

# CITY OF FRONTENAC



**FROM:** Jeff Wappelhorst, Director of Public Works  
**TO:** Registered Professional Engineering Firms  
**DATE:** December 17, 2012  
**RE:** **Request for Qualifications for Conceptual, Preliminary and Final Design Engineering, and Construction Engineering and Inspection Services for Sidewalk, Curb and ADA Curb Ramps on Conway Rd. from Spoede Rd. to Lindbergh Blvd.**

Dear Consultant:

The City of Frontenac is requesting the services of a registered professional engineer to perform the described professional services for all aspects of the installation of sidewalk, curbs and ADA curb ramps for the Conway Rd Sidewalk Project.

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 below. Limit your letter of interest to no more than two pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each phase of the project, the qualifications of those individuals, and other projects your company has recently completed or are now active with. Include reference names and e-mail addresses of owner's representatives who would be most knowledgeable of your firm and the individuals who would be assigned to the Conway Rd. Sidewalk Project.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://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.

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 (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 1:00 pm, on Friday January 4, 2013.

The City will evaluate each firm's qualifications and select the most qualified firm to begin price negotiations in order to enter into a contract for the consulting services.

## **City of Frontenac – St. Louis County, Sidewalk and Curb Ramp Upgrades**

Federal Aid No.: STP- 5503 (606)

Location: Conway Road from the intersection of Spoeede and Conway east on Conway to Lindbergh Blvd.

Proposed Improvement: This project consists of the design and installation of pedestrian sidewalks and curbs with ADA compliant ramps and crossings so that they are in compliance with current ADA standards

Length: 2,800 feet

Approximate Construction Cost: \$518,000

DBE Goal Determination 0%

Consultant Services Required:

### **Sidewalks**

The engineering responsibilities may include but are not limited to:

The preparation of Conceptual plans, Preliminary plans, Contract plans, preparing and submitting necessary permits, contract documents, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&E and final documents.

### **Construction Inspection**

Construction Phase: work with contractor on behalf of the City, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with City to do full time inspections and reporting and participate in final inspection. Monitor and maintain all TIP and LPA requirements.

Contact: Department of Public Works  
Attn: Jeff Wappelhorst  
Address: 10555 Clayton Road  
Frontenac, MO, 63131  
Phone: (314) 994-0646  
E-mail: [Jwappelhorst@cityoffrontenac.org](mailto:Jwappelhorst@cityoffrontenac.org)

Deadline: 1:00 PM 01/04/2013

Submit: Letter of interest should not exceed two (2) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three (3) copies of the letter of interest should be received at the address and by the time specified.

Pursuant to the Brooks Act 40 USC 1102 for Consultant Selection – the following criteria will be the basis for selection.

Experience and Technical Competence - Max Points - 30

Capacity and Capability - Max Points - 30

Past Record of Performance - Max Points - 30

Firm's Familiarity with project area - Max Points - 10

Attached are the Conflict of Interest Disclosure Form and Invoicing Template.

**Conflict of Interest Disclosure Form for LPA/Consultants**  
Local Federal-aid Transportation Projects

Firm Name (Consultant): \_\_\_\_\_

Project Owner (LPA): \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

As the LPA and/or consultant for the above local federal-aid transportation project, I have:

1. Reviewed the conflict of interest information found in Missouri's Local Public Agency Manual (EPG 136.4)
2. Reviewed the Conflict of Interest laws, including 23 CFR § 1.33, 49 CFR 18.36.

And, to the best of my knowledge, determined that, for myself, any owner, partner or employee, with my firm or any of my sub-consulting firms providing services for this project, including family members and personal interests of the above persons, there are:

No real or potential conflicts of interest

If no conflicts have been identified, complete and sign this form and submit to LPA

Real conflicts of interest or the potential for conflicts of interest

If a real or potential conflict has been identified, describe on an attached sheet the nature of the conflict, and provide a detailed description of Consultant's proposed mitigation measures (if possible). Complete and sign this form and send it, along with all attachments, to the appropriate MoDOT District Representative, along with the executed engineering services contract.

