



City of Union

10 EAST LOCUST STREET
UNION, MISSOURI 63084
PHONE: 636-583-3600
FAX: 636-583-4091

REQUEST FOR QUALIFICATIONS Comprehensive Plan for the City of Union

The City of Union is accepting written statements of qualifications for the development of a Comprehensive Plan for the City. The scope of services for the Comprehensive Plan has not fully been determined. The City of Union will work with the chosen qualified firm to determine full scope of services.

The project will be split into three phases. The first phase will consist of the conceptual efforts to determine the scope of work and how to best serve the citizens of Union, the Union Board of Aldermen and City staff.

The second phase of the project, to be completed at the discretion of the City, will encompass the preparation of the Comprehensive Plan; meeting with Board of Aldermen, Union Planning and Zoning, other City Committees, Councils, City Staff, city residents (public forums) and other individuals or groups decided during preparation of scope of work.

The third phase of the project, to be completed at the discretion of the City, will encompass deliverables (determined with scope of work) to Union Board of Aldermen.

Pre-Submittal Conference

A pre-submittal conference is scheduled at the City of Union, City Hall Training Room located at 10 East Locust Street. The conference will be conducted on **October 5, 2020 at 10:00 A.M.** Attendance will be limited to no more than two representatives per firm. Attendance at the pre-submittal conference is optional.

Submittal Requirements

Please provide the following information in your Statement of Qualifications.

1. List the name of the firm, address, contact person, telephone and fax number, and email address
2. Firms Capabilities. Briefly describe three (3) projects your project team has completed that have similar attributes to this project. List the team members and sub consultants who will be handling this project, including the Project Manager. List their individual experience, current location, role in the three (3) listed projects, and role to be played during the Comprehensive Plan.
3. Past Completed Comprehensive Plan. Identify and discuss a successful and significant project that your respective firm has completed within the past 2 years. An example of this completed Comprehensive Plan is to be included with submittal.
4. Project Approach. Provide your approach to this project based on the above issues you identified in Item three (3) above. Discuss the various strategies you would employ during the completion of the work through final design. Possible value-added items that your respective firm can perform should also be discussed.

5. Project Schedule. Provide a project schedule summarizing the time to address each task involved in completing the Comprehensive Plan.
6. Local Knowledge. Identify your firm's familiarity with the City of Union procedural requirements and/or local issues pertinent to this project that enhances your qualifications to successfully complete this project.

Indemnification and Insurance Requirements

The City of Union requires a Consultant Services Contract to be executed by the selected firm. This Contract contains language pertaining to indemnification and insurance coverage.

Evaluation Criteria

Evaluation of the submittals will be based upon the following:

Firms Capabilities (35 pts.)

Past Completed Comprehensive Plan (10 pts.)

Project Approach (30 pts.)

Project Schedule (10 pts.)

Local Knowledge (5 pts.)

Overall evaluation of firm/team* (10 pts.)

* This is an overall evaluation and opinion of the capability of the firm/team to provide the required services. No submittal response is required.

Selection Process

Selection of the firm to perform these consultant services will be made based on an evaluation of the written statements of qualifications and, at the option of the City, oral interviews of all or a portion of the short-listed firms.

Submittal Time and Place

Responses to this request must be received at the City of Union, City Hall, 10 East Locust Street, **no later than 4:00 PM (local Time) on Friday October 16, 2020**. Three (3) original copies of the statement of qualifications are requested along with one (1) original and complete past Comprehensive Plan. Please include a digital copy of the submittal. Late statements of qualifications will not be accepted.

The City of Union reserves the right to reject any or all qualification statements or part thereof and to waive any irregularities for the best interest of the City of Union.

Submit to:

James Schmieder

Assistant City Administrator

10 East Locust Street

Union, Missouri 63084

Phone: (636) 583-3600 (Office)

Email: jschmieder@unionmissouri.org