



**Missouri State**  
UNIVERSITY

August 23, 2013

**Missouri State University** is requesting the services of a consulting firm to perform the described professional services for two projects on our campuses in Springfield, Missouri. The University is interested in contracting with a consulting firm in order to develop these projects to allow for bidding to occur the first portion of 2014 with construction to begin by mid-May, 2014. One project is the design leading to the construction of a dedicated transitway to serve the University transit system along the private portion of Hammons Parkway from approximately Grand Street on the south to Madison Street on the north. This transitway shall include multiple modes of transportation including the shuttle vehicle roadway, bicycle pathways, and pedestrian pathways. The transitway is envisioned as a heavily landscaped transitway that will further enhance the beauty of the campus. By reworking the existing street that bisects the University, this transitway when completed should unify the east and west portions of our campus leading to a pedestrian/bike friendly campus. The design shall build upon standards that the University has developed for other related improvements currently on our campus and continue to tie the entire transit system into a unified whole.

The second project to be done requires the design leading to the construction of a new acceleration lane at the entrance to the William H. Darr Agricultural Center on Kansas Expressway at Broadmoor Street. This new addition will allow better exiting from the Agricultural Center onto Kansas Expressway. Related improvements to this acceleration lane to further enhance the entrance are included in this project. Additional information on these projects is further detailed on the attached list. The University anticipates contracting with one firm to work both of these projects simultaneously.

If your firm would like to be considered for these consulting services, please provide a letter of interest along with your statement of qualifications that deal directly with the project type represented by these projects to our office noted below. Please limit your letter of interest to no more than two pages. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's letter of interest. Your statement of qualifications shall include information directly related to these projects that will assist the selection committee in their evaluation of the firms submitting a letter of interest. Items to be incorporated into your statement should include information such as your firm's experience with dedicated, landscaped transitways including multi-modal work; experience with additions of acceleration lanes; how your firm incorporates sustainable design features into projects; your firm's ability to accurately project construction costs and the development of overall project budgets; your approach and experience with construction administration; your firm's ability to complete the necessary material testing and special inspections; your firm's capability to perform the necessary work within the timeframe established; the personnel to be assigned to this project and their duties, qualifications and experience; references from owner's on projects you have completed similar to these planned projects; and familiarity with contractors in southwest Missouri.

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 this project if you feel qualified to perform the work required.

**PLANNING, DESIGN & CONSTRUCTION**

901 South National Avenue • Springfield, Missouri 65897 • 417-836-5101 • Fax: 417-836-6884

[www.missouristate.edu](http://www.missouristate.edu)

An Equal Opportunity/Affirmative Action Institution

It is required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

Please provide three (3) printed copies of your letter of interest and statement of qualifications to the Office of Planning, Design & Construction located in the Burgess House on the Missouri State campus. These responses must be received by **5:00 p.m., Monday, September 9, 2013**. These may be hand delivered to our office at 736 South National Avenue or mailed to us at 901 South National Avenue, Springfield, Missouri, 65897. Each firm's response will be reviewed by a committee and evaluated considering the areas as outlined in this request and weighted as follows. Pursuant to the Brooks Act for Consultant Selection, the following criteria will be the basis for selection.

General experience of firm as related to this project .....	40 Max Points
Qualifications of assigned personnel .....	30 Max Points
Past Record of Performance .....	30 Max Points

Sincerely,



Douglas H. Sampson, AIA LEED AP  
University Architect & Director of Planning, Design & Construction

