



Department of Public Works

10 North Bemiston • Clayton, Missouri 63105-3397 • (314) 727-8100 • FAX (314) 863-0296 • TDD: (314) 290-8435

April 7, 2010

Dear Consultant:

The City of Clayton is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than five pages. This letter should include a statement to indicate why your firm is interested in the project. It should also include any other information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. Please follow the format provided in the attached document.

DBE firms must be certified by the Missouri Department of Transportation 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 projects they feel can be managed by their firm.

We request all letters be received by 4:00 pm, April 28, 2010 at the City of Clayton Public Works Department, located at 10 N. Bemiston Avenue, Clayton, MO 63105. Please contact me at 314-290-8547 with any questions.

Sincerely,

Steve Meyer  
Civil Engineer

Attachments

<b><i>City of Clayton</i></b>	
<b>Federal Aid No:</b>	STP-5438(604)
<b>Location:</b>	Forsyth Boulevard and N. Meramec Avenue within the City of Clayton, MO
<b>Proposed Improvement:</b>	These two streets will be milled and overlaid with 2" of bituminous surface course in 2011. In conjunction with this project, adjacent curb ramps will be upgraded to ADA standards.
<b>Length:</b>	2.3 miles
<b>Approximate Construction Cost:</b>	\$1.27 Million
<b>Consultant Services Required:</b>	Inspect and assess all curb ramps along the project route and design modifications to bring them into compliance with ADA standards. Write exceptions as necessary. Provide engineering documents that can be combined with the City's standard specifications for resurfacing, sidewalk, curb and gutter, and curb ramps, in order to create a complete set of plans and specifications for bidding and construction. Manage the MoDOT plan review process, including environmental and historical clearances.
<b>Other Comments:</b>	Short listed firms will be contacted by City staff if additional information is required to make a selection.
<b>Contact:</b>	Steve Meyer 10 N. Bemiston Avenue, Clayton, MO 63107 314-290-8547 smeyer@ci.clayton.mo.us
<b>Deadline:</b>	4:00 pm, April 28, 2010

## RFQ Format

Proposals should be relevant and concise. In order to facilitate the evaluation process, the following format will be required:

### Cover letter

### Brief description of the firm

- A. Name of firm and office location.
- B. Length of time in business.
- C. Total number of local and other employees outside of the area that may be used.
- D. Name of principals
- E. Professional services provided by the firm.

### Project-specific information

- A. Project Manager (including location)
- B. Project Team Members
  - 1. Qualifications and Experience in this area of expertise
    - a. Familiarity with STP process and MoDOT plan review
    - b. Design relating to ADA requirements
    - c. Permitting-Federal, State, and Local
  - 2. Licensure
- C. Three (3) similar projects completed in the past five (5) years
  - 1. References
  - 2. Estimated construction cost
  - 3. Actual construction cost

Evaluation of consultants will be in accordance with Missouri Revised Statutes:

8.289. Present provisions of law notwithstanding, in the procurement of architectural, engineering or land surveying services, each agency which utilizes architectural, engineering or land surveying services shall encourage firms engaged in the lawful practice of their professions to annually submit a statement of qualifications and performance data to the agency. Whenever a project requiring architectural, engineering or land surveying services is proposed for an agency of the state or political subdivision thereof, the agency shall evaluate current statements of qualifications and performance data of firms on file together with those that may be submitted by other firms regarding the proposed project. In evaluating the qualifications of each firm the agency shall use the following criteria:

- (1) The specialized experience and technical competence of the firm with respect to the type of services required;
- (2) The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
- (3) 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;
- (4) The firm's proximity to and familiarity with the area in which the project is located.

The City of Clayton reserves the right to reject any qualification and/or modify the requested qualifications as it sees fit.

