

CITY OF HALLSVILLE, MISSOURI
REQUEST FOR PROPOSAL & QUALIFICATIONS
25-14



ON-CALL ENGINEERING SERVICES

SUBMITTAL DEADLINE

November 12, 2025 at 3:00p.m.

REQUEST FOR QUALIFICATIONS / REQUEST FOR PROPOSALS (RFQ/RFP)

ON-CALL ENGINEERING SERVICES

City of Hallsville, Missouri

1. Introduction

From time to time, the City of Hallsville, Missouri undertakes projects or encounters challenges that require professional engineering services. The purpose of this RFQ/RFP is to establish an on-call engineer or engineering firm that the City may utilize as needs arise.

Submission of qualifications under this RFQ/RFP does not guarantee the award of any work or contract. However, only firms or individuals with current qualifications on file with the City of Hallsville will be considered for selection for specific projects if their qualifications align with the project requirements.

2. Scope of Services

The selected engineer or firm may be requested to provide professional services including, but not limited to, the following:

- General civil engineering consultation and project design
- Review of subdivision plats and construction plans
- Road and intersection improvements
- Concrete testing
- Stormwater management and drainage design
- Water system improvements
- Coordination with state and federal agencies (MoDOT, DNR, CDBG, etc.)
- Attendance at public meetings or presentations, as requested

The City reserves the right to define the scope of each individual project and to negotiate a specific scope and fee for services at the time work is assigned.

3. Submission Requirements

Interested firms or individuals should submit a Statement of Qualifications (SOQ) that includes the following:

1. Cover Letter – Brief introduction of the firm or individual, including contact information.
2. Firm Profile – Background information, areas of expertise, size, and location of office.
3. Key Personnel – Names, titles, and qualifications of personnel likely to be assigned to City

projects.

4. Relevant Experience – List of recent and relevant projects, including project description, client name, and reference contact information.
5. Project Approach – Description of how the firm approaches on-call or municipal projects.
6. Rate Schedule – Current hourly rates for key personnel and reimbursable costs.
7. Insurance Coverage – Proof of current professional liability, general liability, and workers' compensation insurance.
8. References – Minimum of three (3) professional references from similar clients.

Submissions should be clear, concise, and limited to twenty (20) pages, excluding appendices.

4. Evaluation Criteria

Qualifications will be evaluated based on the following criteria:

- Demonstrated experience with municipal engineering projects
- Professional qualifications and experience of key staff
- Availability and responsiveness for on-call assignments
- Past performance and client references
- Understanding of the City's needs and approach to service delivery
- Fee schedule and overall cost effectiveness

The City may request interviews or additional information prior to final selection.

5. Selection and Use

The City of Hallsville intends to select one (1) or more qualified firms to provide on-call engineering services for a term of up to three (3) years, subject to renewal and City Council approval.

Being selected as the on-call engineer does not guarantee work. Assignments will be made as needed, based on project type, availability, and the City's discretion.

6. Submission Deadline and Contact Information

Submissions must be received by 3:00 p.m. on Wednesday, November 12, 2025, at:

City of Hallsville
Attn: City Administrator
202 Highway 124 East
Hallsville, MO 65255

Electronic submissions may be accepted at cityhall@hallsvillemo.org if received prior to the deadline.

All questions regarding this RFQ/RFP should be directed to:

Kenyetta Ridgway-Sample, City Clerk
Email: cityhall@hallsvillemo.org

7. General Conditions

- The City reserves the right to reject any or all submissions, to waive any irregularities, and to accept the proposal deemed most advantageous to the City.
- All costs incurred in the preparation of a response to this RFQ/RFP are the responsibility of the proposer.
- All documents submitted become the property of the City of Hallsville and may be subject to public disclosure under the Missouri Sunshine Law.