabilitation no later than 12:00 PM C.S.T. on December 2, 2024. The City’s selection team will evaluate and score the firms based on their Statements of Qualifications submitted.

There is no express or implied obligation for the City to reimburse the responding firms for any expenses incurred through the preparation of responses to this Request for Qualification and no reimbursement will be made. The City reserves the right to cancel this solicitation at any time.

Date: 10/23/2024



Dana Ulmer, MMU General Manager

City/County: Macon	Project: Sewer Collection System Rehabilitation
Funding Opportunity No:	EPA-CEP-01
Assistance Listing No:	66.202
Location:	On an area within the City of Macon bounded on the north by the BNSF RR and on the east by Hwy 63. Comprises over 20,000 feet of sanitary sewer lines and approximately 96 manholes.
Proposed Improvement:	Sewer Infrastructure Improvements
Approximate Total Project Cost:	\$1,000,000
Consultant Services Required:	Final design of construction documents, construction management, and grant management.
Other Comments:	N/A
Contact:	Name: Dana Ulmer Address: City of Macon 106 W Bourke Street Macon MO 65738 Phone: (660) 385-3173 Email: dulmer@maconutilities.com
Deadline:	
Submission Instructions:	Your Firm's Letter of Interest and Statement of Qualifications should not exceed <u>30 pages total</u> . Three (3) physical copies and one (1) digital copy (e.g., flash drive with submittal) of the letter of interest and statement of qualifications should be received at the address specified herein and by the time specified herein.

Pursuant to the Brooks Act, 40 U.S.C. §§ 541 – 544 and § 8.285, RSMo. (“Missouri Mini-Brooks Act”) governing procurement and selection of professional architectural and engineering services, the following criteria will be the basis for selection:

Rating Criteria with Weighted Values

Project Understanding & Innovation	20 Points Max
Past Performance	20 Points Max
Qualifications of Personnel Assigned	20 Points Max
General Experience of Firm	15 Points Max
Familiarity/Capability	15 Points Max
Accessibility of Firm & Staff	<u>10 Points Max</u>
	100 Points Max Total

QUALIFICATIONS/REQUIREMENTS

- (1) Individual and/or firm is expected to possess adequate organization, facilities, and personnel to ensure the Services are provided to the City of Macon in a prompt and efficient manner.
- (2) Provide a description and the history of the individual and/or firm.
- (3) Provide a description of individual personnel qualifications relevant to this project.
- (4) Individual and/or firm must be available to the Macon Team as needed, including email communication, conference calls, and special presentations conducted in-person or by conference calls as requested by the MMU General Manager.
- (5) Provide recent experience from the last ten (10) years demonstrating current capacity, familiarity, and expertise in best practices. Experience that is similar in nature to the Scope of Services will be most useful.
- (6) Provide three (3) references for which the individual and/or firm has performed services within the past two (2) years that are similar in nature to the Scope of Services.
- (7) The respondent must comply with the Anti-Lobbying Act (40 CFR Part 34) and cannot be debarred or suspended from federally funded projects. **See Exhibit B, pages 7 & 8 of this document.**
- (8) Attach a signed copy of Exhibit B with the package of qualifications submitted to the City of Macon.

SUBMITTAL REQUIREMENTS

Qualification Submittals should be in the format stated below:

Three (3) Original Submissions consisting of:

- **Title Page:** Name of individual/firm, address, telephone number, name of contact person, email of contact person, and the date of the submission.
- **Letter of Interest:** Addressed letter including a subject label containing the Services for which qualifications have been submitted and a statement of the contents of the Qualification Submittal with timestamp.
- **Qualifications:** Include the requirements as listed in Qualification/Requirements
- **References:** Include references as listed in Qualification/Requirements
- **Sample Documents:** Applicants are encouraged to include examples of previous work that bears similarity to that of the Scope of Services
- **Signed Exhibit B:** Lobby & Litigation Information for Federal Grants Cooperative Agreements, Contracts & Loans

A digital copy of submittal documents contained on a flash drive and submitted with sealed submittals.

EXHIBIT A - SCOPE OF SERVICES

The City of Macon is requesting an engineer or engineering firm to provide the following professional services as they relate to the construction of a Sewer Infrastructure Improvements within the Macon city neighborhood that lies south of the Burlington Northern Railroad, and west of Highway 63 ("the Project").

