



City of Trenton

1100 Main Street Trenton, MO 64683
660-359-4310 ~ 660-359-2281 ~ Fax: 660-359-2284
www.trentonmo.com

Request For Qualifications for On-Call Engineering Services

The City of Trenton, Missouri is soliciting statements of qualifications from engineering firms for professional engineering services for various projects departments. The City of Trenton is requesting qualifications from multi-disciplined engineering consulting firms for City engineering services. The City of Trenton will receive statements of qualifications from qualified consultants and firms to provide City engineering services relating to but not limited to the following project areas:

1. Streets
2. Sanitary Sewer Collection and Wastewater Treatment Systems
3. Water Treatment and Water Distribution and Supply Systems
4. Stormwater Conveyance Systems, Drainage, and Stormwater Management
5. Construction Administration and Observation
6. Surveying
7. Plan Reviews for Preliminary Plats, Final Plats, Site Plan Reviews (rarely)
8. Structural Engineering, primarily for dangerous building declaration cases
9. Other Capital Improvements Projects
10. General On-Call Consultation Services

See Addendum at the end of the document for correct phone number and other instructions.

Elements of the Submission

All consultants responding to this RFQ shall provide sufficient information and data to fully allow a complete evaluation of their qualifications. Consultants must present satisfactory evidence to the city indicating their ability to meet the scope of work within a prompt timeframe. In addition, to ensure consistency, responses should generally conform to the following format:

1. Cover Letter
2. Table of Contents
3. Introduction
4. Qualifications, Including Specialized Experience and Technical Competence of the firm

- a. The history and experience of the firm with engineering projects involving state funding, reporting and requirements.
 - i. Include any state prequalification's such as MoDOT's Approved Consultant Prequalification List.
 - ii. Please note if the firm qualifies as a disadvantaged business. Such firms are encouraged to apply.
 - b. The firm's history of success with grant funding and compliance
 - c. Specific examples of experience with at least two (and no more than five) of the projects described in the list of *Pending Projects* included. Short paragraphs may be included of other pertinent projects from any other projects. For instance, the inclusion of standard marketing materials is acceptable.
5. The Firm's Proximity to and Familiarity with the City
 6. Qualifications of Staff
 7. Evidence of the Firm's Missouri Registration as Professional Engineers and Surveyors
 8. E-Verify Documentation (see forms attached)
 9. Liability Insurance Certificate
 10. References – municipal government

The city intends to develop an on-call list of one to three firms in each discipline/project area. One firm may qualify for on-call status for multiple project areas or all project areas. The city will select engineering firms to include on that list for three to five years based on the above qualifications. For each project the most qualified firm with capacity at the time of the project will be selected and fees will be negotiated for individual projects as needed. Proposals should be submitted no later than Wednesday, August 19, 2026, at 2:00 p.m. to the City of Trenton, Missouri. Sealed envelopes should be clearly marked "RFQ, Engineering Services." For more information or to schedule a tour of facilities contact Matt Harline, City Administrator, (816) 690-3773 mharline@trentonmo.com.

General Instructions

1. The City of Trenton reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposals as may be deemed in the best interest of the city, in its sole discretion.
2. Any submission may be withdrawn at any time prior to the time specified herein for the opening of submissions, but no submission may be withdrawn for a period of ninety (90) days thereafter.

3. The City of Trenton will not be liable for any costs that a firm may incur in the preparation of or presentation of the proposal.
4. The City of Trenton shall not be obligated to return the firm's proposal once submitted, whether the proposal is withdrawn or not.

General Contract Terms

An agreement will be issued to the recommended firms upon approval of the firms by the City of Trenton's City Council. The agreements will be for three years with the option for two one-year extensions. The general terms are described below.

Evaluation

Must include all information required.

40% Feedback from references

30% Details of projects similar to our list

25% Other items listed included items 4-6 of the Elements of the Submission

5% Additional qualification under 4.a.i. and 4.a.ii.

Pending Projects

Transportation & Site Development

Widening of 40th Street from Oklahoma to

Pleasant Plain Road/NW 10th Avenue

Fire Training Campus

TAP and other grant projects

Construction Management

Stormwater Management

Basin modeling

Addressing problem areas

Wastewater Treatment

Review, update and assist with
implementation of 2017

Engineering/Master Plan

Permit renewal assistance (including
response to phosphorus rule)

Water Distribution/Sewer Collection

Lead water service line replacement (grant
funded)

Annual replacement plan

Inflow & Infiltration Remediation

Water Treatment (Plant)

Remodeling the sodium aluminate delivery
system and building

Asbestos removal

Plant updates and improvements

- Lagoon fill area
- Improve pumping from lagoon to reservoir
- Drying bed for Lime
- Replace reservoir intakes



City of Trenton

1100 Main Street Trenton, MO 64683
660-359-4310 ~ 660-359-2281 ~ Fax: 660-359-2284
www.trentonmo.com

STATEMENT OF QUALIFICATIONS PROPOSAL SIGNATURE FORM

By signing below, I am certifying that I am submitting this proposal as an authorized representative of the below-named firm, have thoroughly reviewed and understand the terms and conditions of the RFQ for Engineering Services for the City of Trenton, MO, and am submitting the proposal accordingly. Dated this day of _____, 202__.

