

City of Moberly, Missouri

Request for Qualifications (RFQ)

Design and Construction Consultant Services

RFQ Issue Date: October 17, 2025

Submission Deadline: November 7, 2025 at 11:00am

1. Introduction

The City of Moberly, Missouri is soliciting Statements of Qualifications (SOQs) from qualified design and construction consultants, or architects to assist the City in the conceptual development, evaluation, planning, and management of municipal facility construction projects. The selected consultant will support internal staff through all requested stages of project development and may also provide construction management and supervision services as requested.

The City intends to enter into a two-year professional services agreement with the selected consultant. Compensation will be based on an agreed-upon fixed hourly rate, with additional subcontracted services reimbursed at actual cost, or a pre-agreed percentage over actual cost.

2. Scope of Services

The selected consultant will perform the following services, which may vary by project and assignment:

A. Planning & Evaluation

- Development of conceptual design plans based on City direction and site conditions
- Phase I and Phase II evaluation of project feasibility, constructability, and environmental impacts
- Cost modeling and comparison of alternative designs

B. Project Preparation & Bidding Support

- Assist and advise City staff in preparing Requests for Proposals (RFPs), bid scopes, and schedules
- Prepare internal cost estimates and technical input
- Develop illustrative drawings or renderings as needed to support public bidding

- Assist in bid evaluations, bidder qualifications, and assessment of cost/value compliance

C. On-Site Support

- Maintain a regular and consistent on-site presence to support project development and City staff
- Participate in project meetings, site walks, and inspections as needed

D. Construction Management & Supervision (Optional/As Assigned)

- Provide construction oversight, contractor coordination, issue resolution, and schedule tracking
- Serve as owner's representative on-site, as directed by the City
- Document construction progress and contractor performance

E. Consultant Team Coordination

- Per the request and consent of the City, consultant may engage and manage any necessary subcontracted engineers, architects, or specialty professionals to assist with any necessary elements.
- Consultant shall act as the sole contracting party with any subcontractors
- Subcontracted services will be reimbursed at actual cost with either no markup or an agreed fixed percentage.

3. Contract Terms

- Term: The agreement will be for an initial period of two (2) years, with the potential for extension by mutual agreement.
- Compensation:
 - Fixed hourly rate for general consulting services
 - Separate hourly rate for construction management, supervision and inspection.
 - Preference for no markup on subcontracted services, i.e. reimbursed at actual cost. In the alternative, prospective consultant may submit a fixed percentage of markup on subcontracted services.
 - Any travel or incidental costs must be identified and approved in advance

- Insurance Requirements:

The selected consultant shall maintain:

- Commercial General Liability Insurance – \$1,000,000 per occurrence
 - Professional Liability (Errors & Omissions) Insurance – \$1,000,000 minimum
 - Workers' Compensation Insurance – as required by Missouri law
- Proof of insurance will be required prior to contract execution.

- Indemnification:

The consultant shall indemnify, defend, and hold harmless the City of Moberly, its elected officials, officers, agents, and employees from and against any and all claims, damages, losses, and expenses—including reasonable attorney's fees—arising out of or resulting from the performance of services under the contract, caused in whole or in part by any negligent act or omission of the consultant or any subcontractor engaged by the consultant.

- No provision of this RFQ or eventual agreement with the successful consultant shall constitute a waiver of the City's right to assert a defense based on sovereign immunity, official immunity or any other immunity available under law.

4. Submittal Requirements

Please submit the following items in your Statement of Qualifications:

1. Cover Letter – Indicating interest, key qualifications, and understanding of the scope
2. Firm Overview – History, structure, office locations, and relevant municipal experience
3. Key Personnel – Identify individuals assigned to the work, including resumes
4. Project Examples – Description of noteworthy projects completed in the past 3 years
5. Hourly Rate Schedule:
 - Hourly rate for general consulting services
 - Hourly rate for construction management/supervision
 - Proposed structure for any reimbursable costs
6. Availability – Statement of capacity and expected on-site availability
7. References – At least three clients, one of whom must be a municipal client.

8. Insurance Certificate – Evidence of ability to meet required insurance levels

5. Submission Instructions

Submit SOQs no later than 11:00am on November 7, 2025 to:

City of Moberly
Attn: Greg Hodge, Assistant to the City Manager
101 West Reed St.
Moberly, MO 65270

Electronic PDF submissions may be emailed to: gregh@cityofmoberly.com

6. Additional Factors

- Proposals will be evaluated based upon the criteria outlined in Moberly City Code 2-434 (a) *Selection of Professional Services*.
- Submissions from firms with demonstrated successful experience with local projects within the City of Moberly will be considered favorably.
- City will interview what it deems to be the consultants who have the most applicable experience and references.

7. Questions and Clarifications

All questions regarding this RFQ must be submitted via email by October 31, 2025 to:

Greg Hodge, Assistant to the City Manager
Email: gregh@cityofmoberly.com

8. Reservation of Rights

The City of Moberly reserves the right to:

- Reject any or all submittals
- Waive informalities or irregularities
- Request clarification or additional information
- Negotiate contract terms with any qualified respondent