

# CITY OF ST JOSEPH

## REQUEST FOR QUALIFICATIONS

NO RFQ2022-07

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Proposals Must Be Received No  
Later Than

Time: 4:30 P.M.    Date: 7/12/2022

For Information Contact

Purchasing

at (816) 271-5330

This document constitutes a request for sealed bids, including prices, from qualified individuals and organizations to furnish those services and/or items as described herein.

**Proposals must be mailed or delivered to the Division of Purchasing, 1100 Frederick Avenue Room 201, St. Joseph, MO 64501.**

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### **RFQ: Multimodal Corridor Planning Study Services**

**Please have the RFQ Name and Number on the outside of the sealed proposals.**

The offeror must provide all information required in this document pursuant to the specifications attached and included herein.

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The offeror hereby agrees to provide the services and/or items at the prices quoted, pursuant to the attached terms and conditions of Request for Proposal or Invitation to Bidders and Terms and Conditions of Purchase, and further agrees that when this document is countersigned by an authorized official of the City of St. Joseph, a binding contract, as defined herein, shall exist between the offeror and the City of St. Joseph.

#### **SIGNATURE REQUIRED**

Offeror's Signature: \_\_\_\_\_ Offeror's Printed Name: \_\_\_\_\_ Title : \_\_\_\_\_

Company Name: \_\_\_\_\_ Date of Proposal: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

# REQUEST FOR QUALIFICATIONS

## MULTIMODAL CORRIDOR PLANNING STUDY SERVICES ST. JOSEPH AREA METROPOLITAN PLANNING ORGANIZATION (MPO) RFQ 2022-07

### I. INTRODUCTION

St. Joseph Area Transportation Study Organization (SJATSO), is seeking the services of a consultant firm to provide multimodal corridor planning study services for the Metropolitan Planning Organization (MPO). SJATSO is issuing this Request for Qualifications (RFQ) to solicit written proposals from consultants or consultant teams who are interested in providing such services. Based on an evaluation of responses to this RFQ, a consultant will be selected and invited to participate in further discussion and negotiation of a contract agreement for the services requested.

This solicitation for multimodal corridor planning study services, for use in continuing development of MTP projects. This solicitation is intended to provide interested parties a general understanding of the work potentially involved in the next year. No such study has been done for the MPO for this corridor before, but complementary studies do already exist.

The work shall be performed on behalf of SJATSO. Funding is provided for said work from the MPO. The resultant contract shall be for a term of one (1) year.

### II. PROJECT DESCRIPTION

#### GENERAL INFORMATION:

The St. Joseph Area Metropolitan Planning Organization (MPO) is the regional transportation planning organization for Andrew County, MO and Buchanan County, MO and Doniphan County, KS. The St. Joseph MPO is responsible for working with local, state, and federal agencies, the private sector, citizens, and stakeholders to plan coordinated transportation systems designed to move people, goods, and services in a cost effective, efficient, and safe manor throughout the MPO area. The St. Joseph MPO was established by the federal government to ensure that transportation decisions within the MPO area are performed in a continuing comprehensive, and cooperative process.

As a metropolitan transportation planning organization, St. Joseph MPO requires a Multimodal Corridor Planning Study to better understand the potential impacts of development that will enhance the mobility of people, goods, and services within the metropolitan planning area.

### III. SCOPE OF WORK

The Request for Qualifications (RFQ) is intended to satisfy the work task 3C in the 2022 Unified Planning Work Program (UPWP) created by the MPO.

1. **Project Management and Administration** – this task includes the setup of the initial project, internal project controls/monitoring, as well as invoicing and closeout.
2. **Meetings and Stakeholder Consultation** – this task includes data gathering and stakeholder meeting/information sessions, where the consultant will attend meetings arranged by the MPO or City

to; gather data for economic analysis; discuss project options; review project drafts; and discuss further actions to be taken.