(Authorized Representative Signature)

(Authorized Representative Name/Title)

(Company Name)

(Address)

(City, State, Zip)

(Phone Number/Fax Number)

(Email Address)

THIS FORM MUST BE SUBMITTED WITH THE QUALIFICATIONS General Terms and Conditions

The City of Trenton reserves the right to waive any informality, reject any or all proposals and/or cancel this RFQ, all without any obligation to the city. When the city identifies a project requiring engineering services, the city will evaluate the responses on file and shall select three. From those three, the City shall select the firm which, based upon its response to this RFQ, and subsequent information pertinent to the project, is regarded to be the best qualified and capable of performing the desired work. The city shall prepare a written description of the scope of the proposed services and shall enter negotiations with the firm selected. If not successful in negotiating a contract with the selected firm, the City shall initiate negotiations with the second of the three and with the third if unable to negotiate a contract with the second.

If unsuccessful with the third, the city shall reevaluate the necessary services and select another three firms and start the process anew.

1. ***Contract Documents.*** This Request for Qualifications, Engineer's Qualifications Proposal, including without limitation any completed forms required by Engineer under the Request for Qualifications, and City's Notice of Award letter shall form a binding agreement and shall be made a part of any Agreement (the Agreement) executed between City and the winning Engineer regarding the subject matter herein.
2. ***Engineer's Services.*** Engineer agrees, when requested by City, to provide professional engineering services to City, which may include but are not limited to: subsurface exploration, geotechnical engineering, phase I ESA; asbestos and/or lead based paint surveys; property condition assessments (PCA); construction material testing; laboratory testing; special inspections; reports; engineering services, such as assisting City in obtaining competitive bids and administering the construction contracts for any such project, or other professional or consulting services. The scope of the services performed by an Engineer shall be agreed upon for each project and shall be documented in a written Project Work Authorization signed by the parties.
3. ***Non-Exclusivity.*** Engineers acknowledge that this is a non-exclusive arrangement, and that the City may from time to time enter into similar arrangements with other engineers. The city reserves the right to contract with others to perform similar services. Engineers further acknowledge that the city is not committed to contract for a stated volume of work or services during the period for which they are qualified to provide services.
4. ***Initial Term.*** The Agreement of the qualified engineer shall be for a three (3) year term from the date of Agreement. The agreement may be renewed upon the mutual written

agreement of the parties for two (2) additional one-year renewal options. If the Agreement is not renewed, City and Engineer agree to complete all ongoing Project Work Authorization in accordance with the terms of the Agreement and the applicable Project Work Authorization, unless such projects were or are terminated in accordance with the termination provisions of the Agreement.

5. Insurance. During the course of performing its services, Engineer will maintain the following minimum insurance coverage:

<u>Type of Coverage</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Employers Liability	\$500,000
Comprehensive General Liability	\$1,000,000 per occurrence, \$3,000,000 aggregate
Automobile Liability	\$1,000,000 per occurrence, \$3,000,000 aggregate
Umbrella	\$2,000,000
Professional Liability	\$1,000,000 per claim
Errors & Omissions	\$1,000,000

The city will be listed as an additional insured in respect to general liability, automobile liability, and umbrella/excess insurance. However, the addition of the City as an additional insured shall not in any way nullify coverage for claims or actions the City may have against Engineer. Engineers will provide the City with certificates evidencing the required coverage prior to commencing services.

FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM

For Contracts with the City of Trenton, Missouri:

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri political subdivision must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the City (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in in connection with the services being provided, or to be provided, to the City.

Accordingly, your company:

- (a) Agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” and deliver the same to the city prior to or contemporaneously with the execution of its contract.
- (b) Affirms it is enrolled in the “E-Verify” work authorization program in the United States and is participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided.
- (c) Affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the district.
- (d) Affirms you will notify the city if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto.
- (e) Agrees to provide documentation of your participation in E-Verify to the City prior to or contemporaneously with the execution of its contract with the city (or at any time thereafter upon request), by providing an E-Verify screen print out (or equivalent documentation) confirming your participation in E-Verify.
- (f) Agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- (g) Agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the City of Trenton.

By: _____ (signature)

Printed Name and Title: _____

For and on behalf of: _____ (Company)

THIS FORM MUST BE SUBMITTED WITH THE QUALIFICATIONS

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____, being of legal age and having been duly sworn upon my oath,
state the following facts are true:

1. I am more than twenty-one years of age and have first-hand knowledge of the matters set forth herein.
2. I am employed by _____ (“Company”) and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify federal work authorization program with respect to Company’s employees working in connection with the services Company is providing to, or will provide to the City of Trenton, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the city.

FURTHER AFFIANT SAYETH NOT.

By: _____ (Signature)
Print Name/Title: _____
On Behalf of: _____ (Company)

STATE OF _____
COUNTY OF _____

Submitted and sworn to before me this _____ day of _____, 202____.

Notary Public _____
Print Notary Name _____
My commission expires: _____

THIS FORM MUST BE SUBMITTED WITH THE QUALIFICATIONS



City of Trenton

1100 Main Street Trenton, MO 64683
660-359-4310 ~ 660-359-2281 ~ Fax: 660-359-2284
www.trentonmo.com

Request For Qualifications for On-Call Engineering Services **Addendum 1**

Correct phone number for City Administrator, Matt Harline is 660-359-2283 (direct)

Please submit either:

- two hard copies and a thumb drive of your entire Statement of Qualifications.
- Five printed copies of your entire Statement of Qualifications.