EXHIBIT A

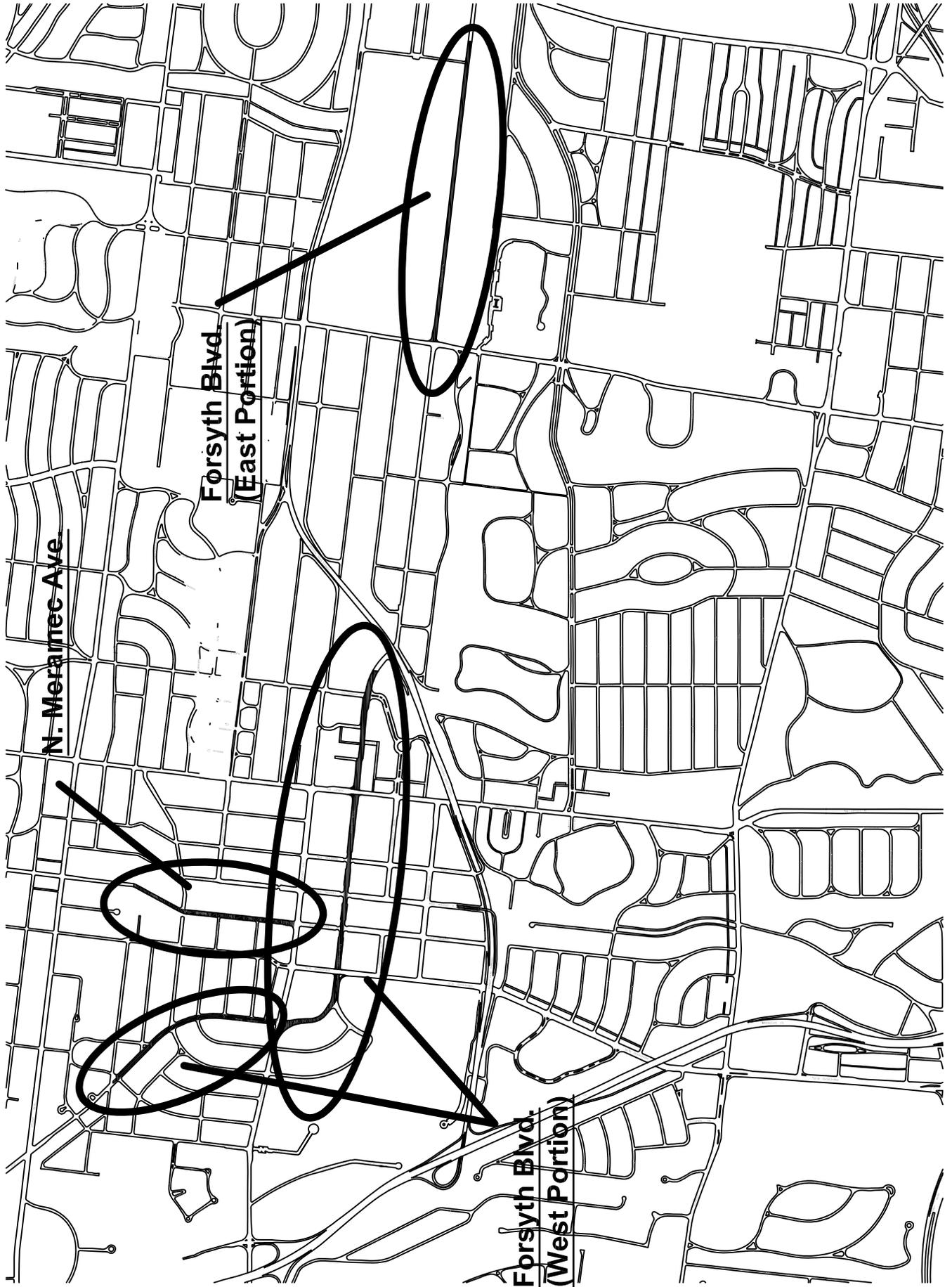




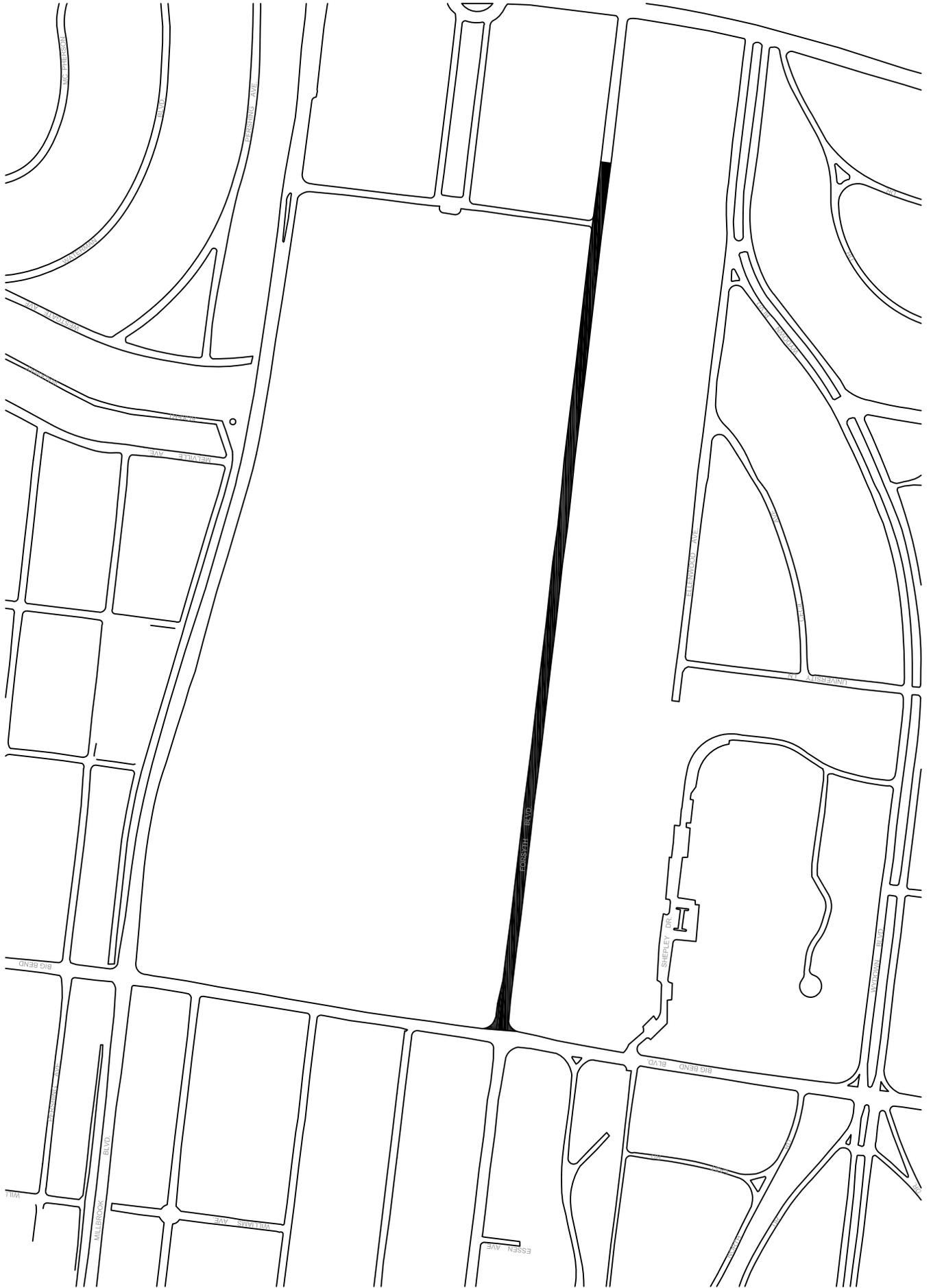
EXHIBIT A

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Forsyth & N. Meramec Resurfacing

Forsyth Blvd.-East Portion

City of Clayton, Missouri



Location Map

LM-2

EXHIBIT A

