

CITY OF HALLSVILLE, MISSOURI  
REQUEST FOR QUALIFICATIONS & PROPOSALS  
25-11



PROFESSIONAL ENGINEERING SERVICES

SUBMITTAL DEADLINE

JUNE 9, 2025 at 3:00p.m.

## **Invitation to Submit Qualifications**

### *Introduction*

The City of Hallsville, Boone County, Missouri, and/or its designated representative is seeking Statement of Qualifications submissions for engineering services for the Traffic and Road Improvements – Ricketts Road project, for which the City of Hallsville is seeking Community Development Block Grant Public Facilities (CDBG-PF) funding.

Minimum requirements include previous experience in civil engineering design, traffic engineering, and construction management on CDBG or similar state and/or federally funded projects.

### *Contact Information*

Please contact Kenyetta Ridgway-Sample, City Administrator, at [cityhall@hallsvillemo.org](mailto:cityhall@hallsvillemo.org) to request additional information for this RFQ, as needed.

The City of Hallsville makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of the City of Hallsville has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should only contact the person designated above regarding this RFQ and should not contact the Mayor, Board of Aldermen members, any committee members, or any other City of Hallsville staff for clarification on this RFQ.

### *Submission Instructions and Deadline*

Qualifications must be received at City Hall, 202 Highway 124 East, Hallsville, MO 65255 or via email to [cityhall@hallsvillemo.org](mailto:cityhall@hallsvillemo.org) no later than 3:00 p.m. on Monday, June 9, 2025. The City of Hallsville reserves the right to reject any and all Qualifications not meeting the requirements of this Request for Qualifications for engineering services. Any response not meeting the minimum requirements for qualifications as outlined in this request may be rejected.

### **Other Conditions of Qualifications Submittal**

1. No submission will be accepted from any person, firm, or entity that is in arrears for any obligation to the City of Hallsville, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the City of Hallsville Board of Aldermen or by City of Hallsville staff.
2. All Qualifications submissions become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
3. Requirements and conditions of employment and contracting to be observed for compliance with CDBG Procurement & Contracting, Conflict of Interest, and Lobbying

regulations apply to this project.

*For Engineering services that will involve construction oversight for the CDBG project, refer to the attachments required for the construction contract and construction contractors as outlined in Chapter 3: Procurement & Contracting of the CDBG Implementation Handbook. These include but are not limited to:*

- Affirmative Action
- Equal Opportunity
- Minority Business Enterprise/Woman Business Enterprise (MBE/WBE)
- Federal Labor Standards Provisions
- Davis-Bacon and Related Acts (DBRA)
- Section 3 Requirements

*Also refer to Chapter 5: Acquisition & Relocation of the CDBG Implementation Handbook if any acquisition or relocation activities will be required as part of the CDBG project.*

Refer to Exhibit II for further detail regarding applicable CDBG project requirements.

4. All activities for the project must comply with the CDBG program regulations and policies set forth in 24 CFR 570 and the State of Missouri CDBG Program Implementation Handbook, as referenced in Exhibit II.

### **Scope of Services & Deliverables**

The City of Hallsville, Boone County, Missouri, is applying for federal funding from the Community Development Block Grant (CDBG) Program for the Traffic and Road Improvements – Ricketts Road project under the Public Facilities (PF) category.

City of Hallsville Community & Project Area Description:

The focus of this public facilities improvement project is to address critical safety, traffic flow, and infrastructure needs along Ricketts Road, which serves as a key connector between the Hallsville School Campus and surrounding residential neighborhoods. Ricketts Road currently faces significant traffic congestion and safety concerns during peak school hours, compounded by deteriorating road conditions and a lack of pedestrian infrastructure.

This project is intended to include:

- Reconstruction and widening of Ricketts Road as appropriate
- Traffic engineering solutions to improve school-related traffic safety

- Necessary rights-of-way evaluation and utility coordination

The project area includes residential homes, and the Hallsville School District campus intersecting with Ricketts Road. The area directly impacts approximately 1,600 residents, including students, families, school staff, and neighborhood homeowners.

