

November 17, 2009

Dear Consultant:

The City of Ballwin is requesting the services of a consulting engineering firm to perform the described professional services for the project as described in the attached "Request of Qualifications for Professional Services". If your firm would like to be considered for these consulting services, you may express your interest by responding to the Office of the City Engineer/Public Works Director. Limit your letter of interest to no more than 20 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.

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 5:00 pm, December 28, 2009 at the Ballwin Public Works Department, 200 Park Drive, Ballwin, MO 63011.

Sincerely,

Gary R. Kramer, P.E.
City Engineer/Director
Public Works Department

Attachment

<i>City of Ballwin/St. Louis County/Kehrs Mill Road</i>	
Federal Aid No: STP-5401(630)	
Location: Kehrs Mill Road (Holloway Road to Clayton Road (MO Route HH)	
Proposed Improvement: Replace existing full depth asphalt pavement, construction of sidewalks, and upgrading curb ramps to ADA standards.	
Length: 1.6 miles	
Approximate Construction Cost: \$1.35 Million	
Consultant Services Required:	Roadway: preliminary plans, right of way plans, final plans, individual parcel right of way plats, and detailed traffic control plan.
Other Comments:	
Contact:	Name: Gary R. Kramer, P.E. Address: 200 Park Drive Ballwin, MO 63011 Phone: 636-227-9000 E-mail; gkramer@ballwin.mo.us
Deadline:	5:00 pm, December 28, 2009

REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES
for
KEHRS MILL ROAD RESURFACING & SIDEWALKS
in the
CITY OF BALLWIN, MISSOURI

FEDERAL PROJECT NO. STP-5401(630)



Submittal of Qualifications

Interested and qualified consulting firms are invited to submit a Statement of Qualifications for providing professional services for the KEHRS MILL ROAD RESURFACING & SIDEWALKS project. The selection of a consulting firm for the project will be made from the information provided. The submittal should be organized in such a manner that would convey pertinent information. Please submit the following minimal information, organized in the following order:

1. Title Page
2. Table of Contents
3. Submit resumes of all professional staff members who will work on this project showing work experience similar to these improvements. Identify proposed project manager for the project.
4. Submittal of recent experience and credentials of the firm, particularly involving SAFETEA-LU funding (surface transportation program). A brief description of at least three (3) similar improvement projects completed within the last five (5) years should be included.
5. Submittal of experience and qualifications in the following work areas:
 - a. Engineering Design
 - b. Construction Management
 - c. Surveying
6. Submittal of a reference list with at least three (3) clients with addresses, telephone numbers, and contact persons for whom similar projects have been performed.
7. Submittal of a statement indicating the location of the firm and where the design work will be handled.
8. Names and addresses of outside associates and consultants or contractors that would be employed by the firm for this project.
9. Other items the consulting firm wishes the City of Ballwin to consider in evaluating the firm's qualifications.

Other Items

The City of Ballwin reserves the right to approve all subcontractors in advance.

Scope of Work

The scope of work is to evaluate, design and prepare necessary construction plans and specifications for the full depth replacement of the Kehrs Mill Road asphalt pavement and completion of the sidewalks including upgrading all curb ramps to ADA standards. Project limits are Holloway Road to Clayton Road (MO Route HH). The scope of work will also require preparation of permanent easement plats and temporary slope construction licenses and a detailed traffic control plan.

See enclosed drawing for project location. It is anticipated that the proposed sidewalk will be five (5) feet, wherever possible. The sidewalk alignment shall be such as to avoid, wherever possible, trees, streetlights, utilities, shrubs, and other features.

The selected firm shall be capable of providing the following, in addition to those services described in the attached Scope of Services.

1. Necessary evaluations required to provide the most cost effective design.
2. Ability to survey and/or provide engineering services within the time frame described, and, with sufficient detail and clarity to accurately estimate and control the construction cost.

The preparation of construction plans shall include all necessary documentation needed in the bidding process of the proposed project. This shall include, but is not limited to, detailed plans and quantities, cost estimates, proposals, specifications, detailed traffic control, and other documents required by MoDOT and the FHWA to complete the project.

Familiarity by the firm with the regulations and specifications of the Missouri Department of Natural Resources, U.S. Army Corps of Engineers, Federal Emergency Management Association, Missouri Department of Transportation, Federal Highway Administration, Metropolitan St. Louis Sewer District is required, as well as experience in coordination with utility adjustments affecting those facilities owned and operated by Charter Communications, Laclede Gas, Southwestern Bell, Missouri American Company and AmerenUE. In some instances, the firm will be required to prepare and submit permit applications and obtain timely permits for selected improvements that require approval by the jurisdictional agency.

