



# City of Eureka

100 City Hall Drive • P.O. Box 125 • Eureka, Missouri 63025-0125 • 636-938-5233  
Fax: 636-938-4080 • Relay Missouri: 1-800-735-2966 (TDD) • www.eureka.mo.us

*Aldermen Ward I*  
Robert A. Berry  
Wes Sir

*Aldermen Ward II*  
Robert H. Kee, Jr.  
Marilyn Leistner

*Aldermen Ward III*  
Shannon Britt  
Don Beckerle

*Mayor*  
Kevin M. Coffey

*City Administrator*  
Craig E. Sabo

*City Clerk*  
Ralph M. Lindsey, Jr.

May 14, 2012

Dear Consultant:

The City of Eureka, Missouri 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 (5) 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 project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

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.

The City of Eureka will evaluate firms based on a) experience and technical competence, b) the capacity and capability of the firm to perform the work in the timeframe needed and c) past record of performance (23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291).

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 2:00 P.M. on May 30, 2012 at The City of Eureka, 100 City Hall Drive, P.O. Box 125, Eureka, MO 63025-0125.

Sincerely,

Craig E. Sabo  
City Administrator

(Attachment)

<i>Eureka, St. Louis County, Forby Road Phase 3 and Alt Road Reconstruction</i>	
Federal Aid No.:	STP-5401 (668)
Location:	Along Forby Road from Clifte Creek bridge east of Meramec Boulevard to Alt Road, a distance of approximately 1,400 linear feet; and along Alt Road from Forby Road to the northern City limits, a distance of approximately 1,150 linear feet.
Proposed Improvement:	Improvements will consist of the reconstruction of roadway alignment, new curb and gutter, enclosed storm drainage, multi-purpose trail, and ADA compliant ramps at intersections.
Length:	Approximately 2,500 linear feet
Approximate Construction Cost:	<i>\$1,510,000</i>
DBE Goal Determination	<i>Ten (10) Percent</i>
Consultant Services Required:	<p>Design services will include project survey, geotechnical exploration, and necessary environmental permitting. Consultant will be responsible for the preparation of Preliminary, Right-of-Way, and Final Construction documents.</p> <p>Construction Engineering services will consist of pre-construction conference, shop drawing review, daily inspections and reports, reject non-conforming work, review wage rates, material testing, and final inspection.</p> <p>See Attachment A – “General Description of Scope of Work” for a list of services expected for this project.</p>
Other Comments:	
Contact:	<i>Craig E. Sabo  City Administrator  City of Eureka  100 City Hall Drive  P.O. Box 125  Eureka, Missouri 6302-0125  cesabo@eureka.mo.us</i>
Deadline:	<i>May 30, 2012</i>

Letter of interest should not exceed five (5) 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 shall be received at the address listed above 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

**GENERAL DESCRIPTION  
OF  
SCOPE OF WORK**

**A. DESIGN PHASE** - The Engineer will:

1. Determine the needs of the City of Eureka for the project;
2. Conduct topographic, property and utility surveys sufficient to develop plans for the project;
3. Arrange for geotechnical exploration, if needed;
4. Prepare preliminary plans, including horizontal and vertical roadway alignments, typical sections, hydraulic analysis and layout, cross sections, construction staging, cost estimates, and recommend to the City of Eureka the best overall general design based on the analysis;
5. Submit preliminary plans, estimates for review by the City of Eureka and Missouri Department of Transportation (MoDOT);
6. Prepare detailed construction plans, cost estimates, specifications and related documents as necessary for the purpose of soliciting bids for constructing the project;
7. Secure adequate property title information, determine right-of-way requirements, prepare right-of-way plans, and assist the City of Eureka in acquiring the right-of-way deeds needed for the project;
8. Obtain documentation to comply with water quality requirements by coordinating with the Missouri Department of Natural Resources and the U.S. Army Corps of Engineers and also insure compliance with the requirements of the Federal Emergency Management Agency (FEMA), as necessary;
9. Obtain documentation to comply with historic preservation requirements (Section 106) through coordination with the Missouri Department of Natural Resources, and if deemed necessary, arrange to have the site examined by a qualified archaeologist;
11. Provide the City of Eureka completed plans, specifications and/cost estimates for the purpose of obtaining construction authorization from MoDOT.

**B. BIDDING PHASE** - The Engineer will:

- 1 Upon receipt of construction authorization from MoDOT, make final corrections resulting from reviews by agencies involved, and provide an adequate number of plans, specifications, and bid documents to the City of Eureka;
- 2 Assist the City of Eureka in evaluating bids and requesting concurrence in award from MoDOT;

**C. CONSTRUCTION PHASE** - The City of Eureka will be responsible for administering the terms of the construction contract between the City and their Contractor. The City of Eureka will not be responsible for the construction methods and procedures used by the Contractor or for the Contractor's failure to perform work in accordance with the contract documents. Engineer's services will include more specifically as follows:

- 1 Assist the City of Eureka with a preconstruction conference to discuss project details with the Contractor;
- 2 Review shop drawings and review schedules and drawings submitted by the Contractor;
- 3 Arrange for material testing and sampling to conform with project requirements;
- 4 On-site construction observation, including daily journal, conformance with plans and specifications, wage rate interviews, process RFI's and change orders, approve or reject construction work, approve applications for payment from the contractor;
- 5 Provide clarification regarding plans and/or specifications as needed;
- 6 Arrange and conduct semi-final and final walk through for final acceptance.