Required Engineering Services:

Professional services for this CDBG Public Facilities project include:

- Preliminary engineering and feasibility analysis
- Community and stakeholder coordination
- Detailed design and specifications
- Preparation of construction bid documents
- Permitting assistance
- Construction administration and oversight
- Compliance with CDBG and federal requirements, including documentation and reporting
- Assistance with Davis-Bacon compliance and other federal labor standards (if applicable)
- Coordination with MoDOT, Boone County, and Hallsville School District as necessary

**Important Note:**

The selected firm must prioritize and complete a Preliminary Engineering Report (PER) that meets all state and federal CDBG requirements in accordance with the Competitive Cycle Application Guidelines. The PER must be signed and sealed by a Missouri-licensed engineer and submitted to the City of Hallsville no later than July 18, 2025, to allow timely submission of the Community Development Block Grant application by the end of July 2025. Refer to Exhibit V.

**Project Background and Project Area/Service Area Maps**

Project Background:

A service area map for the proposed Ricketts Road location is provided in Exhibit I attachment.

Engineering Services Required:

The selected firm will provide civil engineering services for the Traffic and Road Improvements – Ricketts Road project, including but not limited to the following activities and responsibilities:

## Engineering Design, Inspection, and Construction Contract Administration/Oversight

1. Design and prepare cost estimates for the development of road, traffic, and pedestrian improvements along Ricketts Road, including:
  - Roadway design and reconstruction plans
  - Traffic flow improvements including turn lanes or drop off lane
  - Lighting and safety-related infrastructure
  - Utility coordination as necessary
  - Coordination with school-related traffic and pedestrian needs
  - Phased construction planning (if necessary)

Background information documentation provided upon request or site visit, including:

- Current traffic study completed May 2025
  - Current street conditions and known safety concerns
  - Hallsville School Campus proximity and school traffic data
  - Any applicable geotechnical or utility data
2. Prepare construction drawings, specifications, plans, permit applications, and assist with bid procedures including evaluation of submitted bids and recommendation for construction contractor selection.
  3. Provide construction observation for all infrastructure improvements following contract award. This includes:
    - Regular on-site inspections and coordination with contractors
    - Compliance monitoring with CDBG and federal labor requirements
    - Preparation of pay estimates and change orders
    - Coordination with the City and grant administrators

The selected engineer will be required to provide professional services throughout the pre-construction and construction phases. These services will include:

- Review of any environmental assessment materials and support for state and federal environmental regulatory compliance

- Preparation and submission of permit applications
- Preparation of bid-ready construction plans and documents
- Preparation and execution of contract documents
- Construction contract administration and post-construction reporting
- Section 3 and Davis-Bacon compliance assistance (as applicable)

Final plans, specifications, and bid documents must be completed within 30 days of the Notice to Proceed.

Procurement of services shall comply with all applicable State and Federal regulations governing CDBG Projects.

Engineers interested in being considered for this project must submit a Statement of Qualifications detailing:

- Firm qualifications and technical expertise
- Management and staff capabilities
- Experience with similar CDBG or federally funded transportation and infrastructure projects

The objective of this competitive RFQ process is to select the firm that will provide the highest quality of service based on experience and qualifications.

### **Evaluation & Selection**

Exhibit III, attached to this RFQ, outlines the minimum qualifications sought for the consulting engineer. These minimum qualifications have been established to ensure the City of Hallsville selects a firm with the necessary professional expertise and relevant experience to successfully complete the proposed project within the required timeframe and in accordance with federal and state regulations.

Exhibit IV, also attached hereto, contains the selection rating system that will be used to evaluate and score Statement of Qualifications submissions. This scoring system will guide the City of Hallsville in determining which firm best meets the needs and priorities of the community as outlined in this RFQ.

