

1.0 INTRODUCTION

- 1.1 Jackson County, Missouri is seeking proposals from qualified Respondents to provide **On-Call Landscape Architecture and Engineering Services** for the Parks + Rec Department.
- 1.2 This is Jackson County, Missouri Request for Qualifications No. 24-084. **Response Deadline is 2:00 PM on November 12, 2024. Please Note:** all submissions must be uploaded to the Bonfire Portal by 2:00 PM on November 12, 2024. Failure to do so will result in the rejection of your proposal, as the software does not accept late entries. However, if you submit your proposal early, you can edit it up until the 2:00 PM deadline.
- 1.3 Submission of Proposals: Proposals must be submitted on-line through the Bonfire Portal at <https://jacksongov.bonfirehub.com>. Proposals submitted by any other method will not be considered.
- 1.4 Term of Contract: This will be an “As Needed” Thirty Six Month Professional Services Contract, with one twelve month option to extend.
- 1.5 Although exact estimates cannot be determined at this time, the County estimates it will spend up to \$250,000 on these services annually, depending on appropriations.
- 1.6 The County reserves the right to split the Contract Award for On-Call Landscape Architecture and Engineering Services.
- 1.7 Point of Contact for this Request for Proposal is Barbara Casamento, Purchasing Administrator for Jackson County, Missouri.
- 1.8 **Please Note:** If proposal documents were obtained by the Respondent from a source other than Bonfire, it will be the Respondent’s responsibility to verify all due dates and pertinent information (Response Deadline, Question Deadline, Intent to Bid Deadline, and all Addendums in the Bonfire Portal.

2.0 QUESTION PROCEDURE

- 2.1 All questions regarding this Request for Qualifications shall be communicated electronically through the Bonfire Portal via the Opportunity Q & A on the Request for Qualifications.
- 2.2 All questions must be received in the Bonfire Portal by 5:00 PM on November 5, 2024.
- 2.3 All questions will be answered in the form of Addenda to the Request for Qualifications or on the Opportunity Q & A.
- 2.4 Bonfire will notify respondents of Addenda if they have obtained the Request for Qualifications on the Bonfire Portal.
- 2.5 Respondents and their agents(including subcontractors, associates, consultants, or their agents) **may not contact any other County associates, staff or elected officials** regarding matters covered by this Request for Qualifications during the solicitation and evaluation process.
- 2.6 Inappropriate contacts are grounds for REJECTION OF YOUR PROPOSAL.

3.0 AWARD REQUIREMENTS

- 3.1 Certificate of Insurance: The Successful Respondent will be required to submit to the Purchasing Department a Certificate of Insurance meeting or exceeding the provisions of Item 15 under General Conditions and Exhibit A included herein within ten (10) business days after receiving the Notification of Award. The Certificate of Insurance must be received by the Purchasing Department prior to the commencement of any work under this Contract.
- 3.2 Professional Liability Insurance with a limit of not less than \$1,000,000 per occurrence. Professional Liability Insurance policy must be received by the Purchasing Department within ten (10) business days after receiving the Notification of Award. Professional Liability Insurance must be received by the Purchasing Department prior to the commencement of any work under this Contract.

- 3.3 Licenses: The Successful Respondent must provide, upon written request, evidence of any required Federal, State, Local and/or Occupational Licenses.
- 3.4 Compliance with Chapter 6 of the Jackson County Code: If MBE/WBE/VBE Goals are assigned to this Request for Qualifications, they are **mandatory** and the Respondent must meet them or complete a Good Faith Effort to the satisfaction of the Jackson County, Missouri Compliance Review Office. Please see instructions in the MBE/WBE/VBE Participation Affidavit located in Attachment B. Failure to fill out the MBE/WBE/VBE Participation Affidavit with goals or submit a Good Faith Effort may result in the REJECTION OF YOUR PROPOSAL OR REJECTION OF AWARD RECOMMENDATION.
- 3.5 All work performed under this Contract/Agreement shall be performed in the Greater Kansas City Metropolitan Area. If Respondent is not located in the Greater Kansas City Metropolitan Area, documentation **must be submitted with your proposal** detailing how Respondent would perform the work as detailed in this Request for Qualifications. Jackson County, Missouri reserves the right to reject any solution it feels would not meet the needs of the County.
- 3.6 W-9 Form: The Successful Respondent must provide a completed IRS W-9 Form for this Contract/Agreement.

