



September 24th, 2025

Dear Consultant:

The City of Odessa, Missouri is requesting the services of a consulting engineering firm ("Firm") to perform the described professional services for the Odessa Historic Downtown District Improvements Project as described in this Request for Qualifications and included on the attached list. The project is broken into two separate phases, Phase 1 is defined by the work associated with 2nd Street and Phase 2 is defined by the work associated with Mason Street. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 10 pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. The information should describe your firm's experience, capacity and capability, and past record of performance.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest or be on file with the City of Odessa. The statement of qualification is not included in the total page count limit.

A DBE goal of 5% has been established by MoDOT for this project. DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.org, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

Preliminary Construction documents for project are available by contacting the City's Owner's Representative Scott Vilas at scott@navigatebuildingsolutions.com.

We request all letters be received by 10:00am, Tuesday, October 14, 2025, 10am, (10/14/2025) at Odessa City Hall, 228 S. 2nd Street, Odessa, MO 64076.

Sincerely,

Shawna Davis
City Administrator
City of Odessa

Attachment



REQUEST FOR QUALIFICATIONS
RFQ 06-2025
PROFESSIONAL DESIGN SERVICES
STATEMENT OF QUALIFICATIONS DUE BY
10:00AM ON October 14TH, 2025

The City of Odessa (hereafter noted as “the City”) is requesting sealed qualifications for **Construction Engineering and Testing Services**. Qualified firms (hereafter noted as “Firm”) are invited to submit sealed qualifications related to **Odessa Historic Downtown District Improvements Project** in accordance with the specifications contained herein. Sealed qualifications, subject to the TERMS and CONDITIONS of this Request, will be received until 10:00 o’clock a.m. Central Time on, October 14th, 2025. General information and instructions to respondents are contained herein. **No faxed or e-mailed Responses will be accepted.**

The City of Odessa reserves the right, at its sole discretion, to reject any or all qualifications submitted.

Any inquiries concerning the qualifications submittal process should be directed to the City’s Owner’s Representative, Navigate Building Solutions, attention Scott Vilas. Phone: (832) 535-7204; email: scott@navigatebuildingsolutions.com

During the evaluation process, the City of Odessa reserves the right to request additional information and clarifications from vendors submitting under this proposal. Any additional information requests will be submitted as an addendum. Qualifications submitted in response to this notice shall be valid for a period of forty-five (45) days from date of bid opening and may not be withdrawn or modified by vendors prior to that date.

Submission of qualifications indicates acceptance by the firm of the conditions contained herein unless exceptions are clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Odessa and the firm selected.



LEGAL NOTICE

REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL DESIGN SERVICES

The City of Odessa is soliciting qualifications from firms to provide professional design services for the Odessa Historic Downtown District Improvements project.

All questions shall be submitted electronically through the City's Owner's Representative (scott@navigatebuildingsolutions.com) by 5:00 p.m. local time on October 8th, 2025.

The services to be provided shall include, but are not limited to, serving as the engineering and testing consultant, providing Construction Phase services as defined herein.

Qualified firms are required to submit their qualifications in accordance with the solicitation requirements.

After review of all qualifications, the City of Odessa reserves the right to reject any or all responses, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the City of Odessa.



PURPOSE, BACKGROUND AND SCOPE OF SERVICES

SECTION 1: BACKGROUND INFORMATION

Project Name: Odessa Historic Downtown District Improvements

MODOT Project number: TAP-9901 (443), TAP-9901 (440)

Location: The City of Odessa's project consists of Construction of ADA compliant sidewalks, ramps & street Improvements at Mason Street & 2nd Street intersection located in the historic downtown district. The City of Odessa is a rural community approximately 36 miles east of Kansas City, Missouri and 90 miles west of Columbia, Missouri. The City's population consists of approximately 5689 people.

The extents of the Mason Street project area are from 3rd Street to 1st Street. The extents of the 2nd Street project area are from Main St. to Dryden St.



Recent Progress

The City has completed the design of construction documents and in process of submitting PS&E submission for MoDOT approval to release project for bidding. The project intends to be released for bidding following PS&E approval.



Project Need

The need for the Odessa Historic Downtown District Improvements project involves providing construction engineering and testing services as defined in section 2 below.

SECTION 2: PROJECT SCOPE

The approximate construction cost is \$673,000 for 2nd Street (Phase 1) and \$667,000 for Mason Street, totaling an approximate cost of \$1,340,000 for both phases of the project. A DBE goal of 5% has been established by MoDOT for this project. DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

Construction Inspection:

Firm shall be expected to work with contractor on behalf of the City to complete the following activities:

1. Perform periodic site inspection to observe the Contractor's progress and quality of work.
2. Accompany MoDOT and FHWA representatives on visits of the project site as requested.
3. Check shop drawings submitted by contractor.
4. reject work not conforming to project documents.
5. prepare change orders for issuance by the local agency as necessary and assure that proper approvals are made prior to work being performed.
6. Review wage rates, postings, equal employment opportunity and other related items called for in contract documents.
7. Inspect materials, review material certifications furnished by Contractor, sample concrete and other materials as required, and arrange for laboratory testing of samples.
8. Maintain progress diary and other project records, measure and document quantities.
9. Prepare monthly estimates for payments due to the Contractor.