The evaluation process will emphasize the following key criteria:

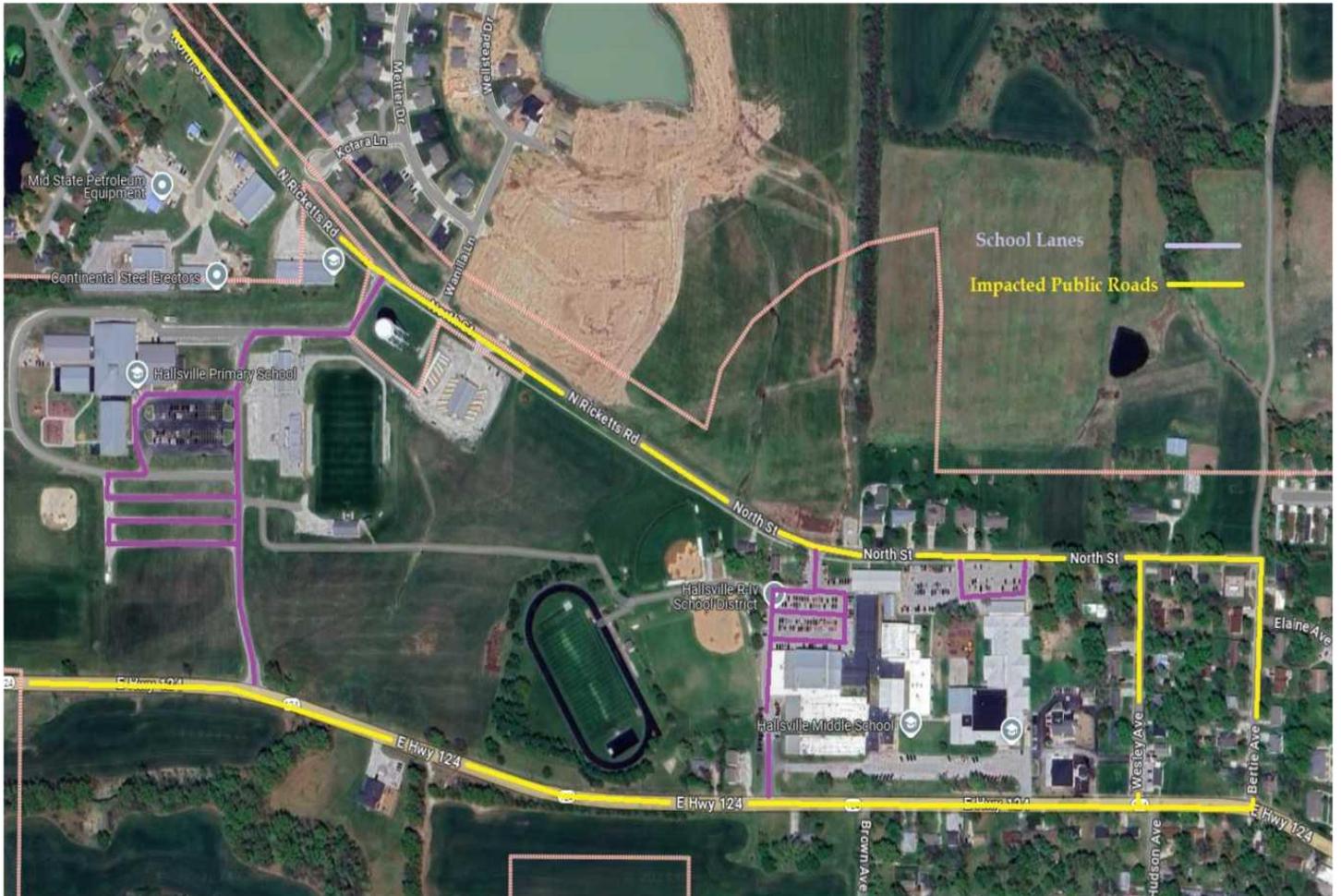
- Technical competence and experience with similar projects
- Familiarity with CDBG-funded projects and compliance requirements

