



Department of Public Works

10 North Bemiston • Clayton, Missouri 63105-3397 • (314) 290-8540 • FAX (314) 863-0296 • TDD: (314) 290-8435

April 3, 2017

The City of Clayton is requesting submittals for the services of a consulting engineering firm to perform the described professional services for the: MARYLAND AVENUE RESURFACING –ADA IMPROVEMENTS PROJECT, TIP# 6717-19.

The project includes the mill & overlay of Maryland Avenue with 2” of asphalt surface, the replacement of curb & gutters where needed, improvement of curb ramps to ADA standards (approx. 47 ramp or island cuts), bicycle accommodations, and restriping.

If your firm would like to be considered for these consulting services, you may express your interest by responding to:

Mr. Matt Malick, P.E.
Public Works Dept.
City of Clayton
10 N. Bemiston Ave.
Clayton, MO 63105
mmalick@claytonmo.gov

Please limit your letter of interest to no more than five pages. This submittal should include the items listed under “RFQ Format” on the following pages and include a statement expressing firm’s interest in project.

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 (**3 copies & 1 pdf**) be received by 4:00 pm, April 28, 2017 at the City of Clayton Public Works Department, located at 10 N. Bemiston Avenue, Clayton, MO 63105. The submittal must be clearly marked on the outside with the project name and number: MARYLAND AVENUE RESURFACING – ADA IMPROVEMENTS PROJECT, TIP# 6717-19.

Sincerely,

Matt Malick, P.E.
Principal Civil Engineer

Attachment

City of Clayton-Maryland Avenue Resurfacing Project	
Federal Aid No.:	TIP#6717-19 (STP # not yet issued)
Location:	Maryland Avenue from Hanley to western City Limit (near Gay)
Proposed Improvement:	The project includes the mill & overlay of Maryland Ave. with 2" of asphalt surface, the replacement of curb & gutter where needed, improvement of curb ramps to ADA standards (approx., 47 ramps/island cut through), bicycle accommodations, and restriping.
Length:	0.84 miles
Approximate Construction Cost:	\$ 1,150,652
Consultant Services Required:	<p>Design services may include, right of way plans, surveying, public engagement, environmental and historic preservation services/permits, contract documents, construction support, utility coordination/permits and traffic controls including the preparation of PS&E and final documents. Engineering responsibilities may include but are not limited to the following:</p> <ol style="list-style-type: none"> 1. The preparation of Conceptual plans, Preliminary plans, ROW Plans, Contract plans. 2. Design shall be compliant with applicable State and City requirements. 3. Meeting(s) with City to plan project. 4. Survey of existing project limits as needed for design of project as well as to determine ROW and create any necessary ROW/Easement exhibits. 5. Review and modification of non-compliant curb ramps and associated signals components along the project route. 6. Preparation of Preliminary, ROW plans and exhibits, and final PS&E documents as required for STP-S project and detailed in the MoDOT LPA Manual which incorporate the City's standard specifications and drawings (including project specific modifications as needed, quantities, ramp details, traffic control plan, etc...). 7. Attend preconstruction meeting and answer design questions on an as-needed basis during construction. 8. City staff intends to handle the bidding of PS&E package and manage the project in-house.
Other Comments:	Short-listed firms will be contacted by City staff if additional information is required to make a selection.
Contact:	<p>Matt Malick, P.E. 10 N. Bemiston Avenue Clayton, MO 63105 314-290-8547 mmalick@claytonmo.gov Please submit any questions via email.</p>
Deadline:	4:00pm April 28, 2017
<p>Submit: Letter of interest should not exceed five pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three copies & one PDF of the letter interest should be received at the address above and by the time specified. PDF may be emailed to mmalick@claytonmo.gov</p>	

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

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|---|-----|
| 1. Completeness and Compliance with RFQ Format - | 10% |
| 2. Experience and Technical Competence - | 25% |
| 3. Capacity and Capability - | 25% |
| 4. Past Record of Performance - | 25% |
| 5. Firm's Proximity & Familiarity with project area - | 15% |

RFQ Format

Proposals should be relevant and concise (five pages max, including cover letter). In order to facilitate the evaluation process, the following format will be required:

Cover letter

Brief description of the firm

- A. Name of firm and office location.
- B. Length of time in business.
- C. Total number of local and other employees outside of the area that may be used.
- D. Name of principals
- E. Professional services provided by the firm.

