



## Board of Aldermen Request for Action

**MEETING DATE:** 11/21/2023

**DEPARTMENT:** Public Works

**AGENDA ITEM:** Resolution 1291 - Approving and Establishing a Pre-Qualified On-Call Professional Services Listing

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**REQUESTED BOARD ACTION:**

A motion to approve Resolution 1291, approving and establishing a pre-qualified On-Call Professional Services Listing.

**SUMMARY:**

RFQ 23-13 was issued on September 27, 2022 requesting qualification statements for professional engineering and architectural services in 12 different disciplines including:

<u>Discipline</u>	<u>Qualified Firms</u>
Transportation Engineering	16
Stormwater Management and Hydrology	17
Utility Infrastructure Design and Engineering Services for Water Distribution, Stormwater, and Wastewater Collection Systems	16
Geotechnical Engineering / Material Testing,	5
Surveying Services	13
Structural Engineering	13
Landscape Architecture Services	11
Architectural Services	8
Mechanical, Electrical, and Plumbing Services	4
Construction Admin / Inspection	22
Planning	14
Plan and Subdivision Review	14

Firms submitting were asked to provide examples of projects for municipalities in the categories for which they were submitting, references, salary schedules, staff, work authorizations forms, insurance, experience, years in business, training and skills, approach, and communication efforts.

The City received 26 responses.

Typically, staff would put together a RFQ for a specific project describing the project, requirements and schedule. Firms would submit the same qualification statement that were received for this process. A selection committee would then review the submittals set up interviews and recommend the selection of a firm. A scope and contract would then be negotiated and presented to the Board for approval. Over the course of a year the City has 15-25 projects that go through this process.

The goal of this list is to be more efficient in the selection of professional firms for the desired work. The firms have already been pre-qualified to perform certain services. Staff will use this list to select a firm to design, plan, review, or administer a specific project. A scope will be negotiated and presented to the Board for approval.

This does not preclude that for certain projects of a larger scale, when specific expertise is desired, or on federally funded projects that a separate RFQ would be developed, but on typical waterline replacement, street design, stormwater projects or other similar projects this process will save staff time and resources.

**PREVIOUS ACTION:**

The Board approved Resolution 1029 – Establishing a Pre-Qualified On Call Professional Services listing.

**POLICY ISSUE:**

Efficiency

Maintaining infrastructure

**FINANCIAL CONSIDERATIONS:**

There is no cost to establishing the On-Call List.

**ATTACHMENTS:**

☐ Ordinance

☒ Resolution

☐ Staff Report

☒ Other: Exhibit 1 – On-Call List

☐ Contract

☐ Plans

☐ Minutes

## **RESOLUTION 1291**

### **A RESOLUTION APPROVING AND ESTABLISHING A PRE-QUALIFIED ON-CALL PROFESSIONAL SERVICES LISTING**

**WHEREAS**, RFQ #23-13 was issued requesting qualification statements for 12 different professional engineering and architectural services; and

**WHEREAS**, the City received 26 statements from qualified firms.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF  
THE CITY OF SMITHVILLE, MISSOURI:**

**THAT** the City hereby approves and establishes the attached On-Call Professional Services Listing (Exhibit 1); and

**THAT** the firms listed in Exhibit 1 are approved to provide the services identified.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 21<sup>st</sup> day of November, 2023.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk

Exhibit 1

[illegible]