



## CITY OF ROCK HILL

827 N. Rock Hill Rd. ♦ Rock Hill, MO 63119 ♦ (314)968-1410 ♦ Fax (314)968-4843

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### **REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES**

The City of Rock Hill is soliciting Statement of Qualifications from qualified firms to provide professional architectural and engineering services to the City of Rock Hill.

Proposals will be accepted until **5:00 P.M., WEDNESDAY, DECEMBER 31, 2025.**

For general information regarding this Request for Qualifications please contact Mr. Garrett Schlett, City Administrator at (314) 561-4302 or via email at [gschlett@rockhillmo.net](mailto:gschlett@rockhillmo.net).

Proposals should be submitted to:

Office of the City Clerk  
Attn: Amy Perrin  
City of Rock Hill  
827 N. Rock Hill Rd.  
Rock Hill, MO 63119

Statement of Qualifications may be delivered in person, by carrier, or by mail. It is the sole responsibility of the vendor to see that his/her proposal is received in proper time. No late proposals will be considered.

Statement of Qualifications should be submitted in a sealed envelope clearly marked “**ARCHITECTURAL AND ENGINEERING SERVICES**”, with the name of the firm.

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Garrett Schlett  
City Administrator



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### **STATEMENT OF INTENT**

It is the intention of the city to contract with a single firm to provide professional architectural and engineering services to and on behalf of the City, on an as-needed basis.

The qualified firm shall be capable of performing numerous other disciplines as denoted in the scope of services or at a minimum have the ability to coordinate with other firms or recommend firms that provide such services. No minimum amount of work is guaranteed, and the relationship with the selected firm shall be non-exclusive so as to allow the City to use other firms as the City deems necessary or appropriate.



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### **GENERAL TERMS & CONDITIONS**

1. **STATEMENT OF QUALIFICATIONS:** This RFQ is an invitation by the City to firms to submit their Statement of Qualifications (SOQ) to the City. This RFQ is not a request for a competitive bid. Firm's submittal of an SOQ in response to this RFQ does not create any right in or expectation to a contract with the City. The City will evaluate all proposals received, select the three (3) firms it considers the most qualified firms and perform interviews with those firms. The City reserves the right to reject all SOQ received at any time and post a new RFQ. The successful firm(s) agrees to enter into a professional services agreement of one (1) to five (5) years.
2. **MEETING ATTENDANCE AND PARTICIPATION:** The selected consulting City Engineer may be required to periodically attend City Council, Planning and Zoning Commission and/or Board of Adjustment meetings in addition to meetings with staff and developers.
3. **WORK PRODUCT:** The selected consulting City Engineer will be expected to provide the City with copies of all work products without limitation which shall include reports, analyses, correspondence, plans, drawings and any other documents produced in connection with the consulting relationship with the City in electronic form. The City shall own all rights, title and interest, including all copyrights and intellectual property rights, to all documents that are created in connection with the consulting relationship with the City.
4. **PROFESSIONAL ENGINEER REQUIREMENT:** The selected consulting City Engineer must assign to the City a minimum of one (1) staff person who is a Professional Engineer licensed to practice in the State of Missouri and has City Engineer experience.
5. **PUBLIC SECTOR EXPERIENCE:** Preference will be given to firms that have or have had public sector clients, with a strong preference being given to those that specialize in representing public sector entities. The objective of this criterion is to minimize the potential for conflicts between City's engineering firm and clients the selected firm may represent for projects within the City of Rock Hill.
6. **RESPONSIVENESS:** The selected consulting City Engineer must commit to provide services to both the City and those seeking development approval in a timely manner, without unreasonable delays.
7. **PROXIMITY:** The selected consulting City Engineer must be located within reasonable proximity to Rock Hill City Hall to ensure regular meeting attendance, meeting coordination and the conveyance of documents when sent via courier.



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8. **INSURANCE.** The Contractor shall obtain and maintain for itself during the term of the Project and the Contract liability insurance coverage of at least \$3,100,000 aggregate and \$460,000 per occurrence or as maybe provided in the Agreement. Insurance policies providing required coverages shall be with companies licensed to do business in the State of Missouri and rated no less than AA by Best or equivalent. All costs of obtaining and maintaining insurance coverages are included in the Bid Amount and no additional payment will be made therefor by the City.

In addition, the Contractor and all subcontractors shall provide Worker's Compensation Insurance in at least statutory amounts for all workers employed for the Services. Before commencing any Services, the Contractor shall provide to the City certificates of insurance evidencing the issuance and maintenance in force of the coverages required by this paragraph and bearing an endorsement precluding cancellation of or change in coverage without at least thirty (30) days written notice to the City. Any self-insurance or deductible above \$50,000.00 is not permitted. The City may waive any insurance coverages or amounts required to be carried by the Contractor under this paragraph when the City deems such waiver to be in the interest of the public health, safety, and general welfare.

**NOTHING HEREIN SHALL BE CONSTRUED AS A WAIVER OF THE CITY'S SOVEREIGN IMMUNITY UNDER SECTION 537.610.1 OR OTHERWISE.** The purpose of the insurance required under this paragraph is to confirm that the Contractor has adequate insurance to cover the Contractor for tort claims that may arise out of the Services. It is not for the purchase of insurance for the City **EXCEPT FOR AND ONLY TO THE LIMITED EXTENT OF** any claims against the City arising out of the Contractor's Services and based upon one of the two statutory exceptions to sovereign immunity as expressly set forth in Section 537.600.1(1) and (2). To that limited extent, the City shall be named as an additional insured the policy bearing an endorsement that: "The Insurer shall not be liable to make any payment for Loss in connection with any Claim made against the City of Rock Hill as an additional Insured that is barred by sovereign immunity, and nothing contained in this Policy shall constitute a waiver of the City's sovereign immunity."

