



Public Water Supply District No.2
of St. Charles County, MO
Providing and Protecting our Most Precious Resource

REQUEST FOR QUALIFICATIONS

Public Water Supply District No. 2 of St. Charles County, Missouri

*QUALIFICATIONS DUE: **Friday, November 16, 2018 at 4:00 P.M. Local Time***

1 GENERAL

1.1 Public Water Supply District No. 2 of St. Charles County, Missouri (Water District) is seeking Statements of Qualifications for architectural, engineering, and land surveying services.

1.2 Statement of Qualifications Packages will be received at the Water District's office located at 100 Water Drive, O'Fallon, Missouri 63368 before 4:00 P.M. Local Time, **Friday the 16th of November 2018**.

2 BACKGROUND

2.1 Water District staff will annually prepare and release a request for qualifications and performance data (collectively "Qualifications") to firms offering architectural, engineering, and/or land surveying services. This request will be placed on the Water District's website in October on an annual basis. A due date for Qualifications will be included in the request.

2.2 Qualifications will be considered by the Water District on a project-by-project basis throughout the year in a selection process that meets the State of Missouri's requirements.

2.3 In addition, project specific Qualifications may be requested from firms during the year for evaluation. The project specific Qualifications may be procured from firms that have not previously provided qualifications. If project specific Qualifications are requested, they will be evaluated together with those already on file.

3 REQUIREMENTS

3.1 A Statement of Qualifications Package shall:

3.1.1 Be submitted to the Water District's office located at 100 Water Drive, O'Fallon, Missouri 63368 before 4:00 P.M. Local Time, **Friday the 16th of November 2018**;

3.1.2 Be sealed and clearly marked "**Statement of Qualifications for Professional Services**"; and

3.1.3 Include one (1) Thumb Drive with a single PDF file containing the Statement of Qualifications with PDF file size not exceeding 5MB.

3.2 Each Statement of Qualifications shall:

- 3.2.1 Be no longer than twenty (30) pages in total length;
- 3.2.2 Provide a description of services expected to be provided to the Water District.
- 3.2.3 Provide a description of specialized experience and technical competence of the firm with respect to the type of services provided;
- 3.2.4 Provide a description of the capacity and capability of the firm to perform services;
- 3.2.5 Provide training and experience of project managers and technical staff;
- 3.2.6 Provide past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
- 3.2.7 Provide the firm's proximity to and familiarity with the area served by the Water District; and
- 3.2.8 Provide no more than five (5) client references with names of individuals and telephone numbers, unless five (5) services have been provided to the Water District in the last five years, then provide project names and services provide to the Water District.

4 PROCEDURE INFORMATION

- 4.1 Submittals received after the deadline will be considered but offerings of Water District work may be delayed until such time as a review of the RFQ material can be completed. Such review time is solely at the time consideration of the Water District.
- 4.2 The Water District reserves the right to reject any submissions that the Water District determines do not meet the intent of these requirements and to waive defects in form or irregularities where the best interest of the Water District would be served.
- 4.3 Respondent must bear all costs associated with submittal including preparation, copying, postage, and delivery costs. The Water District will not be responsible for any costs or expenses incurred by persons or organizations attempting to respond to this Request for Qualifications.
- 4.4 The Water District retains the right to cancel this solicitation at any time. If this solicitation is canceled, all Submittals received in response to this Request for Qualifications will be rejected.
- 4.5 The Water District shall be under no obligation to return any materials submitted in response to this Request for Qualifications.

(End of RFQ)