



Request for Qualifications (RFQ) Water Treatment Plant 20 Year Operation, Maintenance, and Replacement Plan

The City of Kirksville, Missouri (City) is seeking Statements of Qualifications from Qualified Engineering Firms to provide professional engineering services to complete a comprehensive assessment of the City's Water Treatment Plant, five water storage tanks, and citywide distribution system. The findings, conclusions and recommendations will be incorporated into a 20 Year Operation, Maintenance and Replacement (OM&R) Facility Plan. The City will accept submittals from firms interested in providing the Request for Qualifications until 4:00 pm local time on May 30, 2025 at:

City of Kirksville
ATTN: Adam Dorrell, Director of Public Works
RE: Water Treatment Plant RFQ
201 S. Franklin St.
Kirksville, Missouri 63501

Questions regarding this Request for Qualifications should be directed to Adam Dorrell, Director of Public Works via email at adorrell@kirksville.gov. Answers will be provided directly to the inquiring firm and will be accessible to all interested parties. Should a change in this RFQ be necessary, such change will be posted as an amendment to this RFQ under the open bids section of the City's website at www.kirksville.gov.

The City retains the right to amend this Request for Qualifications at any time up and until the day of submission. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any submitting firms. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals. All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.

The award will be made to the firm whose qualifications and project approach are deemed

most advantageous to the City of Kirksville, all factors considered.

I. Project Information

The City's Water Treatment Plant is a 6 MGD conventional water treatment facility that provides potable water to approximately 17,500 City residents, Adair County Public Water Supply District's 8,700 customers, as well as several large water users including KRAFT Foods. As part of a proactive asset management and compliance strategy, the City is seeking to engage a qualified engineering consultant to develop a comprehensive OM&R Facility Plan addressing:

- Day-to-day Operations
- Routine and Preventative Maintenance
- Replacement Schedule
- Long-term Capital Planning
- Budget and Rate planning
- Staffing and Training Needs
- Emergency Procedures
- Regulatory Compliance

II. Scope of Services

The selected firm will be expected to perform the following services, including but not limited to:

1. Assessment of Existing Facilities and Operations
2. Development of an Operations Plan
3. Maintenance Strategy
4. Replacement Planning
5. Training and Staffing Recommendations
6. Regulatory and Compliance Review
7. Final OM&R Facility Plan Development

Final OM&R Facility Plan should include projected costs and discussion of current and future water rates.

It is anticipated that a contract for engineering services will be awarded by July of 2025. The firm should plan to have the final Facility Plan submitted within 12 months

III. Submittal Format

Qualifications should be limited to ten (10) pages not counting the Letter of Interest or staff resumes. At a minimum, the following information shall be provided to the City:

1. Letter of Interest for the project summarizing the firms understanding of the project, general approach, and factors that set them apart from other firms. The letter should also include the name and contact information of the person authorized to represent the firm.

2. The specialized experience and technical competence of the firm with respect to water treatment facilities, operation maintenance and replacement planning, and related work as outlined and at least three (3) projects in which the firm performed the type of work described.
3. Project Team - Resumes for all key members of the project team including related experience and descriptions of roles played on similar past projects. This section should identify the firms project leadership, points of contact, and team members that will present at public meetings.
4. Project Understanding and Approach – The firm shall provide a detailed approach to the scope of work described in this RFQ, including process and schedule. Include details such as subconsultants or other partners and their roles as well as anticipated assistance provided by City staff.
5. Disclosure of any professional or personal financial interest which could be a possible conflict of interest in contracting with the City. Proposal shall further disclose all current and unresolved litigations, arbitrations, or mediations of the company.
6. References including the contact information for three to five (3-5) clients for whom services similar to those described in this Request for Qualifications have been performed. Include a description of services provided for each reference.

The City of Kirksville will evaluate Statements of Qualifications. The selection may be made based solely on the submittals, but the City reserves the right to interview two to three (2-3) firms prior to making a selection. The award will be made to the firm whose qualifications are deemed most advantageous to the City of Kirksville, all factors considered. Once the most qualified firm is selected, a Professional Services Agreement with Scope of Work will be negotiated.

If subsequent professional engineering services, including but not limited to design and construction phases, become necessary then separate agreements for the services may be negotiated with the selected firm.

Seven (7) hard copies and one PDF file of the required information must be submitted no later than 4:00 pm, May 30, 2025 to:

City of Kirksville
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Kirksville, Missouri 63501

Qualifications received after this time will not be considered.

Questions concerning this project should be addressed to Adam Dorrell, City of Kirksville, by e-mail at adorrell@kirksville.gov.

In responding to this RFQ, the respondent expresses its intent to comply with the proposed timeline. In addition, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of “the most qualified and capable” firm(s) will require subjective judgments by the Selection Committee and the City.

The City of Kirksville is an Equal Opportunity Employer and invites the submission of qualifications from minority and women-owned firms.