



**Request for Qualifications (RFQ) for Engineering
Services**

For Brown Station and Richardson Acres Project

Boone County Regional Sewer District

(BCRSD)

Proposal #03-2026

**Submittal Deadline:
not later than 2:00 P.M. CST
April 17th, 2026**

Direct Responses To:

**Jesse Stephens
Executive Director**

jstephens@bcrsd.com

P: (573) 443-2774

bcrsd.com

Issued Date: March 18th, 2026

Contents

Notice of Request for Qualifications..... 2

Background and RFQ Overview 3

Instructions and General Conditions 4-5

Proposal Submission Information..... 5-8

Appendix A – Offeror Response and Signature Page 9

Appendix B – Work Authorization Information..... 10-13

Appendix C – General Contract Requirements 14-16

NOTICE OF REQUEST FOR QUALIFICATIONS

Boone County Regional Sewer District (BCRSD) is accepting qualification statements in response to this Request for Qualifications (RFQ) for the following:

RFQ for Engineering Services – Brown Station & Richardson Acres Project

Offerors shall e-mail jstephens@bcrsd.com by **2:00 p.m. on Tuesday April 7th, 2026**, indicating their intent to submit a qualification statement and list any questions they have about the project.

Answers to questions received will be e-mailed to all interested offerors by **Friday, April 10th, 2026**, and will also be available upon request. Answers to questions received after 2:00 p.m. on Tuesday, April 7th, 2026, will not be provided.

Qualification statements will be accepted until **2:00 p.m. CST on Friday, April 17th, 2026**, at the office of the BCRSD located at 1314 North Seventh Street, Columbia, MO 65201. Proposals received after 2:00 p.m. CST on Friday, April 17th, 2026, will not be opened.

Request for Proposals are available from the BCRSD and requests for copies may be made by phone (573) 443-2774 or e-mail: jstephens@bcrsd.com

1) Background and RFP Overview

1.1 **About BCRSD:** The Boone County Regional Sewer District (BCRSD) is a public sewer utility, established as a common sewer district pursuant to Sections 204.250-204.470 of the Revised Statutes of Missouri. Our mission is to provide current and future customers with cost effective, reliable sanitary sewer service by collecting and treating wastewater, and to protect public health and the environment in accordance with local, state and federal permit requirements.

1.2 **Objectives and Goals:** With this Request for Qualifications (RFQ), BCRSD is requesting information about your company and the engineering services and solutions you provide as outlined in the scope requirements for this request. This request is publicly advertised and will be used to evaluate provider options for BCRSD. This document does not commit BCRSD to contract for any service, supply, or subscription whatsoever. BCRSD will not reimburse any information or administrative costs incurred because of participation in response to the RFQ. All costs associated with response will solely reside at the responding party's expense. BCRSD is an Equal Opportunity Employer and invites the submission of proposals from minority, disadvantaged-business, and women-owned firms.

1.2 **General Scope of Services:** BCRSD is seeking engineering services for the Brown Station and Richardson Acres facility regionalization. The Brown Station Facility is a recirculating sand filter located along Route B near Brown Station Road. The Richardson Acres facility is a two-cell aerated lagoon located south of Flamingo Drive. Both facilities have low pressure sewer systems connected to them and both are in close proximity to the Route B and COLT railroad corridor. A copy of the Facility Plan previously prepared for this project will be made available to all interested parties for review. BCRSD has been awarded a \$1,000,000 water quality incentive grant via the Missouri Clean Water state revolving loan program. The remainder of the project will be financed through a revolving fund loan. The selected firm will be expected to update the previously prepared facility plan and provide surveying and engineering services to support the construction plans for this project.

1.4 **Key Dates:**

Event	Date
RFP Release Date	Wednesday, March 18 th , 2026
Questions Due	Tuesday, April 7 th , 2026 – 2:00 p.m. Central Time
Answers to Questions Posted	Friday, April 10 th , 2026
Proposals Due	Friday, April 17 th , 2026 – 2:00 p.m. Central Time

2) INSTRUCTIONS AND GENERAL CONDITIONS

2.1 **Delivery of Qualifications Statements:** Qualification statements, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the BCRSD office until the proposal closing date and time indicated herein for furnishing the BCRSD with services as detailed in the following request for proposal.

2.2 **Proposal Closing:** All qualification statements must be **delivered by 2:00 p.m. on Friday, April 17th, 2026** to:

BCRSD
1314 North Seventh Street
Columbia, Missouri 65201

2.2.1 **The BCRSD will not accept any qualifications statements received after 2:00 p.m. on Friday, April 17th, 2026.** Late submissions may be returned unopened if the offeror requests within ten (10) business days after proposal opening. All returns will be made at the offeror's expense.