Attachment

<i>Missouri State University, Springfield, Missouri</i>	
Federal Aid No.:	DP-5938 (802) DP-5927 (804)
Missouri State University Project Number:	110118-100
Proposed Improvement:	<p><b>Construction of a dedicated transitway within the Springfield campus.</b></p> <p>This dedicated transitway is being developed to further improve our shuttle service and bicycle and pedestrian movements on campus. It continues to efforts supported by the students and administration to create a larger auto-free zone on campus. This transitway continues to stitch together the overall campus' multi-modal plans for better, more efficient access. The location of the transitway will be along the existing Hammons Parkway corridor north of Grand Street on the south end to Madison Street at the north end of the project. Hammons Parkway is a vacated street that is now controlled by Missouri State University. This transitway will included dedicated shuttle lanes serving our vehicles, dedicated bike ways to continue the network already established on our campus, and pedestrian pathways to enhance foot traffic movement on campus. These improvements will include landscaping to soften the pathways, irrigation, lighting to provide safe passage ways, and improved storm water management.</p> <p>Design work is expected to begin with the award of this contract leading to the bidding of the project in early 2014 to allow construction to begin mid-May, 2014 immediately following the University's spring graduation with completion by August 1, 2014. Early site work that does not interfere with student activities and movements on campus may be allowed to begin prior to mid-May.</p> <p>Plans previously prepared in 2004 for this project will serve as a basis for the start to the design needed, but these plans are not intended to be the design expected upon completion of this project.</p> <p><b>Construction of an acceleration lane at the William H. Darr Agricultural Center.</b></p> <p>A new acceleration is to be constructed leading from the entrance to the William H. Darr Agricultural Center onto Kansas Expressway. This entrance, constructed in 2009 included a deceleration lane but not an acceleration lane. This project completes the entrance work envisioned. This new acceleration lane will begin at the current drive across from Broadmoor Street south along Kansas Expressway. Work associated with this improvement will include the acceleration lane, landscaping, lighting, and irrigation work.</p>

	<p>Work may also be required on the existing gate as a result of this work.</p> <p>It is the intent to select one consultant to work with the University on both of these projects and design and construct the projects with similar schedules.</p>
Approximate Project Budget:	<ul style="list-style-type: none"> <li>• \$490,000 for the dedicated transitway</li> <li>• \$290,000 for the acceleration lane</li> </ul>
DBE Goal Determination	10%
Consultant Services Required:	<p><i>Consultant services that may be required for these project include:</i></p> <ul style="list-style-type: none"> <li>• <i>The preparation of any right-of way documents that may be needed;</i></li> <li>• <i>Surveying of the impacted areas, documentation of existing conditions;</i></li> <li>• <i>Any geotechnical investigation that may be needed;</i></li> <li>• <i>The preparation of any environmental or historic preservation studies that may be required;</i></li> <li>• <i>The preparation of any permits that may be required;</i></li> <li>• <i>The complete design services for the improvements leading to contract documents to allow for public bidding of the work to be constructed;</i></li> <li>• <i>Management of any sub-consultants that may be used if applicable;</i></li> <li>• <i>Provide cost estimates during the design phases to assure project designed is within funding available;</i></li> <li>• <i>Documentation of communications throughout the project;</i></li> <li>• <i>Assistance through the bidding period including the pre-bid conference; the preparation of any addenda and review of bids;</i></li> <li>• <i>Construction administration and management on-site as required including proper field reporting, shop drawing reviews, preparation of any change orders, attendance and conducting of progress meetings, preparation of any supplemental instructions, preparation of daily logs, etc.;</i></li> <li>• <i>Providing any necessary material testing and/or special inspections;</i></li> <li>• <i>Provide record drawings upon completion of the project.</i></li> </ul>
Other Comments:	
Contact:	<p><i>Douglas H. Sampson, AIA, LEED AP</i>  <i>University Architect and Director of Planning, Design &amp; Construction</i>  <i>Missouri State University</i>  <i>901 South National Avenue</i>  <i>Springfield, MO 65897</i>  <i>417.836.5101</i>  <i>DougSampson@MissouriState.edu</i></p>
Deadline for Submission:	<b>5:00 p.m., Monday, September 9, 2013</b>

Submit	<ul style="list-style-type: none"><li>• Letter of interest not exceeding two pages</li><li>• Statement of Qualifications directed at this project type</li></ul> <p>Submissions shall be on 8 ½” x 11” paper size</p>
Deliver Submission to:	<p>Douglas H. Sampson, University Architect at:</p> <p><b>Mailing Address:</b> Office of Planning, Design &amp; Construction Missouri State University 901 South National Avenue Springfield, Missouri 65897</p> <p>or</p> <p><b>Hand Deliver Address:</b> Office of Planning, Design &amp; Construction Missouri State University 736 South National Avenue Springfield, Missouri</p>