3. **Preliminary Assessment** – Study area boundaries will be identified and defined by the consultant. Consultant will review prior reports relevant to the study area, which include, but are not limited to; 2020 BUILD Grant Application Feasibility Report; 2020 Rosecrans Memorial Airport Business Plan; 2045 Metropolitan Transportation Plan (created in 2019); 2006 St. Joseph/Downtown Riverfront Access Study. Consultant will generate “Build” and “No Build” infrastructure alternatives to establish baselines to be considered in Economic Development Analysis.
4. **Demographic and Property Value Analysis** – Consultant and City will collect information related to study area demographic trends and real estate supply and demand, such as population, employment, property vacancy and absorption rates, etc. Consultant and City will collect and refine individual property level data – including land use, zoning, and assessed parcel value data – from appropriate county tax assessment databases. Consultant and City will meet with local real estate and economic development professionals to assess local market conditions, areas of unmet need, demand for study area properties, and “success stories” in comparable areas.
5. **Economic Development Analysis** – In consideration of any prior planning efforts, Consultant will develop economic development scenarios that correspond with infrastructure “Build” and “No Build” alternatives. Consultant will determine if existing zoning / land use designations are appropriate, or if land use designation changes will be required. Consultant will forecast capacity for economic development at the parcel level and determine magnitude and extent of likely property development, including anticipated Floor Area Ratios (FAR) and employment densities.
6. **Economic Development Analysis Report** – The consultant will compile findings of the Preliminary Assessment, Demographic and Property Value Analysis, Economic Development Analysis, and other relevant findings into a public-facing summary report. The summary report will provide quantitative measure of the anticipated change in study area economic conditions resulting from the “Build” alternative infrastructure developments. These measures will include, but are not limited to, anticipated changes to the local study area in: employment, economic activity, property values, and tax receipts. The summary report will also highlight and discuss qualitatively any additional economic development impacts that cannot be assessed qualitatively. As part of the report development process, the consultant will develop necessary and relevant graphics to enhance report clarity, and to convey the project scope and/or pertinent project information.

#### IV. RESPONSE AND EVALUATION

Interested consultants should submit a Letter of Interest and Statement of Qualifications not to exceed twenty-five (25) pages in length. Proposals should include, but are not limited to, the following:

- Firm name, address, and telephone number.
- Point of contact: name and telephone number.
- Past experience related to the scope of services.
- Overview of consulting team including clear statements of expertise in project of this nature.
- Qualifications of staff
- Demonstrated ability to meet schedules without compromising sound planning practices.
- At least three (3) project references.

The following guidelines for communication have been established to ensure a fair and equitable process for all respondents:

Respondents requesting additional information or clarification are to contact Chance Gallagher in writing at [cgallagher@stjosephmo.gov](mailto:cgallagher@stjosephmo.gov) or at the address listed on the final page. **IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED.**

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within SJATSO or the City of St. Joseph regarding this Request for Qualifications may disqualify your company from further consideration.

## **V. EVALUATION PROCESS**

A Review Committee formulated by SJATSO, which is responsible for identifying the most qualified proposers, will evaluate all submittals. At the discretion of the Review Committee, selected consultants may be interviewed to determine the most qualified firm. Evaluation proceedings will be conducted within the established guidelines regarding nondiscriminatory action based upon the grounds of race, color, sex, or national origin.

## **VI. EVALUATION CRITERIA**

Submittals will be reviewed based on the following criteria:

- Experience with similar projects
- Firm and staff background, capacity, and qualifications
- Proposed approach
- Demonstrated knowledge of Federal Regulations
- Demonstrated ability to complete services
- Statement of Adherence to Title VI
- References

### **Development of Scope of Work**

Following a selection by the Review Committee, the SJATSO will work with the selected qualified respondent to develop a scope of work and fee schedule that will serve as the basis for a contract with the City of St. Joseph for the performance of the requested services. The selection of a qualified respondent does not commit the City to award the contract.

### **Title VI & Non-Discrimination**

The respondent hereby agrees, warrants, and assures compliance with the provision of Title VI of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of any contract with the City of St. Joseph or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Missouri State Constitutional or Statutory Law. The contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by implementation plans for sub-

recipients of federal funds through entity. The contractor shall produce the plan upon request of the City of St. Joseph. Failure to prove same shall constitute a material breach of contract.

### **Disclosure of Response Contents**

Provider understands and acknowledges that the City of St. Joseph is a governmental entity subject to the laws of the State of Missouri and that any reports, data, or other information supplied to the City of St. Joseph is subject to being disclosed as a public record in accordance with the laws of the State of Missouri. All qualifications and other materials submitted become the property of the City of St. Joseph Government. All response information will be held in confidence during the evaluation process and before the time of a Notice of Intent to award is issued. Thereafter, responses will become public information.

### **Submitting Qualifications**

Firms may request consideration by submitting one (1) original, four (4) copies and one (1) electronic version on a USB drive of a letter of interest and statement of qualifications to:

**Summer Deatherage, Purchasing Agent  
Purchasing Office  
Room 201, 1100 Frederick Ave  
St. Joseph, MO 64501**

All qualifications must be received by Ms. Deatherage's office on or before 4:30 PM (Central Standard Time) on **July 12<sup>th</sup>, 2022**.