9. **RESERVATION OF RIGHTS:** The City reserves the right to reject any or all proposals, to waive any technicalities in the process, to award the contract to the firm deemed to be the most advantageous to the City and to make such investigations as are deemed necessary to determine the ability of the contractor to provide the equipment specified herein. The RFQ does not commit the City of Rock Hill, Missouri, to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.



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10. **ERRORS AND OMISSIONS BY CITY:** No firm shall be permitted to use to his/her advantage any error or omission in this solicitation or specifications. If firm shall have any questions or desires a clarification or interpretation regarding any of the items specified, the firm shall request such clarification in writing and any such clarifications shall be made available to all firms.
11. **QUESTIONS:** Any and all questions regarding this RFQ shall be directed to **Mr. Garrett Schlett, City Administrator at (314) 561-4302 or via email at gschlett@rockhillmo.net.**
12. **SUBMISSION OF PROPOSALS:** Proposals must be submitted prior to **5:00 P.M., WEDNESDAY, DECEMBER 31, 2025.**
13. **PROPOSALS SHOULD BE RETURNED TO THE ATTENTION OF:**

Office of the City Clerk  
Attn: Amy Perrin  
aperrin@rockhillmo.net  
City of Rock Hill  
827 N. Rock Hill Rd.  
Rock Hill, MO 63119

Proposals must be in a sealed envelope clearly marked “**ARCHITECTURAL AND ENGINEERING SERVICES**” and shall include the name of the firm.

14. **WITHDRAWAL OF PROPOSALS:** All proposals must be good for a period of no less than sixty (60) days from the due date and may not be withdrawn without the consent of the city.
15. **PROFESSIONAL SERVICE AGREEMENT:** The successful firm shall agree to enter into a professional services agreement for a term of one (1) to five (5) years.
16. **CANCELLATION OF PROFESSIONAL SERVICE AGREEMENT:** The City of Rock Hill reserves the right, upon thirty (30) days written notice; to cancel any project specific contract for non-performance, modify the scope of the project specific contract service, and/or cancel the professional services agreement in its entirety.

### **STATEMENT OF QUALIFICATION REQUIREMENTS**

The firm shall submit five (5) hard copies and one electronic copy (submitted to the Office of the City Clerk) of the SOQ containing the following information:

Professional Architectural and Engineering Services  
Bid Package: 2025-01 • Date Issued: December 1, 2025



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1. Five (5) copies of the SOQ
2. Firm's Mailing address
3. Principal contact information
4. Year present Firm was established
5. Federal Tax Number
6. MBE/WBE/DBE status
7. Proof of professional errors and omissions liability insurance coverage
8. Resume of Firm (2-page limit)
9. Resumes of key personnel expected to be assigned to City projects (2-page limit each)
10. Confirmation that Firm agrees to execute a professional service agreement with the City
11. Firm's number of employees by discipline and location
12. List of projects, minimum of three (3) from each discipline, that the firm has completed and or are on-going in the last five (5) years

### **EVALUATION OF PROPOSALS**

The City will evaluate each SOQ submitted. Firms must clearly demonstrate in the SOQ that it has sufficient qualifications and experience in the engineering field. Selection of firms for interviews will be based solely upon the judgment of the City in obtaining firms that will serve the best interests of the City.

Proposals will be evaluated by a Selection Committee comprised of, but not limited to: City Administrator, City Clerk, Mayor, and Director of Public Works. There will be three (3) firms chosen for personal interviews after which one will be selected in a timely manner. Selection will be based on experience, references, and project approach(es) that will be used to confirm quality of products and services and ability to provide services in an efficient and timely manner.

Firms selected for personal interviews must attend such or they will be excluded from further consideration. During interviews, the consultant will be allowed to present qualifications for 10 minutes and then questioned by the selection committee for another 20 minutes.

### **SCOPE OF SERVICES**

Engineering services to include but no limited to:

- Civil Engineering
- Construction/Project Management
- Cost Estimating
- Engineering Studies
- Environmental Engineering
- Geotechnical Engineering

Professional Architectural and Engineering Services  
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- Mechanical, Electrical, Plumbing Engineering
- Plan & Development Review
- Structural Engineering
- Traffic Engineering

Architectural services to include but not limited to:

- New Construction
- Modernization and Re-purposing of existing building
- Infrastructure Design
- Landscape Design/Circulation
- Interior Design

### Other services to include

- **Grant Assistance** - The selected consulting City Engineer shall, as requested, complete or assist in the completion of grant applications for City projects such as roadways, bridges or other public works and/or parks and recreation projects.
- **CAD and GIS Capabilities** - The selected consulting City Engineer will have computer aided drafting and geographical information system capabilities and, upon request, provide electronic files to the City.



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**FIRM INFORMATION**  
**REQUEST FOR QUALIFICATIONS (RFQ) FOR**  
**PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES**

**Due Date: 5:00 P.M., WEDNESDAY, DECEMBER 31, 2025**

**FIRM INFORMATION**

**Company Submitting Bid:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company Phone No:** \_\_\_\_\_

**Company Fax No:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_