4.0 SCOPE OF SERVICES

- 4.1 The Parks + Rec Department requires occasional professional services for various park and trail planning and construction improvement projects. Projects may include master plan development and implementation for parks, trail extensions, and park infrastructure such as parking lots, restrooms, playgrounds and picnic areas.
- 4.2 It is the intent of the County to identify and contract with one or more firms that are qualified to perform the types of work listed herein. All services shall be on an "as needed" on-call basis.
- 4.3 Jackson County will contract with the awarded firm(s) by project-specific Work Orders under a Master Agreement for Professional Services (Exhibit C).
- 4.4 Type of projects or activities requiring services may include, but are not limited to: park design and master planning, multi-use bicycle and pedestrian

transportation facilities design, engineering, and construction specifications development, concept plans, preparation of concept and cost estimates for site design alternatives, various revisions and redlines based on staff recommendations, feasibility studies for park, parking lot, trail, amenity, and athletic facility improvements, condition assessments and inventories, circulation studies, scenario planning, acquisition of documentation for right-of-way or easements, project prioritization/phasing, production of biddable construction document packages, including site plans, planting plans, lighting plans, grading plans, cost estimates, and interpretative signage and wayfinding.

- 4.5 Additional information that may be needed for a specific/individual projects shall be included in the scope of work. Any survey, design and subsurface information provided by the County is subject to the limitation as stated therein and must be validated and augmented as necessary for final design.
- 4.6 The County may require the following services on an as needed, step by step basis throughout the term of the contract:
 - 4.6.1 Provide design professionals familiar with regulatory design agencies (i.e. MoDot, MDC, etc.) design criteria for public improvement projects, technical specifications, and design requirements. Final plans must be sealed by a licensed professional in the State of Missouri (PE and/or PLA).
 - 4.6.1.1 A professional Land Surveyor licensed in the State of Missouri is to be responsible for all surveying services, including but not limited to: Document preparation necessary for acquisition of easements and right-of-way, topographic information, horizontal and vertical controls.
 - 4.6.2 Site Analysis and Pre-Planning Services, including evaluation of existing site conditions, topography, geotechnical data, storm water, land-use, utility, and transportation, and other site-related factors.
 - 4.6.3 Coordination and preparation of any state/federal review or permitting needs, including NEPA processes, including but not limited to “No Rise Certification” for Bridges, 404 permitting, Section 106 or other related needs. The Successful Respondent will be responsible for compliance with all applicable standards and codes.

- 4.6.4 Assistance with the preparation of state/federal/private funding initiatives, including conceptual design, needs analysis, public engagement, and proposal preparation.
- 4.6.5 Trail Planning and Design Services, including, preliminary, design development, and final landscape architectural and engineering planning, design, and construction document development services.
- 4.6.6 Public Engagement Services such as hosting public meetings, conducting citizen surveys, preparing materials and graphics for presentation and hosting focus groups.
- 4.6.7 Cost Estimating Services, including, site, utility, facility, infrastructure, and equipment construction and procurement.
- 4.6.8 Other miscellaneous testing, survey and inspection services as required to complete the projects.
- 4.6.9 Other Parks + Rec planning, design, and engineering services.
- 4.6.10 Final plans and documents as well as any reports or surveys shall be provided to the County in hard copy and electronic format (AutoCAD, PDF, .shp, .mxd, .doc, etc.).
- 4.7 County provided services: Jackson County, Missouri will provide access to the project site(s) for the Successful Respondent's personnel and equipment and provide a Project Manager to act as primary contact, and to obtain any reports, drawings and other documents or other information in the County's possession, as needed to complete the tasks assigned under the Contract/Agreement.