10. Be present during critical construction operations, including but not limited to the following:

- a. Sidewalk and crosswalk layout
- b. Excavation and Backfilling
- c. Traffic Control Layout
- d. Concrete batching and placement
- e. Placement of traffic control devices, including signing and signaling
- f. Placement of surfacing materials and pavement markings

City of Odessa, Lafayette County Historic Downtown District Improvements	
Federal Aid No:	TAP-9901 (443), TAP-9901 (440)
Location:	Mason and 2 nd Street Intersection in Downtown Odessa, Missouri
Proposed Improvement:	Construction of ADA compliant Sidewalks Ramps & Street Improvements at Mason Street & 2 nd Street intersection
Length:	0.15 miles on Mason Street (Phase 2) and 0.15 miles on Second Street (Phase 1)
Approximate Construction Cost:	2 nd Street: \$673,000 (Phase 1) Mason Street: \$667,000 (Phase 2) Total: \$1,340,000
DBE Goal Determination:	5%
Consultant Services Required:	Design Phase: Not included at this time. Construction Phase: As outlined above.
Other Comments:	
Contact:	Name: Shawna Davis Phone: 816-608-5651 Email: shawna.davis@cityofodessamo.com
Deadline:	
• Submit: Letter of interest should not exceed 10 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>3</u> copies of the letter of interest should be received at the address and by the time specified.	



Evaluation Criteria:

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

Experience and Technical Competence 45 points

Project Manager and technical leads have successfully managed similar projects. Plan for sub-consultants to contribute meaningfully to this project.

Capacity and Capability 30 points

Project team availability
Proposed project approach demonstrates a thorough understanding of the project and of the City's needs

Past Record of Performance 25 points

Prior projects presented are representative of the technical challenges of the project being solicited
Prior projects include federal-aid projects for Missouri Local Public Agencies

SECTION 3: PROJECT SCHEDULE

The following table outlines the anticipated Project Schedule for the project. Schedule dates are approximate as the project schedule will be actively managed and issues mitigated through the project delivery process.

Project Schedule	
Task	Dates
Contractor Packages Release for Bidding	10/20/2025
Contractor Packages Bid Opening	11/17/2025
Contractor Award by Board of Alderman	12/8/2025
Construction 2nd Street	120 Days from NTP
Construction Mason Street	120 Days from NTP

SECTION 4: SUBMISSION REQUIREMENT

There is no standard form that is required for the Statement of Qualifications (SOQ). The SOQ can be in the form of a brochure or other format which outlines the qualifications of the firm's employees and recent past experience in similar work. (See Missouri Revised State Statute Chapter 8 Section 8.289). It is required that your firm's Statement of Qualifications (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest (LOI) or be on file with the City of Odessa.



For overlapping requirements between the LOI and SOQ, please include information in the SOQ.

- a. Resumes can be included in the SOQ and will fall outside of the 10 page limit for the LOI.
- a. The Cover Page in a hard copy submittal does count in the 10 page limit.
- b. The Cover Letter does count in the 10 page limit.
- c. Information requested such as professional liability claims, proof of prequalification with MODOT and references should be included in the SOQ and fall outside of the 10 page limit for the LOI.

Submittals should be specific and with adequate detail to accurately define your Firm and its ability to provide professional services for the proposed scope of work. Particularly, discuss the following elements:

General Information and Sub Consultant Team Structure

- Provide a company profile including a brief history of the lead Firm. Include an organizational chart depicting all sub consultants for the construction phase of the project. Include each subconsultant's area of responsibility and their relationship to your Firm. Provide a table listing the projects your Firm has completed with each sub consultant.
- Provide the following information on the lead Firm:
 - Date, state and type of business organization
 - Federal and State tax ID numbers
 - Names of Owners, Principals, and/or Officers
 - Civil or criminal claims, judgments, or suits within the last ten (10) years
 - Evidence of the Firm's financial wherewithal to complete the project
 - The name, title, email address, mailing address and telephone number of the officer authorized to represent the Firm

Relevant Project Experience

Indicate the related and special experience of your Firm within the past five years, in conducting services of similar scope and magnitude, with the City of Odessa and other agencies. Please include information for each project listed including (dates, description, size, cost, locations, key personnel, and references). Emphasis should be given to the specialties and strengths of your firm and projects performed from the local area office using staff nominated as available for this project.

Key Personnel Qualifications

Provide a staffing proposal with includes the names and resumes of the project manager and staff (including sub consultants) to be committed to the project. **ONLY** include resumes for staff that will have a specific and key role on this project. For each of the key personnel identify years in industry, education, years with your Firm (or sub consultant firm), their expected areas of responsibility, a list of previous experiences on similar projects, licenses/registrations, and the office location where they reside.



Describe the firm's current workload and ability of the proposed staff to competently and expeditiously provide the services required.

Describe your Firm's contingency plan to respond with appropriate back-up staff in the case of death, disability, illness, or separation.

Identify any sub-consultants you may use to augment your efforts. Include their personnel qualifications, experience, and anticipated tasks.

Project Understanding/Approach

Describe your understanding of the project and approach to delivering the Services requested.

Record of Performance / References

Provide references for the last five (5) clients (please list in order based upon contract date) that have utilized your Firm's services. Please provide a list of any professional liability insurance claims made against your firm in the last 10 years.

Proposal Schedule

It is the intent of the City of Odessa to adhere to the following schedule for the selection of the Firm. However, should the schedule change, respondents will be notified.

A. RFQ - Issuance	September 24, 2025
B. Advertise	September 24, 2025 - October 14, 2025
C. Questions Due	October 8, 2025
D. RFQ – Responses Due	October 14, 2025
E. Shortlist Notifications	October 17, 2025
F. Interviews	October 20, 2025 – October 24, 2025
G. Selection / Fee Proposal Opened	October 30, 2025
H. Finalize Contract and Fees	November 6, 2025
I. Council Approval / NTP	November 10, 2025