2.3 **Copies:** The offeror is advised to submit one (1) original qualification statement in paper format and provide an electronic copy.

2.4 **Confidentiality and the Missouri Sunshine Law:** All qualifications statements submitted in response to this RFQ will be available for public inspection pursuant to Chapter 610 of the Revised Statutes of Missouri (the "Missouri Sunshine Law"). Once available for public inspection, all qualifications statements received will be considered public records for purposes of the Missouri Sunshine Law. Trade secrets or confidential information within a proposal that are protected by law shall remain protected and will not be disclosed for public inspection, in accordance with applicable laws and regulations, but only to the extent such trade secrets or confidential information are (i) clearly identified and specified as such in the proposal and (ii) legally subject to closure pursuant to the Missouri Sunshine Law as determined in the sole discretion of BCRSD.

2.5 **RFQ Offeror's List:** If the offeror has obtained this RFQ document from a source other than the BCRSD, prior to submitting the proposal the offeror is advised to check with the BCRSD to ensure that the RFQ solicitation package is complete, i.e., the offeror has all addenda and attachments as applicable. Please reply to the contact listed in section 2.7 below by **Tuesday, April 7th, 2026** to indicate your intent to submit a response to the RFQ.

2.7 **Guideline for Written Questions:** All questions regarding this Request for Qualification must be submitted in writing no later than **2:00 p.m., Tuesday, April 7th, 2026**. All questions must be e-mailed to the attention of Jesse Stephens at the email address

indicated below. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Qualifications packet. Submit questions to:

Jesse Stephens

E-mail: jstephens@bcrsd.com

Answers may not be provided to questions received after 2:00 p.m. on Tuesday, April 7th, 2026.

- 2.8 **RFQ Addenda:** In the event that it becomes necessary to revise any part of this RFQ, a written addenda will be issued. Any addendum to this RFQ is valid only if *in writing* and issued by the BCRSD. Verbal conversations or agreements with any officer, agent, or employee of the BCRSD will not modify any terms or obligations of this RFQ.
- 2.9 **Notice of Intent to Respond:** Please indicate your intention to respond to this RFQ by email to the contact listed in section 2.7 above by **April 7th, 2026**. In addition, please provide the contact details of the individual responsible for coordinating your RFQ response.

3) PROPOSAL SUBMISSION INFORMATION

3.1. SUBMISSION OF PROPOSALS:

3.1.1 **Terms and Conditions:** The offeror agrees that by submitting an offer, BCRSD's Terms and Conditions as incorporated herein must become part of the contract, and in the event of conflict between any terms the offeror submits, the terms and conditions of the BCRSD must govern.

3.1.3 **Note:** the terms "offeror" and "vendor" are used interchangeably herein, and each mean the firm, entity or individual submitting a proposal in response to this RFQ.

3.2 ORGANIZATION OF PROPOSAL:

3.2.1 To facilitate the evaluation process, the offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

3.2.2 The offeror is cautioned that it is the offeror's sole responsibility to submit all information related to each of the evaluation categories, and BCRSD is under no obligation to solicit such information if it is not included with the qualification

statement. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the qualification statement. Any offeror whose responses deviate from the outlined specifications may be disqualified, or such deviation may be reflected by the deduction of points awarded in the relevant evaluation category.

3.2.3 The offeror should also include the following information in their qualification statement:

- a. The specialized experience and technical competence of the firm (and key personnel) with respect to decommissioning of lagoon systems and recirculating sand filters, and design of lift stations and pressure sewer systems.
- b. The capacity and capability of the firm to perform the work in question, including specialized services, within a period of twelve months beginning May 1, 2026.
- c. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules.
- d. The firm's proximity to and familiarity with the area in which the project is located.
- e. References from previous clients of related work with the firm within the past five years.
- f. References and experience on DNR SRF funded projects.

3.3 OFFEROR'S CONTACTS WITH BCRSD:

3.3.1 Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFQ, evaluation of the RFQ, or any other matters related to the RFQ to **Jesse Stephens, Executive Director**. Offerors and their agents may not contact any other BCRSD employee regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements, and may cause the offer to be disqualified from this RFQ. Offerors and their agents who have questions regarding this RFQ should contact Jesse Stephens as indicated in section 2.7 of this RFQ.

3.5 EVALUATION OF QUALIFICATIONS

3.5.1 **Evaluation and Award Process:** Only responsive proposals from responsible offerors will be subject to full scoring and evaluation as provided herein. Responsive proposals from responsive offerors are those proposals that satisfy all mandatory requirements stated in the Request for Qualifications. The evaluator(s) will use subjective judgment in conducting a comparative assessment of the

responsive proposals received from responsible offerors. The evaluation will include an assessment of the offeror's experience, expertise and reliability as further provided herein.

