



**CITY OF OSAGE BEACH, MISSOURI
REQUEST FOR QUALIFICATIONS (RFQ):
ENGINEERING, UTILITY, PLANNING AND ARCHITECTURAL
AND FACILITY SERVICES**

Date Issued:	June 20, 2025
Submission Deadline:	July 11, 2025; 2 PM
Return To:	City of Osage Beach, Missouri Office of the City Clerk 1000 City Parkway Osage Beach, MO 65065

INTRODUCTION

The City of Osage Beach is seeking proposals from qualified firms to provide municipal engineering, utility, planning, and architectural facilities services, as outlined in the *Scope of Services* section, for two-years with three optional one-year renewals based on outcomes, performance and partnership satisfaction.

The City of Osage Beach, Missouri, is centrally located in Missouri, in both Camden County and Miller County, in the heart of Lake of the Ozarks. The Lake of the Ozarks is the 5th most visited location in Missouri and the Midwest's premier lake destination that boasts world-class boating and fishing, shopping, dining, and other outstanding recreation. The City, one of many communities surrounding the Lake of the Ozarks, has a population over 5,000, and due to the City's invaluable tourism draw, provides services to over 240,000 visitors and second homeowners annually within the City's limits.

The City of Osage Beach, Missouri, is a fourth-class city and operates under a Mayor/Board of Aldermen/City Administrator form of government with 123 FTEs. The City provides a wide variety of public services, including police and ambulance service, planning, private development oversight,

street maintenance, water and sewer, parks and recreation, and two municipal airports. The City operates on a calendar fiscal year, and budgeted expenditures for all funds for FY2025 is \$42.7 million. The City continues to grow and capital investment in our community for FY2025 is \$17 million. More information on the City can be found on the city's website www.OsageBeach.org.

All appropriate firms and individuals are invited to submit. To be considered, qualifications must address one or more of the concerns requested in this document. The City intends to contract with multiple providers in order to adequately satisfy the City's needs. Accessibility to and a timely response from these firms is essential to the position.

PROJECT TEAM

Questions regarding this request should be addressed to Drew Bowman, City Engineer, abowman@osagebeach.org, (573) 302-2000, extension 1062, or Jeff Fisher, Public Works Director, jfisher@osagebeach.org, (573) 302-2020. The City staff involved with the successful contractor(s) for these services shall include, but not limited to, the following offices:

- Office of the City Administrator
- Office of the Building Official
- Public Works Department
- City Engineer

SCOPE OF SERVICES

The City of Osage Beach intends to enter into multiple on-call professional services agreements with firms to provide municipal services associated with roadway design, storm drainage design, traffic engineering, construction observation, regulation compliance, asset management, plan review, materials testing and geotechnical, surveying, structural engineering, architecture, water and sewer infrastructure, community planning, public engagement, financial/rate studies and facilities management. A professional services agreement shall specify the scope of included services.

The City reserves the right to enter into agreements with other firms based on special or emerging needs and/or due to scale of the anticipated costs.

Each firm will submit qualifications per directions below and in a separate, sealed submittal provide the firm's rate schedule to be utilized to estimate costs for work to be performed. Task orders will be the instrument issued per project, study, design effort, support effort or consultation.

SCHEDULE

Every effort will be made to adhere to the following schedule regarding this proposal, although it may be altered at the City's convenience.

Release and advertisement of RFQ	June 20, 2025
Deadline for questions	July 2, 2025
Proposal submission deadline	July 11, 2025
Final Selection & Board Approval	July/August

PROPOSAL SUBMISSION AND AWARD

Submission – All proposals must be received by the City Clerk, City of Osage Beach, 1000 City Parkway, Osage Beach, Missouri 65065 prior to 2:00 p.m., Central Standard Time, on Friday, July 11, 2025.

Interested firms must deliver one hard copy submittal by mail to the City Clerk before the deadline above and it is requested that a thumb drive be submit with the hard copy. It is the firm's responsibility to verify that the hard copy submittal has been received by the City Clerk before the deadline.

Proposals received after the deadline shall not be considered. The City reserves the right to accept or reject any proposal regardless of any defect or variance for the requirements set forth in this RFQ.

Proposals must be clearly identified as follows: **Proposals for Engineering and Other Related Services** and shall indicate such information on the outside of the proposal packet. Proposals will not be accepted by facsimile transmittal or email.

Amendments to RFQ – In the event it should be necessary to revise any portion of this RFQ, the City will endeavor to provide any addenda to anyone who received or requested the original RFQ, but to guarantee you have the complete RFQ it is recommended you check the city website at www.osagebeach.org for updates before making your final submission. If you received this RFQ by means other than the bid system, you must furnish your firm's name, address, and telephone number to the person identified in the Proposal Instructions section to receive any addendum.

Waiver – The City reserves the right to waive any variances from the original RFQ in cases where the variances are in the best interest of the City.

Proposal Format and Contents – Responses to this RFQ shall include the following information to facilitate an effective evaluation and shall be limited to a total of 5 pages (double-sided). Please note, the cover letter and cover page is not included in the page count.

- A. City of Osage Beach RFQ Engineering Services Proposal Form (enclosed).
- B. Cover letter – providing name of firm, address, date established, and a description of the firm's history.
- C. Proposal contents: Respondents shall provide information about its team, the quality of its expertise and experience in services of interest, and its capability and capacity to perform stated scope of services outlined it the RFQ, including, but not limited to, the following.

