

August 14, 2012

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 for Qualifications for Professional Services". If your firm would like to be considered for these consulting services, you may express your interest by responding to Office of the City Engineer/Public Works Director which is indicated on the attachments. Limit your letter of interest to no more than 20 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 the 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 5:00 pm, August 31, 2012 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, Holloway over Grand Glaize</i>	
Federal Aid No.:	BRM-5401(679)
Location:	Holloway Road at Spring Oaks Drive
Proposed Improvement:	Repair floor of the two connected poured-in-place concrete culvert, strengthen cracks, rehabilitate the upstream and downstream channel protection
Length:	1076 lineal feet
Approximate Construction Cost:	\$584,000
DBE Goal Determination	0 %
Consultant Services Required:	The engineering responsibilities may include but are not limited to the preparation of Preliminary and Contract plans. As part of preparing the plans the consultant may need to perform surveying, geotechnical investigations, hydraulic studies and provide environmental services/permits including the preparation of PS&E and final documents. The consultant shall include construction inspection services.
Other Comments:	Carbon fiber reinforcement is to be considered to protect floor repairs and to strengthen cracks in the culvert walls and ceiling.
Contact:	Gary R. Kramer, P.E. 200 Park Drive Ballwin, MO 63011 Phone: 636-227-9000 E-mail; gkramer@ballwin.mo.us
Deadline:	5:00 pm, August 31, 2012
Submit	<ul style="list-style-type: none"> • Letter of interest should not exceed 20 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. Additional criteria can be added with the approval of Central Office Design

1. The professional and ethical reputation of the consulting firm. 10 Max Points
2. Demonstrated qualifications and expertise in performing the services required for the project. 20 Max Points
3. The qualifications and experience of the present staff who will be in responsible charge of the project. 30 Max Points

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| 4 | The capacity and capability of the firm. | 15 Max Points |
| 5. | The past record of performance. | 10 Max Points |
| 6. | The qualifications, experience and capacity of any subcontractor. | 15 Max Points |

REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES
for
HOLLOWAY ROAD CULVERT REHABILITATION
in the
CITY OF BALLWIN, MISSOURI

FEDERAL PROJECT NO. BRM-5401(679)
TIP number is 5750-13

Submittal of Qualifications

Interested and qualified consulting firms are invited to submit a Statement of Qualifications for providing professional services for the HOLLOWAY ROAD CULVERT REHABILITATION 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 BRM (On-System Bridge). 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. Geotechnical Investigations
 - c. Hydraulic Studies
 - d. Environmental Services
 - 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

Project is located at Holloway Road at Spring Oaks Drive. The culvert is Y-shaped consisting of a Grand Glaize Creek section and an unnamed tributary section. See enclosed drawing for project location.

The scope of work is to evaluate, design and prepare preliminary and contract plans and specifications for the repair of the floor and cracks in poured-in-place concrete box culverts and rehabilitation of the existing channel protection. As part of preparing the plans the consultant may need to perform surveying, geotechnical investigations, hydraulic studies and provide environmental services/permits including the preparation of PS&E and final documents. Creek flow bypass plan shall be included in the plans and specifications. Carbon fiber reinforcement is to be considered as protection of the floor repairs and strengthening cracks in the walls and ceiling. No right-of-way acquisition is required.

Construction Phase: work with contractor on behalf of the City, 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.

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, 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.

LOCATION MAP
HOLLOWAY ROAD CULVERT REHABILITATION PROJECT
BALLWIN, MO