- 3.5.2 **In order to conduct an evaluation of proposals**, the vendor is advised to complete the Offeror Response Page, all parts, and to return the completed pages with the vendor's proposal. Failure to provide information necessary to evaluate the vendor's response may render the proposal incapable of award consideration. The BCRSD is not obligated to obtain additional information necessary for evaluation from the vendor. When evaluating responses, the BCRSD reserves the right to consider relevant information and fact, whether gained from the response, from a vendor, from the vendor's references, or from any other source.
- 3.5.3 **Competitive Negotiation of Proposals:** The offeror is advised that under the provisions of this Request for Qualifications, the BCRSD reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:
- a. Negotiations may be conducted in person, in writing, or by telephone.
 - b. Negotiations will only be conducted with potentially acceptable proposals. The BCRSD reserves the right to limit negotiations to those proposals which received the highest rankings during the evaluation of the statement of qualifications.
 - c. Terms, conditions, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision.
 - d. The mandatory requirements of the Request for Qualification must not be negotiable and must remain unchanged unless the BCRSD determines that a change in such requirements is in the best interest of BCRSD.
- 3.5.4 **Evaluation of the Offeror's Experience, Expertise and Reliability:** Award of the contract contemplated by this RFQ will be made to the offeror whose qualification statement is determined by BCRSD to be most advantageous to BCRSD. Experience, expertise, and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFQ and outlines the expertise of key personnel who will be assigned tasks to perform for BCRSD.

- a. **Service Provider Scoring and Selection:** The offeror shall be evaluated according to the following scoring criteria.
 - i. **Specialized Experience and Technical Competence:** The competence of the firm (and key personnel) with respect to decommissioning lagoon systems and recirculating sand filters, and design of lift stations and pressure sewers. This will comprise 20% of the composite score.
 - ii. **Capacity and Capability of the Firm:** The ability of the firm to perform the work in questions in the twelve months beginning June 1st, 2026. This will comprise 20% of the composite score.
 - iii. **Past Record of Performance:** The performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules. This will comprise 20% of the composite score.
 - iv. **Firm Proximity and Familiarity with Project Area:** The firm's proximity to and familiarity with the project area. This will comprise 20% of the composite score.
 - v. **References from Previous Clients:** References from clients of related work in the past five years including SRF funded projects. This will comprise 20% of the composite score.

3.5.5 **Rejection / Withdrawal of Proposals Response:**

- a. **Rejection of Proposals:** The right is reserved by the BCRSD at its discretion to reject any or all proposals or parts thereof. The BCRSD reserves the right to waive defects or informalities, to negotiate with offerors and to accept the proposal deemed to be in the best interest of and most advantageous to the BCRSD.
- b. **Withdrawal of Proposals:** Proposals may be withdrawn on written request from the offeror at the address shown in the solicitation prior to the time of acceptance.
- c. **Negligence on the part of the offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.**

Appendix A – Offeror Response and Signature Page

(The offeror should complete and return this with the proposal)

In compliance with this Request for Qualifications and subject to all the conditions thereof, the offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the offeror's company in a contract with the BCRSD.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Contact Name and E-Mail Address:

NOTE: The offeror must clearly state in writing any restrictions or deviations from specifications and requirements stated herein. In the absence of such statement, the BCRSD will assume that all items/services offered are in strict compliance with specifications stated in the RFP, including all technical and cost requirements, terms and conditions. The vendor must agree that the proposal, if selected for award by the BCRSD, will be included as part of the final contract with the BCRSD.

Appendix B – Work Authorization Information

(The offeror should complete and return this with the proposal)

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the BCRSD to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The BCRSD is required to obtain certification that the offeror awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<https://www.e-verify.gov/employers>

Please complete and return form Work Authorization Certification Pursuant to 285.530 RS MO if the contract amount is in excess of \$5,000. Attach to this form the E-Verify Memorandum of Understanding that the offeror completed when enrolling. Information on that form is available at

www.e-verify.gov/sites/default/files/everify/memos/MOUforEVerifyEmployer.pdf

If the offeror is an Individual/Proprietorship, then the offeror must return the attached Certification of Individual Offeror. On that form, the offeror may do one of the three options listed. Be sure to attach any required information for those options as detailed on the Certification of Individual Offeror. If the offeror chooses option number two, then the offeror will also need to complete and return the attached form Affidavit.

