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October 18, 2012

RE: Request for Qualifications: Kingshighway Signalization Improvement Project

Dear Consultant:

The City of St. Charles is interested in securing professional services for work associated with:

CMAQ-7302(630) Kingshighway Signalization Improvement Project

The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans, Contract plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&E and final documents.

A location map for these projects, the East-West Gateway TIP applications, and a copy of the scoring criteria that will be used as the basis for selection is attached for your information.

The project goals, basic scope, and other information are described in the attached Project Charter.

The City will supply digital aerial photography and GIS topography to the consultant selected for the project if requested. The consultant will be required to supplement this information with any necessary surveys.

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.

Department of Public Works

Engineering Division

City of Saint Charles
200 North Second Street
Saint Charles, MO 63301
636.949.3237
www.stcharlescitymo.gov

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15CSR 60-15.020) be submitted with your firm's Letter of Interest.

RFQ RESPONSE INSTRUCTIONS:

I. Roster Requisite (MUST be included for consideration)

In satisfying ordinance compliance, a copy of the firm's State of Missouri Corporate Certificate of Authority (for each professional service applicable - i.e., Architecture, Professional Engineer, or Land Surveying), a copy of individual professional's State of Missouri Registration Certificate, and a letter of intent to assign an applicable professional (the requisite need not designate the individual) to each project awarded. (Note: If this information has been submitted previously, please indicate the date of submission.

Other Requisite Information:

A. "Subcontracted" Professional Services:

Since it is recognized that some firms do not employ all necessary professional disciplines to accomplish a given project in-house and that those firms commonly "subcontract", those firms intending to do so must forward the earlier noted roster requisite information for all firms which will be performing auxiliary "subcontracted" services. An example might be as follows:

The principle firm (Engineering) employs in-house architects, landscape architects, civil engineers (structural and highway design backgrounds) but intends to "subcontract" for geotechnical (soil analysis) services. Roster requisite information on the "subcontracted" firm(s) must be included.

B. Professional Liability:

The principle firm must submit an indication of existing professional liability (errors and omissions) insurance, or the ability to obtain such insurance, in an amount sufficient to cover the estimated construction cost of the project or $2 million whichever is less.

The principle firm is expected to provide such additional coverage as may be necessary to cover any "subcontracted" services.

II. INITIAL SELECTION FACTOR INFORMATION

The following considerations are intended to be evaluated by the Review Group. The below listings are not in any order of priority.

A. General experience and capabilities in the type of work required:

1. Preparation of construction plans for roadway construction
2. Construction cost efficiency (value engineering)
3. Familiarity with design requirements
4. Professional staff

B. Quality of previous projects performed for the City of St. Charles describing that past project delivery has been:

1. On Time
2. On Budget
3. With Quality

C. Recent Experience:

1. Provide a list of your firm's last five similar projects*.
2. Record of project time – estimate vs. actual for design and construction.
3. Accuracy of construction cost estimates for the previously listed projects. Include the engineers estimate, low bid, and final construction cost.
4. Name of the representative project manager(s) for your firm on each described project.

D. Community Relations:

1. Experience with community relations including evidence of sensitivity to citizen concerns (i.e., reaction to neighboring and concerned citizen comments reflected in design change and/or public explanation, etc.)
2. Explanation of community relations approach for this project

E. Technical Approach:

Describe your firm's technical approach to the project including how your firm can achieve the project goals, deal with the project conditions, and meet the project standards. Include any other project information you may feel is relevant or important for consideration.

F. Current workload and adequate staffing:

1. Provide a list of current projects and their anticipated completion schedules.
2. Provide your firm's anticipated design schedule this project.

G. Quality assurance and control:

Describe methods or procedures your firm has used to provide assurance and control of quality on past projects and include how your firm will achieve quality for this project.

H. Include any other information your firm may feel is pertinent.

* Regarding reference projects, information submitted must include project sponsoring agency name, address, and phone number; and a contact person with phone number (if different than above) is desirable.

Three (3) copies of your RFQ response submittal for this project must be received no later than 2:00 p.m., local time, November 7, 2012. Submittals should be clearly labeled as **Kingshighway Signalization Improvement Project.**

Submit information to:

Brad Temme, P.E.
Project Manager
City of St. Charles
200 North Second Street, Room 202
St. Charles, MO 63301

We thank you for your interest in this project and should you have any questions, please feel free to contact me at 636-940-4617, via email at brad.temme@stcharlescitymo.gov.

Sincerely,

Brad Temme, P.E.
Project Manager

Cc: Kevin Corwin, P.E., PLS, City Engineer
Eric Allmon, P.E., Sr. Project Manager – Design

Enclosures:
Project Location Map
East West Gateway TIP Application
Project Charter
Scoring Criteria for Selection

City of St. Charles, St. Charles County, Kingshighway	
Federal Aid No.:	CMAQ-7302(630)
Location:	Kingshighway: Jefferson Street to Monroe Street
Proposed Improvement:	Traffic Signals, ADA, Roadway
Length:	0.2 miles
Approximate Construction Cost:	*$330,000*
DBE Goal Determination	*0%*
Consultant Services Required:	The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans, Contract plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&E and final documents.
Other Comments:	
Contact:	Brad Temme, P.E. Project Manager City of St. Charles 200 North Second Street, Room 202 St. Charles, MO 63301 Phone: 636-940-4617 Email: brad.temme@stcharlescitymo.gov
Deadline:	*2:00 pm, November 7, 2012*

Submit

- Statement of Qualifications
- Affidavit of Compliance with the federal work authorization program
- E-Verify Memorandum of Understanding