

**REQUEST FOR QUALIFICATIONS - ENGINEERING SERVICES FOR OAK HILL CURB AND GUTTERING**

The Street Committee met on August 18, 2020 at 5:00 p.m.

Attendance: Mayor Leathers, Sam Black, Jeff Bouse, Craig Bouse, Chris Nash

Two bids were presctned and opened:  
See attached bid sheet for more detail of requirements.

	Meco Eng	Archer-Elgin Eng
* Letter of Interest	X	X
*Provide names of essential staff proposed...	X	X
*provide a brief description of the history and capabilities of the firm...	X	X
*Provide information about the Respondent's experience in engineering services...	X	X
*Provide references	X	X
*Provide a description of the firm's proximity to the Cuba area	X	X
*The firm's ability to assist when preparing and submitting project documentation...	X	X

Discussion at the Sept 1 meeting

## REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

The City of Cuba, in accordance with State Law 8.285 to 8.291, is requesting qualifications for Professional Engineering Services. The purpose of this Request for Qualifications (RFQ) is for the City of Cuba to receive responses from qualified Professional Engineering Firms for developing a cost estimate and completion of drawings and specifications for the design, construction administration, and resident construction observation services for the construction of street improvements including curb, gutter, and stormwater improvements for a section of Oak Hill Avenue within the City.

Firms or individuals wishing to provide engineering services to the City of Cuba pursuant to this request shall apply for consideration as follows. The response must be organized according to the following format. Information should be concise and specific to address each request. All responses shall:

- Contain a letter of interest;
- Provide the name of essential staff proposed to provide services to the City and the name of the lead engineer who will have the main contact with the City. This individual is expected to remain the responsible engineer throughout the engagement. The lead engineer must be licensed to practice in the State of Missouri, and must have at least five (5) years' experience practicing as an engineer;
- Provide a brief description of the history and capabilities of the firm and the résumés of the key persons who may be assigned, from time to time;
- Provide information about the Respondent's experience in providing engineering services to Missouri local governments;
- Provide references for related work performed for clients;
- Provide a description of the firm's proximity to and familiarity with the City's area;
- The firm's ability to assist the City of Cuba with preparing and submitting project documentation (including reports and permits) required by local, state and federal regulatory agencies;

The firm will be selected based upon the above qualifications. Once the most qualified firm is selected, a cost for the scope of services for the engineering services may be negotiated separately and agreed upon. If there is no such agreement, that engineering firm may be eliminated and discussions may begin with the second most qualified firm.

Statements of Qualifications should be submitted no later than Tuesday, August 11 at 4:00 p.m. to the City of Cuba, Christine Nash, City Clerk, 202 N. Smith Street, PO Box K, Cuba, MO 65433. Should you have questions concerning this request for qualifications, or need additional information, you may contact Craig Bouse, Public Works Director, at (573) 259-1391.

Women and Minority Business Enterprises are encouraged to apply. The City of Cuba reserves the right to refuse any and all statements of qualifications and select, based on the City's discretion as to which firm has the best qualifications for the project.