

REQUEST FOR QUALIFICATIONS

CHIEF ENGINEER, PLANNING, DESIGN SERVICES, PROJECT REVIEW FOR PORT KC (Port Authority of Kansas City, Missouri)

Port KC (Port Authority of Kansas City, Missouri), a political subdivision of the State of Missouri created pursuant to Chapter 68, RSMo, requests submissions in response to this **REQUEST FOR QUALIFICATIONS** from Engineering firms and individual Consultants interested in providing Chief Engineering services in project preparation, plan review and specifications as well as project evaluation and estimates for design and construction services.

By accepting this “Chief Engineer position”, firm and individual consultants are precluded from the bidding on projects that they review, thus relieving them from, and Port KC from, any conflict of interests.

This is an “on call” position that is compensated by hourly recompense only no benefit package is offered or inferred.

SCOPE OF SERVICES

Respondents to this Request for Qualifications must demonstrate that the engineering firm or individual has sufficient experience and qualifications to effectively accomplish the Scope of Services, generally described as follows:

1. Produce Preliminary Project Cost, Scope & Conceptual Design in Collaboration with Port KC Staff.
2. Create RFP/RFQ documents for construction and/or design build project.
3. Review bids to determine project award.
4. Institute Permitting applications
5. Construction and Project Management Oversight

SUBMISSION REQUIREMENTS

Engineering firms and individual Consultants are strongly encouraged to thoroughly review this entire Request for Qualifications because all submissions will be reviewed for compliance with the requirements set forth in it. To simplify the review process and permit the maximum degree of comparison by the Port KC , Engineering firms and individual Consultants must, at a minimum, provide

the information described below in an outline that substantially conforms to the following:

1. Title Page

Indicate the Engineering firms and individual Consultants complete legal name (and the name under which the Engineering firms and individual Consultants are doing business if different from the legal name), form of legal entity (corporation, limited liability company, general or limited partnership or sole proprietorship, etc., if not evident from the legal name), local address, telephone number and facsimile number, contact person and title, and the date of the qualification submission.

2. Table of Contents

The table of contents must clearly identify the material included in the submission by section and page number.

3. Transmittal Letter

The Engineering firms and individual Consultants must include a signed letter of transmittal briefly stating:

- That the Engineering firms and individual Consultants understand the Scope of Services to be provided;
- A positive Commitment to perform the Scope of Services;
- Why the Engineering firms and individual Consultants believes it is qualified to perform the Scope of Services; and
- The person signing the letter must indicate his or her title, and state that he or she is authorized to bind the Professional.

4. The Engineering firms and individual Consultant's Profile

- State whether the Engineering firms and individual Consultants is local, regional or national;
- State the location of the office from which the Services will be performed and the number of professional staff employed at that office;
- Provide a brief history of the Engineering firms and individual Consultants

- Indicate any past or present relationship of the Engineering firms and individual Consultants to Port KC, listing the project(s) and the scope of the services provided to Port KC;
- Certify that the Engineering firms and individual Consultants have no conflict of interest with regard to the Scope of Services to be provided pursuant to the Agreement for Professional Services contemplated by this Request for Qualifications;
- State whether the Engineering firms and individual Consultants have an affirmative action plan; if so, a copy must be attached; and
- Certify that the Engineering firms and individual Consultants will obtain and maintain insurance at required levels.

5. The Engineering firms and individual Consultant's Qualifications

- Provide a list of key permanent staff members of the Engineering firms and individual Consultants including names, job descriptions, titles, relevant educational and professional experience, certifications and/or licenses;
- List all Engineering firms and individual Consultants 's subcontractors (if any) expected to be involved in the completion of the Scope of Services specified in this Request for Qualifications, including the name(s), relationship, relevant staff and experience of any such subcontractors;
- Provide a list of professional references; and
- Describe all violations/citations and pending litigation which involve the Engineering firms and individual Consultants and/or its principals.

The Port KC will negotiate and enter into a contract ("Agreement for Professional Services") with the qualified Engineering firms and individual Consultants it selects ("Selected Engineering firms and individual Consultants ") for the Scope of Services to be performed, and the timeframe in which the Scope of Services are to be completed. The Scope of Services is expected to commence in the spring of 2017.

All submissions will be evaluated based on their completeness, the Engineering firms and individual Consultants 's experience and capacity to perform the Scope of Services, the Engineering firms and individual Consultants 's past record of performance for Port KC and the Engineering firms and individual Consultants 's familiarity with the Kansas City, Missouri ("City") area.

Port KC encourages participation by Engineering firms and individual Consultants s that have been certified as a Women’s Business Enterprise (“WBE”) or Minority Business Enterprise (“MBE”) by the City’s Human Relations Department and encourages MBEs and WBEs to become certified with the City’s Human Relations Department. The Selected Engineering firms and individual Consultants may be required to set goals for the potential utilization of MBEs/WBEs on the Project (“Utilization Goals”) and to develop a utilization plan that will support the Utilization Goals.

Upon request, the Selected Engineering firms and individual Consultants will furnish to Port KC letters from the City’s Commissioner of Revenue that the Selected Engineering firms and individual Consultants, its contractors and subcontractors, are in compliance with the license and tax ordinances administered by the Revenue Division of the City’s Finance Department, including, but not limited to, the City’s earnings and occupational license taxes.

SCHEDULE FOR REQUEST FOR QUALIFICATION

Request for Qualifications will be available at 9:00 a.m., CDT on Wednesday, November 9th, 2016 on Port KC’s web site.

The deadline for submission of responses to this Request for Qualifications will be **1:00 p.m., CDT on Thursday, December 1st, 2016.**

Three (3) bound copies of the Engineering firms and individual consultant’s response to this Request for Qualification should be submitted.

All submissions should be made to the following:

Port KC
Attn: Marissa Cleaver Wamble
300 Wyandotte, Suite 100
Kansas City, Missouri 64105

Any questions regarding the Request for Qualifications packet should be submitted to info@portkc.com. All questions and answers will be posted at <http://portkc.com/rfpsrfqs/>.

Port KC reserves the right to reject any and all submissions.