1. Letter of interest (no more than one-page single side).
2. Firm Name/Address.
3. Provide the name of each engineer proposed to provide services and the name of the firm's lead person who will be the main contact with the City. This individual is expected to remain the responsible engineer throughout the engagement. Engineers and architects must be licensed to practice in the State of Missouri, with an appropriate level of experience, and experience on the behalf of local government(s) is highly desired.
4. The specialized experience and technical competence of the firm with respect to the type of services required.
5. The capacity and capability of the firm to perform the work in question, including specialized services, the ability to respond in a timely manner and on short notice, and the proposed approach to communicating with the City.
6. The past record of performance of the firm with respect to such factors as control of cost, quality of work, and ability to accommodate schedules and meet deadlines.
7. The firm's proximity to and familiarity with the City of Osage Beach.
8. It is the policy of the City of Osage Beach to negotiate contracts for engineering services based on demonstrated competence and qualifications, at fair and reasonable prices pursuant to Section 8.285 RSMo. Please include three existing clients as references that represent similar work and services within the last five years.

D. Additional Information:

1. All proposals become the property of the City of Osage Beach, Missouri upon receipt and are subject to the Missouri Sunshine Act Chapter 610. Selection or rejection of the proposal will not affect this right.
2. The City shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFQ. Disqualification of a proposal does not eliminate this right.
3. All material submitted in response to this RFQ will become public record and will be subject to inspection after Intent to Award notice is issued. Any material requested to be treated as proprietary or confidential must be clearly identified and easily separable from the rest of the proposal. Such request must include justification for the request. Any material requested to be treated as proprietary or confidential may or may not be treated as such. Neither cost or pricing information nor a total cost of a proposal will be considered proprietary.
4. The City of Osage Beach, Missouri shall not be obligated or be liable for any cost incurred by proposers prior to issuance of a contract. All costs to prepare and submit a response to this solicitation shall be borne by the proposer.

Award and Selection – The City will evaluate each firm’s submission based upon the criteria listed below. Firms may be invited to an interview the week following the submittal deadline. Following the evaluation process, the City will select a firm. The City reserves the right to negotiate modifications to the RFQ. The City reserves the right to terminate this process and reject all bids.

The following criteria will serve as a tool for the selection of firms:

- Experience and Qualifications - 25pts
- Past Performance and References - 5pts
- Ability to serve, and partner with, the City – 20pts

Rejection – The City of Osage Beach, Missouri reserves the right to reject any or all bids or proposals received in response to this RFQ, or to cancel this RFQ. Failure to furnish all information or to follow the proposal format requested in this RFQ may disqualify the proposal. Any exception to the Scope of Work must be identified in the proposal.

ADDITIONAL TERMS AND CONDITIONS UPON CONTRACT

Appropriation Clause

The continuation of the contract is contingent upon annual appropriation of funds by the Osage Beach Board of Aldermen. In the event the Board of Aldermen shall not budget and appropriate, specifically with respect to this agreement, on or before January 1, subsequent years of the contract monies sufficient to make all payments under this agreement, the City shall not be obligated to make those payments.

Assignment of Contract

Neither this contract, nor any portion thereof, shall be reassigned except by formal written approval by the City.

Contract Termination

The City reserves the right to terminate the contract by giving thirty (30) days written.

Discrimination Policy

The City of Osage Beach advises the public that it does not discriminate on the basis of handicapped status, race or color, national origin, religion, age, sex in employment or the provision of municipal services. Furthermore, the city has an Affirmative Action Plan for the purpose of promoting vigorously the objectives of equal opportunity in employment and all programs and services.

E-Verify: Federal Work Authorization Program

Bidders are informed that pursuant to Section 285.530, RSMo, as a condition of the award of any contract more than five thousand dollars (\$5,000.00), the successful bidder shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. Successful

bidders shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the contracted services.

Indemnification

The Firm shall indemnify, save, and hold harmless the City of Osage Beach, Missouri, its employees, and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the operator or its employees, agents, subcontractors, or assignees pursuant to the terms of the contract resulting from this RFP.

Laws, Ordinances, Regulations

Firm shall conform to all Federal, State, and City regulations, ordinances, and laws applicable to the firm the City or the subject matter of this contract. The City of Osage Beach shall not be responsible for any fees, charges, money, etc. due, resulting from any service provided under the provision of this contract. Firm shall conform to all changes made to this contract/agreement as a result of any ordinance, law and/or directive issued by the Federal, State, or City government having jurisdiction over this contract.

CITY OF OSAGE BEACH, MISSOURI

ENGINEERING SERVICES

Proposal Form

Signature of bidder indicates that the information provided in bidder's submission is true and accurate, the bidder is willing and able to provide services outlined in the scope of services, the bidder understands and will comply with all terms and conditions, and all other specifications made a part of this RFQ, and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of a contract subsequent to an award.

In compliance with this RFQ and to all the conditions imposed herein, the undersigned offers and agrees to provide consulting services for the City of Osage Beach in accordance with the scope of work and intent of this request for proposal contained herein.

Indicate whether: () Individual; () Partnership; () Corporation; () LLC / LLP or other entity

State Incorporated: _____ Tax ID#: _____ Corporate Charter#: _____

COMPANY: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____

PHONE _____ EMAIL _____

Signature

Title

Date

ADDENDUM NO.1

For the RFQ Engineering, Utility, Planning and Architectural and Facility Services

This Addendum is hereby made a part of the official document for the above referenced RFQ.
The bid is hereby amended as described herein.

CHANGES AND/OR ADDITIONS

No PDF is to be sent to the Public Works Director or the City Engineer.

A thumb drive must be added to the packet for submission.

YOU MUST ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1 IN YOU BIDDING
DOCUMENTS BY INCLUDING IT WITH THE SEALED BID. FAILURE TO SO DO MAY
RESULT IN DISQUALIFICATION.

END OF ADDENDUM.