Project-specific information

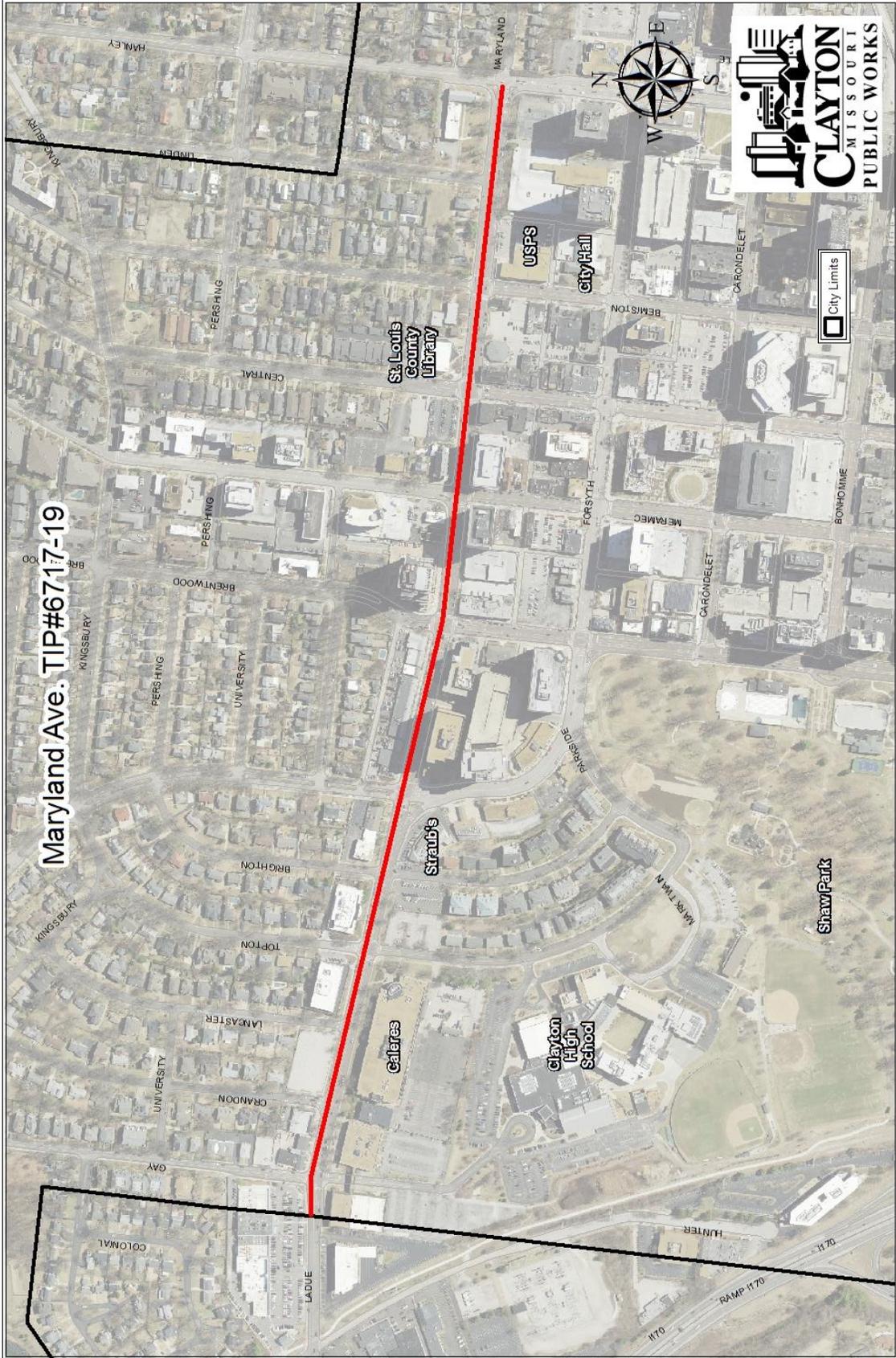
- A. Project Manager (including location) &
- B. Project Team Members/Key Staff
 - 1. Qualifications and Experience in this area of expertise
 - a. Familiarity with LPA process and MoDOT plan review
 - b. Permitting-Federal, State, and Local
 - c. Familiarity with curb ramp projects and easement/ROW acquisition
 - 2. Key staff workload and availability throughout project.
 - 3. Licensure
- C. Project Approach
- D. Three (3) similar projects completed in the past five (5) years
 - 1. References (with contact information)
 - 2. Estimated & Actual construction cost

Evaluation of consultants will be in accordance with Missouri Revised Statutes:

8.289. Present provisions of law notwithstanding, in the procurement of architectural, engineering or land surveying services, each agency which utilizes architectural, engineering or land surveying services shall encourage firms engaged in the lawful practice of their professions to annually submit a statement of qualifications and performance data to the agency. Whenever a project requiring architectural, engineering or land surveying services is proposed for an agency of the state or political subdivision thereof, the agency shall evaluate current statements of qualifications and performance data of firms on file together with those that may be submitted by other firms regarding the proposed project. In evaluating the qualifications of each firm the agency shall use the following criteria:

- (1) The specialized experience and technical competence of the firm with respect to the type of services required;
- (2) The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
- (3) The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
- (4) The firm's proximity to and familiarity with the area in which the project is located.

The City of Clayton reserves the right to reject any qualification and/or modify the requested qualifications as it sees fit.



Maryland Ave. TIP#6717-19

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