- Experience working with municipal governments
- Staff qualifications and project management capabilities
- Demonstrated ability to meet deadlines and budget constraints
- Quality of prior work and references

# EXHIBIT I

## Service Area Map

### RICKETTS ROAD PROJECT



## EXHIBIT II

### State and Federal Regulatory Requirements for CDBG-Assisted Projects

1. POTENTIAL CONFLICT OF INTEREST DISCLOSURE
2. CONFLICT OF INTEREST CLAUSE
3. LOBBYING CERTIFICATION
4. DISCLOSURE OF LOBBYING ACTIVITIES

# POTENTIAL CONFLICT OF INTEREST DISCLOSURE

Traffic and Road Improvement Ricketts Road

City of Hallsville, MO

Do you have family or business ties to any of the people listed below?

Yes  No

If yes, please check the box next to the name(s) of the individual(s) and describe the relationship in the space provided below:

ELECTED OFFICIALS:

- |   |   |
|---|---|
| <input type="checkbox"/> J. Kate Boatright, Mayor     | <input type="checkbox"/> Terry Bodine, Alderman |
| <input type="checkbox"/> Trynton L. Roberts, Alderman | <input type="checkbox"/> _____, Alderman        |
| <input type="checkbox"/> Krisan Lewis, Alderman       |   |

CITY ADMINISTRATION, DEPARTMENT HEADS AND/OR LEGAL COUNSEL:

- Kenyetta Ridgway-Sample, City Administrator
- Daniel McCaleb, Public Works Superintendent
- Jackie Rodgers, Jr., City Attorney

ENGINEERING AND CONSULTING FIRM(S):

- 
- Click or tap here to enter text.
- Click or tap here to enter text.

Description of Relationship(s):

**Please Note: The name of any contractor with a potential conflict of interest will be disclosed at the City of Hallsville Board of Aldermen meeting in which bids are discussed. Potential conflicts of interest will be reviewed in accordance with 24 CFR 570.489(h).**

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Printed Name of Individual

---

Title

---

Signature

---

Name of Business/Firm/Company

---

Date Signed [MM/DD/YYYY]

24 CFR 570.489(h) CONFLICT OF INTEREST CLAUSE FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS Code of Federal Regulations Title 24 570.489(h) Program Administrative Requirements (h) Conflict of interest: (1) Applicability. (i) In the procurement of supplies, equipment, construction, and services by the States, units of local general governments, and sub-recipients, the conflict of interest provisions in paragraph (g) of this section shall apply. (ii) In all cases not governed by paragraph (g) of this section, this paragraph (h) shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance with CDBG funds by the unit of general local government or its sub-recipients, to individuals, businesses and other private entities. (2) Conflicts prohibited. Except for eligible administrative or personnel costs, the general rule is that no persons described in paragraph (h)(3) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this subpart or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. (3) Persons covered. The conflict of interest provisions for paragraph (h)(2) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub-recipients which are receiving CDBG funds. (4) Exceptions: Thresholds requirements. Upon written request by the State, an exception to the provisions of paragraph (h)(2) of this section involving an employee, agent, consultant, officer, or elected official or appointed official of the state may be granted by HUD on a case-by-case basis. In all other cases, the state may grant such an exception upon written request of the unit of general local government provided the state shall fully document its determination in compliance with all requirements of paragraph (h)(4) of this section including the state's position with respect to each factor at paragraph (h)(5) of this section and such documentation shall be available for review by the public and by HUD. An exception may be granted after it is determined that such an exception will serve to further the purpose of the Act and the effective and efficient administration of the program or project of the state or unit of general local government as appropriate. An exception may be considered only after the state or unit of general local government, as appropriate, has provided the following: (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and (ii) An opinion of the attorney for the state or the unit of general local government, as appropriate, that the interest for which the exception is sought would not violate state or local law. (5) Factors to be considered for exceptions. In determining whether to grant a requested exception after the requirements of paragraph (h)(4) of this section have been satisfactorily met, the cumulative effect of the following factors, where applicable, shall be considered: (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available; (ii) Whether an opportunity was provided for open competitive bidding or negotiation; (iii) Whether the person affected is a member of a group or class of low or moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question; (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (h)(3) of this section; (vi) Whether undue hardship will result either to the State or the unit of general local government or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and (vii) Any other relevant considerations.