1. Preliminary Design as needed
2. Geotechnical Investigation
3. Design of Plans, Specifications and Estimates (PS&E)
4. Construction Management
5. Documentation and Grant Management
6. NEPA Environmental Assessment Services

Funding for Sewer Infrastructure Improvements referenced herein throughout this RFQ is partially provided to the City by the Environmental Protection Agency ("EPA"). EPA guidelines shall be followed in performing any work awarded under this RFQ, including but not limited to the following:

- The **Build America, Buy America (BABA) guidelines** shall be strictly followed, specifically including but not limited to, adherence to the requirement that all iron and steel manufactured products and construction materials that are consumed, incorporated into, or affixed to the Project under this RFQ must be produced in the United States.
- Required Use of **American Iron, Steel, and Manufactured Goods-Buy American Statute-Construction Materials** under Trade Agreements. (Nov 2023)
- Because this Project will utilize EPA Community Grant Funds, all direct construction work must be compensated at the prevailing local wage pursuant to the Davis-Bacon Act of 1931.
- The Project must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource and Conservation Recovery Act. Items procured for the Project must have the highest percentage of recovered materials practical while still maintaining a satisfactory level of competition.
- 2 CFR 200.326:
 - (a) Bidders must provide a bid guarantee equivalent to five percent of the bid price. The bid guarantee may be a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid to ensure the bidder will accept award of a contract if you accept the bidder's bid.
 - (b) Successful bidders must provide a performance bond for 100 percent of the contract price to ensure fulfillment of the contractors' obligations under the contract.
 - (c) Successful bidders to provide a payment bond for 100 percent of the contract price. A payment bond ensures payment as required by statute to all persons supplying labor and material under the contract.
- 40 CFR 33.301: A recipient, including one exempted from applying the fair share objective requirements by 40 CFR [§ 33.411](#), is required to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, even if it has achieved its fair share objectives under [subpart D of this part](#):

- (a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- (d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- (e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- (f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in [paragraphs \(a\) through \(e\)](#) of this section.

EXHIBIT B – Lobby & Litigation Information for Federal Grants Cooperative Agreements, Contracts & Loans

- Lobbying (anti-Lobbying) (40 CFR Part 34) recipients of federal grants, cooperative agreements, contracts, and loans are prohibited by 31 USC 1352, **limitation on use of appropriated funds to influence certain federal contracting and financial transactions**, from using federal (appropriated) funds to pay any person for influencing or attempting to influence any officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress with respect to the award, continuation, renewal, amendment, or modification of any of these instruments. These requirements are implemented for EPA in 40 CFR part 34, which also describes types of activities, such as legislative liaison activities and professional and technical services, which are not subject to this prohibition.
- Applicants for EPA awards with total costs expected to exceed \$100,000 are required to certify that (1) they have not made, and will not make, such a prohibited payment, (2) they will be responsible for reporting the use of non-appropriated funds for such purposes, and (3) they will include these requirements in consortium agreements and contracts under grants that will exceed \$100,000 and obtain necessary certifications from those consortium participants and contractors. The signature of the authorized organizational official on the application serves as the required certification of compliance for the applicant organization. EPA appropriated funds may not be used to pay the salary or expenses of an employee of a grantee, consortium participant, or contractor or those of an agent related to any activity designed to influence legislation or appropriations pending before Congress or any state legislature.
- Civil Rights (40 CFR Part 7) The Civil Rights Act of 1964, Title VI, requires that no person in the United States shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The EPA implementing regulations are codified at 40 CFR Part 7. If the prime contractor awards subcontracts, they must take steps in paragraphs (a) through (e) of 40 CFR 30.301 documented in Exhibit 1 of this document.
- Debarment (40 CFR Part 32) This action is taken by a debarring official in accordance with federal agency regulations implementing executive order 12549 to exclude a person or organization from participating in transactions. Grantees may be debarred or suspended if they are found to have seriously and willfully not complied with grant conditions or are found to have engaged in scientific misconduct. If debarred, a grantee may not receive federal assistance funds and may not participate in covered transactions for the period covered by the debarment.
- Drug-Free Workplace (40 CFR Part 32, Subpart F) The Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D, as amended) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. Under this law, employees of grantees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance at work. By signing the application, the authorized organizational official agrees that the grantee will provide a drug-free workplace and will comply with requirements to notify NCI in the event that an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. EPA implementing regulations are set forth in 40 CFR Part 32, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).
- Sex Discrimination (40 CFR Part 5) Section 901 of Title IX of the Education Amendments of 1972 (20 USC 1681), as amended, provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. The EPA implementing regulations are codified at 40 CFR Part 5.

If selected by the City of Macon, Missouri for the Sewer Infrastructure Improvements, the applicant agrees to comply with the policies outlined in Exhibit B (Pages 7 & 8) of this RFQ. Signature on this document also serves as verification that the respondent is not debarred or suspended from working on federally funded projects.

Printed Name

Signature of Authorized Official

Date