**LPA**

**Consultant**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**LPA Consultant Services Invoice**

**INVOICE**

Invoice Date:	07/05/2012
Invoice Number:	2
Billing Period:	6-1-12 Thru 6-30-12
Federal Project Number:	STP-9999 (999)

*Revised Oct 5, 2012*

**Section 1: Project Information**

**LPA Information**

Local Agency (LPA) Name:	City of Nowhere
LPA Address:	1111 West 3rd Street
LPA Person of Responsible Charge:	John Smith
LPA Contact Phone:	573-555-5555
LPA Contact Email:	<a href="mailto:johnsmith@nowhere.com">johnsmith@nowhere.com</a>

**Consultant Information**

Consultant Firm Name:	ABC Engineering Inc.
Consultant Contact Name:	Jane Doe
Address 1:	105 East Delaware
Address 2:	PO Box 1555
City, State, Zip:	Somewhere, MO 65555
Phone Number:	573-555-4444
Contact Email:	<a href="mailto:janedoe@abc.com">janedoe@abc.com</a>
Consultant Project No.:	A-111-NMO

**Project Information**

Project Description:	Sidewalk project from oak st to maple street
Project County:	Oregon county
Federal Project Number:	STP-9999 (999)
LPA Project Number:	X111-998
PE Federal Obligation Date:	04/01/2012
Federal Funding Category(s):	STP

**Engineering Services Contract Information**

ESC Execution Date:	05/01/2012
ESC Completion Date for PE Work Only:	11/01/2012
ESC Completion Date for CE Work Only:	n/a
Original ESC Contract Amount:	\$162,200.00
Supplemental No. 1_ Amount:	\$7,000.00
Supplemental No. __ Amount:	
Supplemental No. __ Amount:	
Maximum Amount for ESC:	\$169,200.00

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<b>Section 2: Billing Summary</b>			
Total Direct Salaries (see Section 3)		\$2,085.00	
Overhead	125.000%	\$2,606.250	
		<i>Subtotal 1</i>	\$4,691.25
Total Fixed Fee in Contract	\$7,200.00		
Total Fixed Fee for this billing period		\$700.00	
Total Fixed Fee billed to date (including this period)	\$975.00		
		<i>Subtotal 2</i>	\$700.00
Total Direct Costs (see Section 3)		\$5,541.37	
		<i>Subtotal 3</i>	\$5,541.37
		<b>Total for this invoice</b>	<b>\$10,932.62</b>
		Less non-participating costs paid with local funds only	\$0.00
		Total Invoice less non-participating costs	\$10,932.62
<b>TOTAL federal reimbursable amount</b> (amount to be paid by MoDOT/FHWA typically 80%)			<b>\$8,746.10</b>
Previously Total Invoiced Amount	\$2,750.87		
Total Billed to Date (including this invoice)	\$13,683.49		
Previously Total Non-Participating Costs	\$1,125.65		
Total Non-Participating Costs Billed to Date	\$1,125.65		
Total Federal Reimbursable Amt to Date	\$10,046.27		



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**Section 4: Progress Report - % Complete & DBE**

<b>Total Costs (includes Salaries, Sub-consultants, Direct Costs, Overhead &amp; Fixed Fee)</b>				
<b>Task</b>	<b>Total Budgeted</b>	<b>Total Expended to Date</b>	<b>Percent Expended (Budgeted/ Expended)</b>	<b>Estimate % Task Complete (Deliverables)</b>
Prelim Plans	\$7,500.00	\$3,812.12	50.83%	50
Final Plans	\$36,500.00	\$0.00	0.00%	0
Surveying	\$2,500.00	\$555.00	22.20%	25
Geotech	\$18,000.00	\$5,500.00	30.56%	50
Printing	\$500.00	\$41.37	8.27%	0
Supplemental #1- ROW Acquisition	\$7,000.00	\$0.00	0.00%	
			#DIV/0!	
Overhead	\$90,000.00	\$2,800.00	3.11%	
Fixed Fee	\$7,200.00	\$975.00	13.54%	
<b>TOTAL</b>	\$169,200.00	\$13,683.49	8.09%	

<b>DBE Verification – Summary To Date</b>			
<b>DBE Goal =</b>	10.00%		
<b>Prime Consultant Contract Total =</b>	\$169,200.00		
<b>DBE Target \$ Amount =</b>	\$16,920.00		
<b>DBE Sub-Consultant</b>	<b>Subcontract Amount</b>	<b>Total \$ Billed to Date</b>	<b>Overall DBE % Met to Date</b>
Soils-R-Us	\$18,000.00	\$5,500.00	
Total DBE Contract \$	\$18,000.00		
Total \$ Billed to Date		\$5,500.00	
DBE % Met to Date			3.25%

**Progress Report – Narrative**

Surveying - have started and will finish by 7/31/12. Prelim Plans have started and are 50% complete. A set of prelim plans will be sent to MoDOT on 8/1/12 for review. Geotech field investigations are underway with approx 50% completed. A report will be submitted to MoDOT by 10/1/12. We are tracking to exceed our DBE goal of 10%, to date we have met 3.25% of the 10% goal and expect to meet approx 11% by contract completion.