**Division of Energy, Housing and Community Resources**  
**Lobbying Certification**

GRANTEE/UGLG\* NAME: \_\_\_\_\_  
DEHCR GRANT AGREEMENT #: \_\_\_\_\_

## **LOBBYING CERTIFICATION**

- FROM THE**  **Municipality/UGLG\***
- Contractor/Subcontractor**
- Subrecipient**
- Other** (*Specify entity type below*):
- \_\_\_\_\_

The undersigned certifies, to the best of their knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails

to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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*Name of Entity Completing This Form (i.e., UGLG\* / Company / Organization / Firm Name)*

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*Signature (required)*

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*Title*

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*Date Signed*

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*Printed/Typed Name of the Chief Elected Official, Owner, Chief Executive Officer,*

*or Other Authorized Representative of the Entity/Organization*

\*UGLG: Unit of General Local Government

# EXHIBIT III

## Minimum Qualifications

### I. Consulting Engineer Minimum Qualifications

- A. The project engineer responsible for project coordination must have a minimum of 5 years of experience with the CDBG Program or other federal/state programs.
- B. The engineering firm must have successfully provided engineer services for a minimum of 3 to 5 similar type projects. The engineering firm will not be accepted if there have been any unresolved audit exceptions relative to engineering services.
- C. The engineering firm must submit references as to the firm's professional qualifications from a minimum of 3 previous clients for which the engineering firm has performed work (include address and telephone number).

### II. Format for Professional Qualifications

Technical qualifications for the consulting engineer shall as a minimum include the following:

- A. The criteria and design approach to be used in the performance of required work.
- B. The personnel to be assigned to the project and resumes of qualifications and experience.
- C. The engineer's experience in the development, design and construction of similar projects.

### III. Final Selection

Final selection of the engineer will be based upon the maximum total points scored as set forth in the rating system in **Exhibit IV**.

The City of Hallsville reserves the right to negotiate a contract with the engineer deemed the most qualified to perform the professional services required.

Statement of Qualifications materials must be submitted in accordance with the instructions and terms specified in this RFQ for full consideration.

# EXHIBIT IV

## Selection Rating System

- |   |                          |
|---|--------------------------|
| 1. <u>Project Engineer's Experience</u>   | <u>Maximum 30 Points</u> |
| A. 3 or more years experience with CDBG or other federal/state programs   | 30 Points                |
| B. 2 years experience   | 20 Points                |
| C. 1 year experience  | 10 Points                |
| D. Less than 1 year experience  | 5 Points                 |
| E. No experience  | 0 Points                 |
| 2. Firm's Project Completion Background   | <u>Maximum 20 Points</u> |
| A. Completion of 3 similar type projects within proposed time frame & budget  | 20 Points                |
| B. Completion of 2 similar projects   | 15 Points                |
| C. Completion of 1 similar project  | 10 Points                |
| D. Work on 1 similar project; not completed   | 5 Points                 |
| E. No work on similar projects  | 0 Points                 |
| 3. References from Similar Projects   | <u>Maximum 20 Points</u> |
| A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service | 20 Points                |
| B. Respondent lists 2 previous clients  | 15 Points                |
| C. Respondent lists 1 previous client   | 10 Points                |
| D. Respondent lists no previous references  | 0 Points                 |
| 1. Firm's Familiarity with Community Needs  | <u>Maximum 20 Points</u> |
| A. Firm is thoroughly familiar with community(ies) of similar size and characteristics as City of Hallsville                  | 20 Points                |
| B. Firm is somewhat familiar with community(ies) of similar size and characteristics as City of Hallsville                    | 10 Points                |
| C. Firm is unfamiliar with community(ies) of similar size and characteristics as City of Hallsville                           | 0 Points                 |
| 2. Minority or Women Business Enterprise or Disadvantaged Business Enterprise Firm*   | <u>Maximum 5 Points</u>  |
| A. Firm is MBE, WBE or DBE Firm   | 5 Points                 |
| B. Firm is not MBE, WBE or DBE Firm   | 0 Points                 |
| 3. Small Business Firm  | <u>Maximum 5 Points</u>  |
| A. Firm is a small business   | 5 Points                 |
| B. Firm is not a small business   | 0 Points                 |