CERTIFICATION OF INDIVIDUAL OFFEROR

Pursuant to Section 208.009 RS MO, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post-secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

Options

____1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver’s license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving public benefit.

____2. I do not have the above documents but provide an affidavit (copy attached – see following page) which may allow for temporary 90-day qualification.

____3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification must terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT
(Only Required for Certification of Individual Offeror (Option #2))
- see previous page -

State of Missouri)
) ss
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:

Appendix C – General Contract Requirements

1.1 Insurance and Indemnity

- 1.1.1 Insurance Requirements: The service provider shall not commence work under the contract until the service provider has obtained all insurance required under this paragraph and the Certificate of Insurance has been approved by the BCRSD; nor shall the service provider allow any subcontractor to commence work on their subcontract until all similar insurance required of the subcontractor has been obtained and approved. All policies shall be in amounts, form and companies satisfactory to BCRSD which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the BCRSD.
- a. Employers Liability and Workers Compensation Insurance: The service provider shall take out and maintain during the life of the contract, **Employers Liability and Workers Compensation Insurance** for all of its employees employed at the site of work, and in case any work is sublet, the service provider shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the service provider. Workers Compensation coverage shall meet Missouri statutory limits.
 - b. Commercial General Liability Insurance: The service provider shall take out and maintain during the life of the contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by the contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under the contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$3,547,658 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.
 - c. The service provider may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. **The contractor shall agree to endorse the BCRSD as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.**

- d. Business Automobile Liability: The service provider shall maintain during the life of the contract, automobile liability insurance in the amount of not less than \$3,547,658 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Service Provider's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.
- e. Subcontractors: The service provider shall cause each subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of BCRSD. The service provider shall provide to the BCRSD copies of certificates of insurance evidencing coverage for each subcontractor. The subcontractors' commercial general liability and business automobile liability insurance shall name the BCRSD as an Additional Insured and have the Waiver of Subrogation endorsements added.
- f. Proof of Carriage of Insurance: The service provider shall furnish the BCRSD with Certificate(s) of Insurance which name the BCRSD as an additional insured in an amount as required in the contract. The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without thirty (30) calendar days prior written notice to the BCRSD. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the BCRSD has made final acceptance of the services provided.
 - a. Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the BCRSD shall have the right to cancel and terminate the contract without notice. The offeror shall add BCRSD as a Certificate Holder:

Certificate Holder address:

BCRSD
1314 North Seventh Street
Columbia, MO 65201

- 1.1.2 Indemnity Agreement: To the fullest extent permitted by law, the service provider shall indemnify, hold harmless and defend the BCRSD, its directors, trustees, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of the service provider, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with the service provider or a subcontract for part of the services), of anyone directly or indirectly employed by the service provider or by any subcontractor, or of anyone for whose acts the service provider or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require the service provider to indemnify, hold harmless, or defend the BCRSD from its own negligence.

- a. Nothing in these requirements shall be construed as a waiver of any governmental immunity of the BCRSD, its officials nor any of its employees in the course of their official duties.

1.1.3 **Contract Terms and Conditions:** The contractor must be prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without prior consent and approval in writing by the BCRSD.

1.3 Cancellation:

1.3.1 The BCRSD reserves the right to cancel the contract without cause by giving not less than ninety (90) calendar days prior notice to the service provider in writing of the intention to cancel, or with cause, if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the service provider to comply with any of the provisions of the contract may be considered a material breach of contract and may be cause for immediate termination of the contract at the discretion of the BCRSD. BCRSD may allow the service provider reasonable opportunity to cure material breach but is not required to do so.

1.3.2 **Fiscal Non-Funding Clause:** In the event sufficient budgeted funds are not available for a new fiscal period, the BCRSD must notify the provider of such occurrence and the contract must terminate on the last day of the current fiscal period without penalty or expense to the BCRSD.

1.4 **Equal Opportunity Employer:** The BCRSD is an equal opportunity affirmative action employer pursuant to federal and state law, and all respondents submitting proposals shall be considered to be employers in compliance with federal and state laws, unless otherwise stipulated.

1.5 **Work Authorization Certification:** If the total contract price is in excess of \$5,000, the contractor must complete the Work Authorization Certification form (See attached Work Authorization form). Before an award can be made, the serviced provider must supply proof of enrollment in the E-Verification program. (See attached Instructions for Compliance with House Bill 1549)

1.6 **Anti-Discrimination Against Israel Act:** The Vendor shall certify that it is in compliance with the Missouri Anti-Discrimination Against Israel Act and is not currently engaged in and shall not, for the duration of the Contract, engage in a boycott of goods or services from 1) The State of Israel; 2) companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or 3) persons or entities doing business in the State of Israel.