



REQUEST FOR

**2026 ANNUAL STATEMENT OF
QUALIFICATIONS/INTEREST**

SUBMITTALS DUE January 30 of 2026

Table of Contents

Introduction.....	3
Clarifications.....	3
Categories of Work.....	3
Pre-Qualification Requirements.....	3
Submittal Requirements.....	3
Document Requirements.....	5
Selection Process	5
Disclaimers and Conditions	6
Public Records	6
Questions.....	6
Exhibit A – Selected Categories for Consideration	7
Exhibit B - Annual Worker Eligibility Affidavit.....	8
Exhibit C – Certification Regarding Debarment and Suspension	9

Introduction

The City of Liberty, Missouri (hereinafter referred to as the “City”) is requesting an annual statement of:

- interest;
- qualifications;
- certifications.

from professional engineering, architectural and surveying firms (hereinafter referred to as “Professional Firms”).

Clarifications

This program is:

- intended to expedite solicitation of professional services.

This program is NOT:

- an On-Call list;
- an RFQ or RFP for any specific project;
- intended for projects with an anticipated value equal to or greater than **\$150,000.00**.

Categories of Work

This program shall be used for qualifying Professional Firms for the following services:

1. Roadway Design
2. Storm Drainage Design
3. Traffic Engineering Services
4. Construction Observation Services
5. Material Testing Services
6. Sanitary Sewer and Water Design
7. Geotechnical Investigation and Design
8. Site Survey
9. Facility/Building Design, Retrofit and Renovation
10. Bridge Design
11. Grant Application Writing
12. ROW Negotiations and Appraisals

Pre-Qualification Requirements

Professional Firms shall submit (1) Pre-Qualification submittal on an annual basis. Exhibit A “Selected Categories for Consideration” shall be used to identify which of the (10) categories a Professional Firm intends to be considered for.

The requirements for a valid submittal are defined in the following section.

Submittal Requirements

The Pre-Qualification submittal shall include:

1. **a letter of interest.**
 - The letter of interest shall be no more than 1 page.
2. **a statement of the the Firms Qualifications.**
 - The statement shall be no more than 4 pages.
 - The statement shall at minimum include the following:
 - i. brief history of the firm;
 - ii. firms pool of personnel and resources;
 - iii. additional items/information that makes the firm uniquely qualified;
 - iv. firms philosophy regarding project approach.
3. **a statement of Category Specific Qualifications.**
 - A separate statement shall be required for each category of work.
 - Each statements shall be no more than 5 pages.
 - Statements shall at minimum include the following:
 - i. specialized professional experience and qualifications for that specific category of work;
 - ii. list of key personnel typically assigned to projects within that specific category of work and their professional experience, project history and qualifications;
 - iii. project history demonstrating qualification for that specific category of work (include client references with a valid point of contact);
 - iv. additional items/information that make the firm uniquely qualified for that category of work such as, but not limited to, history of innovative solutions.
4. **a current Missouri Secretary of State Certificate of Good Standing to do business in the state of Missouri.**
 - To obtain a Certificate of Good Standing contact the Missouri Secretary of State Office toll free at (866) 223-6535 or visit <http://www.sos.mo.gov>.
5. **a certificate of authority with the Missouri Board of Architects, professional Engineers, Professional Land Surveyors and Professional Landscape Architects**
 - [Missouri Division of Professional Registration Corporations](https://pr.mo.gov/corporations.asp)
(<https://pr.mo.gov/corporations.asp>)
 - [Missouri Division of Professional Registration Licensee Search](https://pr.mo.gov/licensee-search.asp)
(<https://pr.mo.gov/licensee-search.asp>)
 - A Certificate of Authority is not required for sole proprietorships or partnerships, it is only required if your firm is incorporated or registered as a limited liability company.
 - For sole proprietorships and/or partnerships, individual professional license certificates must be submitted in lieu of the certificate of authority

- The certificate of authority is not required for firms that perform work outside the jurisdiction of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects.

6. verification of participation in the Department of Homeland Security Worker Eligibility E-Verify Program (<https://www.e-verify.gov/>). Verification shall include:

- a copy of the Annual Worker Eligibility Affidavit (attached as Exhibit B);
- at minimum the first page and signature page(s) of the Memorandum of understanding your firm has with the Department of Homeland Security.

7. Certification regarding debarment and suspension. Verification shall include:

- a copy of the Certification Regarding Debarment and Suspension form (attached as Exhibit C).