**MAXIMUM TOTAL POINTS: 100 POINTS**

**Note to Responders of RFP:**

***Proposal submittals are to be organized to address the submittal specifications listed in the RFQ and the evaluation criteria listed above. Brochures and similar generalized background materials may be included but are not required.***

*\*MBE/WBE/DBE Firms are Defined As Follows:*

Minority Business Enterprise (MBE) – Business with at least 51% ownership and control held by minority person(s).

Woman Business Enterprise (WBE) – Business with at least 51% ownership and control held by a woman or women.

Disadvantaged Business Enterprise (DBE) – Small business with at least 51% ownership and control held by person(s) classified as “disadvantaged” individual(s).

# EXHIBIT V

## Preliminary Engineering Report (PER) Requirements

### **City of Hallsville – Ricketts Road Traffic and Road Improvements Community Development Block Grant (CDBG) Application – FY 2025 Cycle**

The Preliminary Engineering Report (PER) must be completed, signed, and sealed by a Missouri-licensed engineer and submitted prior to the CDBG application deadline at the end of July 2025. The PER must contain the following components in compliance with the CDBG Competitive Cycle Application Guidelines:

#### **1. Title Page**

- Name of the proposed project
- Owner of the proposed project
- Name, address, phone, and email of PER preparer
- Date of submittal
- Project information summary
- Maps, photographs, and sketches showing legal/natural boundaries, major obstacles, elevations, service area, etc.

#### **2. Description of Existing Conditions and Projected Population**

- Describe current infrastructure and conditions
- Define the proposed service area (must match application)
- Provide population data and projections for the service area

#### **3. Description of Needs**

- Identify issues driving the need for the project (e.g., safety, regulatory, capacity)
- Explain how construction and O&M costs, including replacements, will be funded
- Describe current system limitations and future needs

#### **4. Alternatives Considered (Minimum of Three)**

- Detailed description of each alternative
- Include design parameters, schematic layouts, land requirements, construction challenges, etc.

- Provide cost comparisons and estimated O&M expenses over useful life

#### **5. Recommended Alternative**

- Clearly identify preferred option
- Justify selection based on cost, feasibility, impact, and long-term sustainability

#### **6. Estimated Project Costs**

- Total estimated project construction cost
- Annual O&M cost projections

#### **7. Project Financing**

- Administration plan for project implementation
- Existing and proposed project budget
- Include capital improvements, debt repayment, and reserve accounts
- Forecast long-term and short-term asset needs:
  - 1–5 years
  - 5–10 years
  - 10–15 years

#### **8. Environmental Review**

- Anticipated environmental impacts
- Agencies to be contacted for clearance
- Permits required and timeline
- Describe environmental conditions with and without the project

#### **9. Clearance & Conclusion**

- Anticipated funding timeline
- Additional background or justification for need
- Any other relevant recommendations or context

**Certification Requirements**

- The PER must be signed and sealed by a Missouri-licensed professional engineer.
- Cost estimates must match those listed in the CDBG application's Cost Summary table.
- Failure to submit a complete and properly certified PER may result in disqualification for funding.