



February 27, 2012

Dear Consultant:

The City of Maplewood 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 3 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, 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 noon, (03/27/2012) at 7601 Manchester Road, Maplewood, MO 63143, Attn: Anthony Traxler.

Sincerely,

A handwritten signature in black ink, appearing to read "Anthony J. Traxler", is written over a horizontal line.

Anthony J. Traxler
Assistant City Manager/
Director of Public Works

Attachment

<i>City of Maplewood, Missouri</i>	
Federal Aid No.:	5401 (669) TIP
Location:	Manchester Road (Bredell Avenue to Hanley Road)
Proposed Improvement:	Safety
Length:	0.3
Approximate Construction Cost:	\$1,825,000
DBE Goal Determination	20%
Consultant Services Required:	<p>Roadway 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, utility coordination/permits and traffic controls including the preparation of PS&E and final documents.</p> <p>Construction Inspection Construction Phase: work with contractor on behalf of the County, 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 County to do full time inspections and reporting and participate in final inspection.</p>
Other Comments:	
Contact:	Anthony Traxler 7601 Manchester Road (314) 646-3635 a-traxler@cityofmaplewood.com
Deadline:	Noon, March 27, 2012
Submit	<ul style="list-style-type: none"> Letter of interest should not exceed 3 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Two copies of the letter interest should be received at the address and by the time specified.

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. The basis of the evaluations can be located in the Engineering Policy Guide fig 136.6.2. Maximum points can be modified or additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence -	30	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	30	Max Points

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR
PREPARATION OF PLANS, SPECIFICATION AND COST ESTIMATE AND
CONSTRUCTION INSPECTION FOR IMPROVEMENTS TO MANCHESTER
ROAD (MO. 100), FROM BREDELL AVENUE WEST TO HANLEY ROAD,
CITY OF MAPLEWOOD, MISSOURI**

**CITY OF MAPLEWOOD
DEPARTMENT OF PUBLIC WORKS**

February 27, 2012

1. Introduction

The City of Maplewood, Missouri, is the recipient of federal road improvement funds awarded by the East-West Gateway Council of Governments for improvements to Manchester Road (MO. Route 100); St. Louis County; Maplewood, Missouri from Bredell Avenue west to Hanley Road. \$2,227,200 in federal funds have been programmed, and \$556,800 of local matching funds are being reserved. The total expenditure is expected to amount to \$2,784, 000. Funds are programmed for federal fiscal year beginning October, 2012. The project shall be completed by September, 2015.

2. Scope of Work

The City of Maplewood, Missouri, seeks an engineering firm to prepare plans, specifications, and cost estimates, conduct construction inspections, and provide project management. The City of Maplewood's intention is to improve traffic flow, vehicular and pedestrian safety and drainage in the project area. Work will also include coordination of utility relocations.

The improvements contemplated by the City of Maplewood consist of, but are not limited to, replacement of the curb and gutter, pavement overlay where needed, replacement or installation of sidewalks, installation of street lights and coordination with all entities involved with the proposed improvements.

Work will comply with the Missouri Department of Transportation (MoDOT) Local Public Agency Manual, and related MoDOT documents, Plans shall comply with MoDOT design guidelines.

The following tasks by the engineer or the engineer's subcontractors are anticipated.

- A. Land and improvements survey
- B. Development of a concept plan
- C. Development of improvement plans, specifications and cost estimate
- D. Utility coordination
- E. Construction inspection
- F. Material testing
- G. Project management, measurement of quantities
- H. Approvals and project closeout

The City of Maplewood will contact affected property owners and seek their involvement in development of a conceptual plan for the project. The city intends to complete a concept plan for the project prior to the official commencement of the project in October, 2012.

3. Instructions

Provide the information in the order listed below.

- A. List and briefly describe the road improvements projects completed by your firm in the last five years.
- B. Explain how your firm is uniquely qualified to provide engineering services to the city on the project described in the scope of work provided herein.
- C. Provide the name of the project engineer/manager who will be assigned to this project, and briefly describe the relevant work experience.
- D. Note if there is minority participation in the project by your firm.

Prepare two (2) copies of the proposal and address to Mr. Anthony Traxler, Director of Public Works; 7601 Manchester Road; Maplewood, MO 63143.

4. Proposal Submission Deadline

Written submissions must be received by the City Hall receptionist, Maplewood City Hall, 7601 Manchester Road; Maplewood, Missouri by noon on Tuesday, March 27, 2012.

5. Selection Process

The proposals will be reviewed by the Public Works Director and the City Manager. Firms may be asked to make an oral presentation to the above persons on Friday, March 30, 2012 or Monday, April 2, 2012. The City Manager will make a recommendation of a firm to the Maplewood City Council. Firms will not make presentations to the City Council. The City Council will make the selection. An engineering services contract detailing the scope of work and fees will be negotiated after selection of the firm for the project, in accord with the regulations of MoDOT.

6. Timetable

Staff is expected to make a recommendation by after reviewing the proposals. The City Council is expected to make a selection at the April 10, 2012 City Council meeting.

7. Questions

Questions concerning the proposal requirements or the scope of work should be directed to Mr. Anthony Traxler, Director of Public Works, and City of Maplewood, Missouri at 314-645-3600.