NIXA FIRE PROTECTION DISTRICT

301 South Nicholas Road, Nixa, MO 65714
Business (417) 725-4025 Fax (417) 725-2393

REQUEST FOR QUALIFICATIONS

Civil Engineering Services

Gravel Parking Area and Retaining Wall

Fire Station 2 – 301 S Nicholas Rd, Nixa, Missouri

1. Project Overview

The Nixa Fire Protection District (District) is soliciting Statements of Qualifications (SOQ) from licensed professional civil engineers to provide planning, design, surveying, construction and other work for on-call and project specific services, including, but not limited to, a gravel parking area expansion with a potential retaining wall at Fire Station 2, located at 301 S Nicholas Rd, Nixa, Missouri.

This solicitation is conducted pursuant to RSMo §8.285, §8.287, §8.289, and §8.291, which govern the selection of professional engineering services by public bodies in the State of Missouri.

2. Scope of Services

The selected civil engineer shall be responsible for, at a minimum, the following:

- Site planning and consulting.
- Surveying including topographic and boundary and surveys,
- Civil Design, including site layouts, grading, stormwater, site water and sewer, erosion control, parking, drives and other features.
- Bidding Assistance, including the preparation of construction documents and specifications sufficient for contractor bidding, responding to design related questions, preparation of addenda, general review of submitted bids and tabulation thereof.
- Construction Administration, including, review of contractor submittals, site meetings with the contractor or the District, general observation in relation to the civil design, preparation of any change orders, and the completion of record drawings if needed. the design of gravel parking area, including grading, drainage, and surface specifications
- Sealing civil drawings and documents as required by Missouri law
- Permit Assistance related to applications and general documents required for MDNR water, wastewater or land disturbance permits.
- Services Specific to Fire Station 2, including the above services as applicable to the area behind Fire Station 2 as designated for a proposed parking expansion, the potential design of a retaining wall appropriate for the site conditions and load requirements, and general related consulting

3. Minimum Qualification Requirements

Respondents must demonstrate the following minimum qualifications:

- Current licensure as a Professional Engineer (PE) in the State of Missouri
- Experience with civil site design, grading, retaining walls, and drainage projects
- Familiarity with the Area
- Demonstrated ability to complete projects for public entities, including fire protection districts, municipalities, or similar governmental bodies in Missouri (preferred)

4. Statement of Qualifications – Required Submittals

Each respondent shall submit a Statement of Qualifications (SOQ) that includes, at a minimum:

1. Firm name, address, and primary point of contact (name, phone, and email)
2. Copy of current Missouri PE license(s) for the firm and/or engineer(s) who will perform or supervise the work
3. Brief description of the firm and relevant experience, including at least three (3) similar projects completed within the last five (5) years
4. Names and qualifications of key personnel to be assigned to this project
5. Statement of current workload and availability to begin work
6. A brief description of the firm's proposed approach to the scope of services

5. Selection Process

In accordance with RSMo §8.287 and §8.289, the District will evaluate and rank all respondents based on demonstrated qualifications and relevant experience. Price or fee shall not be a factor in the evaluation or ranking of firms.

Following the ranking of firms, the District will enter into fee negotiations with the highest-ranked firm pursuant to RSMo §8.291. If a satisfactory agreement cannot be reached, the District will terminate negotiations with that firm and proceed to negotiate with the next highest-ranked firm, continuing in ranked order until a contract is executed.

Evaluation criteria will include, but are not limited to:

- Relevant experience and qualifications of the firm and assigned personnel
- Demonstrated performance on similar projects for public entities
- Familiarity with and proximity to the area
- Proposed project approach and understanding of scope
- Availability and timeline to complete the work

6. Submission Instructions

Statements of Qualifications must be submitted no later than:

Submission Deadline:	April 17, 2025, at 1:00 PM CST
Delivery Method:	Proposals must be submitted in a sealed envelope clearly marked **"SEALED BID – RFQ for Engineering Services"** and delivered to the District.
Submit To:	Lloyd Walles
Title:	Fire Chief, Nixa Fire Protection District
Email:	lwalles@nixafire.gov
Mailing Address:	301 S Nicholas Rd, Nixa, MO 65714

Late submissions will not be accepted. The District reserves the right to reject any and all submissions, to waive informalities, and to accept the submission deemed most advantageous to the District. This RFQ does not commit the District to award a contract or to pay any costs incurred in the preparation of an SOQ.

7. Questions

All questions regarding this RFQ must be submitted in writing to the contact listed in Section 6 no later than five (5) business days prior to the submission deadline. Responses to questions of general applicability will be provided to all parties who have indicated interest in this solicitation.

Issued by:
Nixa Fire Protection District
301 S Nicholas Rd
Nixa, Missouri 65714

Issue Date: March 11, 2026