5.0 PROPOSAL FORMAT

- 5.1 Respondent's Proposal shall be on letterhead or plain paper and uploaded to the Bonfire Portal and shall consist of the following:
 - 5.1.1 Cover Letter to include the following:
 - 5.1.1.1 Respondent's Name, Address, Phone Number and

- Email Address.
- 5.1.1.2 Contact Person's Name, Title, Phone Number and Email Address.
- 5.1.2 Description of Respondent's Background to include the following:
 - 5.1.2.1 Year of inception and history
 - 5.1.2.2 Ownership structure
 - 5.1.2.3 Areas of specialization
 - 5.1.2.4 Office location
 - 5.1.2.5 Practice philosophy
- 5.1.3 Relevant Experience – provide detail on at least three projects your firm is currently working on to include the following:
 - 5.1.3.1 Name, address, phone number and email address of the contact person
 - 5.1.3.2 Respondent's personnel and their responsibility on the project.
 - 5.1.3.3 Brief description of the work and how it relates to this Request for Qualifications.
- 5.1.4 Resumes of Respondents Key Personnel that will be assigned to this Contract/Agreement. Include their roles and responsibilities on this Contract/Agreement.
 - 5.1.4.1 Key Personnel cannot be changed during the evaluation or after award of this Contract/Agreement without the written consent of the County.
- 5.1.5 References: include a minimum of three references on Contract/Agreements similar to this Request for Qualifications. Include Company Name, Point of Contact, Telephone Number and Email address.
- 5.1.6 Response and Understanding of the Scope of Services, Section 4.0 Herein.
- 5.1.7 Statement of Availability and the ability to provide the services Detailed in the Request for Qualifications.
- 5.1.8 Quality Assurance Plan – detail the Respondents approach to quality assurance/quality control in the delivery of services on this Request for Qualifications.
- 5.1.9 If not located in the Greater Kansas City Metropolitan Area, details on how the Respondent would perform the services on this Request for Qualifications.
- 5.1.10 Purchasing Forms – Attachment B – filled out and signed.

6.0 EVALUATION PROCESS AND CRITERIA

- 6.1 All proposals received that are responsive to the General Terms (located in Attachment A), and Scope of Services for this Request for Qualifications will be evaluated.
- 6.2 Jackson County, Missouri will establish an Evaluation Committee to evaluate the proposals received.
- 6.3 The Evaluation Committee, at its sole discretion, may interview one, none or some of the Respondents in-person or on-line.
- 6.4 Jackson County, Missouri reserves the total, unrestricted and unilateral right to accept or reject any proposals submitted for this Request for Qualifications, and to waive minor irregularities and technicalities.
- 6.5 Jackson County, Missouri shall be the sole judge of proposals submitted for this Request for Qualifications and its decision shall be final.
- 6.6 All proposals submitted for this Request for Qualifications become the property of Jackson County, Missouri and will not be returned.
- 6.7 The Evaluation Committee will make their recommendations generally based on the following criteria:
- | | | |
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| 6.7.1 | MBE/WBE/VBE Participation Affidavit completed | 5 Points |
| 6.7.2 | Respondent's Experience and Qualifications | 35 points |
| 6.7.3 | Respondent's Understanding and Approach to
The On-Call Professional Services required | 30 Points |
| 6.7.4 | Respondent's Personnel Qualifications and
Experience | 30 Points |
| 6.7.5 | Total | 100 Points |
- 6.8 Any Evaluation Criteria or weighting is used by the Evaluation Committee as a tool to assist the County in selecting the best proposal(s). Evaluation scores or ranks alone do not create a right or expectancy to a Contract/Agreement/Award with the County. The County may change criteria weights at any time including at the Request for Qualifications Response Deadline. Ultimately, the County may choose to contract with any Respondent, regardless of rank.