Selection Criteria

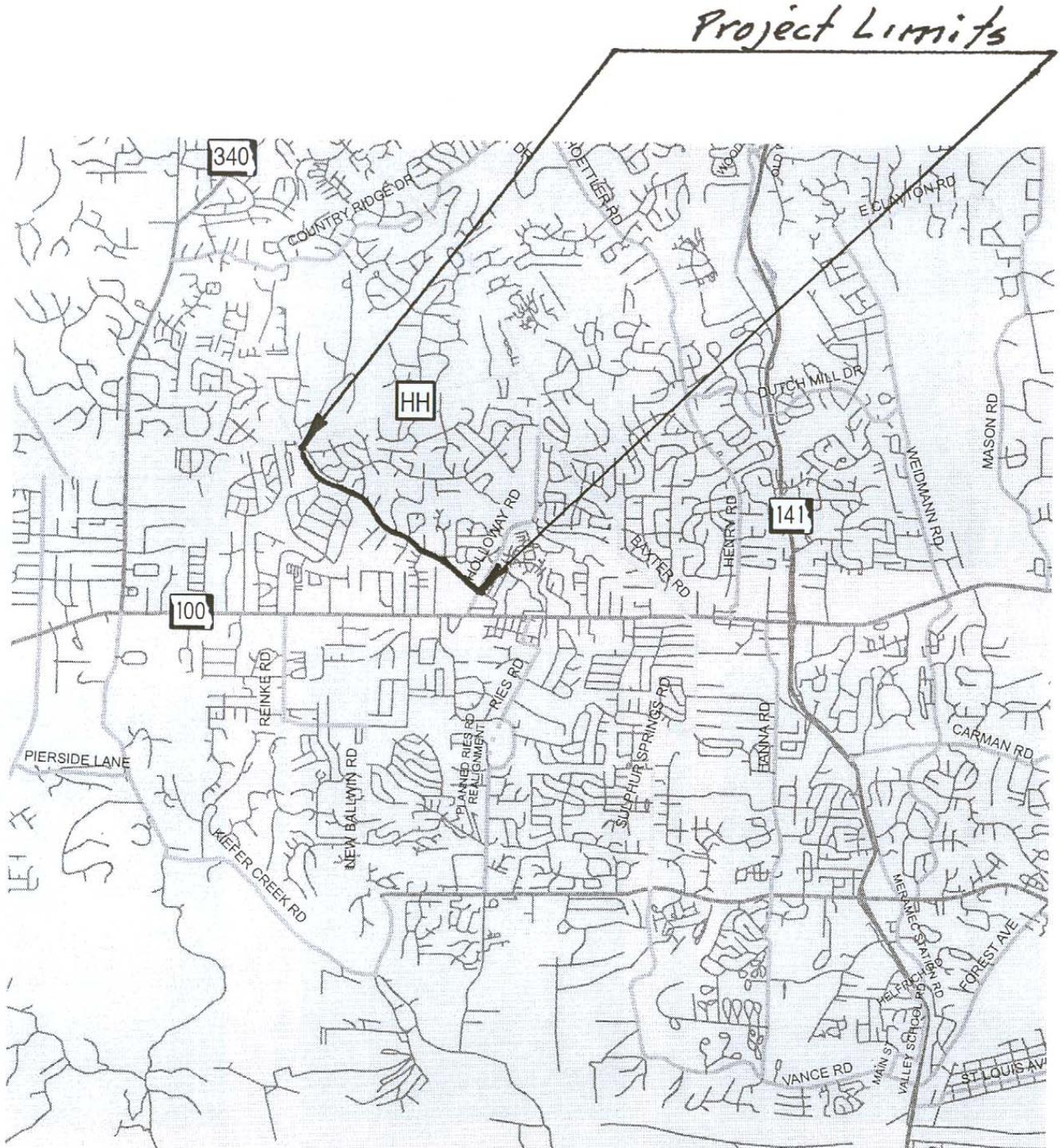
The City will be evaluating the Statement of Qualifications for selection of a firm to insure that the firm has management, fiscal and technical capabilities to render professional services for the KEHRS MILL ROAD RESURFACING & SIDEWALKS project. The selection criteria shall include, but is not limited to the following:

1. The professional and ethical reputation of the consulting firm.

2. The firm should have demonstrated qualifications and expertise in performing the services required for the project.
3. The qualifications and experience of the present staff who will be in responsible charge of the project including details of each members education and experience in related work such as street design, bridge and retaining wall design, soil analysis, surveying, etc.
4. The capacity and capability of the firm to perform the work in question, including specialized services, within time schedule constraints relative to present professional service workload.
5. The past record of performance with respect to control of costs, quality of work and ability to meet schedules.
6. The firm's proximity to and familiarity with the area of the project. A primary requirement will be that firm's design office or staff headquarters is located in Missouri. A secondary consideration may be the location of the firm's office relative to the job site.
7. The qualifications, experience and capacity of any subcontractor chosen to work with the principal contractor.

LOCATION MAP

KEHRS MILL ROAD RESURFACING & SIDEWALKS PROJECT



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