Submittals lacking any of the above (7) requirements shall not be deemed Pre-Qualified.

Document Requirements

1. A page is defined as an 8 ½ by 11-inch sheet printed on (1) side; double sided sheets shall be counted as (2) pages.
2. Covers, Table of contents and divider tabs shall not be counted as pages, provided no additional information is provided on those pages.
3. Interested firms shall submit (1) electronic copy of their submittal in pdf format on a flash drive.
4. Label the PDF file with your firm’s name followed by the year being applied for. For example: Acme Engineering – 20XX Annual Pre-Qualification.pdf
5. Submittals shall be received no later than 4:00 PM (Central Time) January 30, 2026.
6. The submittal shall be delivered and addressed as follows:

City of Liberty - Annual Statement of Qualification/Interest

101 E Kansas St

Liberty, MO 64068

Attn: John Findlay, City Engineer

Selection Process

Firms which are deemed Pre-Qualified shall be considered for future project selections within the following process:

1. City Staff receives annual Pre-Qualification Packets.
2. City Staff posts Pre-Qualified Firms to the City website.

3. City Staff internally evaluates applicable Pre-Qualification Packets on a per project basis.
 - Evaluations shall use the following criteria to determine the most qualified firms:
 - Experience and Technical Competence – 50
 - Capacity and Capability – 25
 - Past Record of Performance – 25
4. City Staff selects one or more firms for project specific proposals.
 - The City reserves the right to only request a project specific proposal from the most qualified firm within a specific category.
5. City Staff proceeds with contract acquisition.

Disclaimers and Conditions

Firms that do not submit Pre-Qualification Packets shall not be excluded from future RFQ/RFP processes.

Firms that submit Pre-Qualification Packets shall not receive preferential treatment over firms that have not submitted Pre-Qualification packets for future RFQ/RFP processes.

The City reserves the sole right to:

1. Evaluate the qualifications submitted.
2. Waive any irregularities therein.
3. Utilize a traditional RFQ process for projects when it is deemed in the City's best interest to do so.
4. Reject any or all respondents submitting qualifications should it be deemed in the best interest of the City of Liberty to do so.

Nothing in this document shall require the City of Liberty to proceed with any applicant for any project at any time.

Public Records

Any materials submitted to the City shall become the property of the City unless otherwise specified. All submittals shall be open to public inspection. Submittals should not contain any information which the submitters do not wish to become public. The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted, and any claims arising out of any public record request for such information shall be at the proposer's expense.

Questions

If you have any questions regarding this request or have missed the submission deadline and would still like to submit a Pre-Qualification Packet, please contact the office of the City Engineer, John Findlay at jfindlay@libertymo.gov

Exhibit A – Selected Categories for Consideration

Category of Professional Services	Requesting Pre-Qualified Status ¹	Not Qualified
1. Roadway Design		
2. Storm Drainage Design		
3. Traffic Engineering Services		
4. Construction Observation Services		
5. Material Testing Services		
6. Sanitary Sewer and Water Design		
7. Geotechnical Investigation and Design		
8. Site Survey		
9. Facility/Building Design, Retrofit and Renovation		
10. Bridge Design		
11. Grant Application Writing		
12. MoDOT Prequalified Consultant ²⁻³		
13. ROW Negotiation and Appraisals ⁴		

1. Requesting Pre-Qualified Status does not guarantee a Professional Firm shall be listed as Pre Qualified. It is the Professional Firms responsibility to ensure they provide all documentation and certifications enumerated within the Request for Annual Prequalifications.
2. MoDOT Prequalified Consultant status is optional. Firms which have MoDOT Prequalified Consultant Status shall not be given preferential treatment over firms which do not. All requests for consideration as a MoDOT Prequalified Consultant shall be cross referenced with current MoDOT public listings.
3. LPA Certification of an individual within a Professional Firm is not equivalent to a Professional Firm being listed as a MoDOT Prequalified Consultant.
4. It is recommended, but not required, that firms requesting Pre Qualification status as Negotiators and Appraisers be listed on the MoDOT Roster of Approved Negotiators and Appraisers.

Exhibit B - Annual Worker Eligibility Affidavit

Exhibit C – Certification Regarding Debarment and Suspension

Exhibit C: Debarment and Suspension

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The respondent to this RFP certifies to the best of its knowledge and belief that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- B. Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- D. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the respondent is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date