7.0 CONTRACT NEGOTIATIONS

- 7.1 Upon selection of the Successful Proposal(s), and successful pricing negotiations, a Contract/Agreement (See example in Attachment C) incorporating the General Conditions, Scope of Services, Pricing and any other provisions of this Request for Qualifications and acceptable to both parties will be prepared and executed by both parties. Should the parties, within a reasonable time frame, as determined by Jackson County, Missouri, fail to develop and execute a mutually agreed upon Contract/Agreement, and upon a three (3) business day written notification to the selected Respondent, the County may reject the proposal and proceed to award the Contract/Agreement to the next “best” Respondent.
- 7.2 Pursuant to Section 610.021 RSMo, proposals and related documents shall not be available for public review until a Contract/Agreement has been awarded or all proposals have been rejected.
- 7.3 In no event shall the following be considered confidential or exempt from the Missouri Sunshine Law:
 - 7.3.1 Respondent’s entire proposal
 - 7.3.2 Respondent’s pricing
 - 7.3.3 Respondent’s proposed method of performance, including schedule of events and/or deliverables
 - 7.3.4 Respondent’s experience information including customer list or References
 - 7.3.5 Respondent’s product specifications unless specifications disclose Scientific and technological innovations in which the owner has a Proprietary interest
- 7.4 The County does not generally use standard contract forms which may be provided by the Respondent. The contract documents used by the County will include both the Request for Qualifications and the Respondent’s proposal. In the event that conflicts in language exist between the Request for Qualifications and the Respondent’s proposal, the provisions of the Request for Qualifications shall govern.
- 7.5 The Respondent shall list any and all exceptions as instructed under General Conditions, Item Four of this Request for Qualifications. Please note that the Respondent’s proposal is subject to Rejection if exceptions are taken to the

Request for Qualifications General Conditions, Forms or Insurance requirements.

7.6 Respondent's must agree to the following standard provisions:

- 7.6.1 Indemnification: Respondent agrees to the fullest extent permitted by law, to indemnify and hold the County harmless from damages and losses arising from negligent act, errors or omissions of Respondent in the performance of work under this Contract/Agreement, to the extent the Respondent is responsible for such damages and losses on a comparable basis of fault and responsibility between the Respondent and the County. Respondent is not obligated to indemnify the County for the County's own negligence.
- 7.6.2 Independent Contractor: Respondent shall work as an independent Contractor and not as an employee of the County. Respondent shall be subject to the direction of the County only as to the result to be accomplished and not as to the means and methods for accomplishing the result.
- 7.6.3 Respondent shall report all earnings received hereunder as gross income and shall be responsible for its own Federal, State and City withholdings taxes and all other taxes and operate its business independent of the business of the County except as required by this Contract/Agreement.
- 7.6.4 Confidentiality: Respondent acknowledges and agrees that all County information and records are confidential and will not disclose or make available this information or records to anyone outside the County organization unless authorized to do in writing by the County.
- 7.6.5 Complete Agreement: Parties agree that the Contract/Agreement together with Jackson County, Missouri Request for Qualifications No. 24-084 and Respondent's response thereto constitute the complete and exclusive Contract/Agreement between the parties which supersedes all prior proposals or understandings or agreements, oral or written, and all other communications between the parties relating to the subject matter of this Contract/Agreement.
- 7.6.6 Notices: Any notice which either party shall be required by this Contract/Agreement to give the other shall be in writing and delivered by mail addressed to the respective parties as follows, or to such other addresses, as the respective parties may designate from time to time:

County:

Jackson County, Missouri
415 East 12th Street, Room 105
Kansas City, Missouri 64106

Respondent:

8.0 ATTACHMENTS

- 8.1 Attachment A – Purchasing Information to be downloaded and read prior to submitting proposal:
 - 8.1.1 General Conditions
 - 8.1.2 Certificate of Compliance Notice
 - 8.1.3 Insurance Requirements

- 8.2 Attachment B – Purchasing Forms to be downloaded, filled out and uploaded with your proposal documents:
 - 8.2.1 Affidavit
 - 8.2.2 Acknowledgement of Addenda
 - 8.2.3 Exceptions
 - 8.2.4 MBE/WBE/VBE Participation Affidavit

- 8.3 Attachment C – Example of Contract/Agreement for Landscape Architecture and Engineering Services