



September 28, 2016

Re: Request for Proposals for Design Services – Charlotte/Holmes and Lexington Bikeways
CMAQ 3301(503); City project No. 89020357

Dear Consultant:

The City of Kansas City, 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 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 similar projects your company has recently completed or are now active. We are looking for a design professional with innovative, technical on-street bike facility design experience. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with the City of Kansas City. The statement of qualification is not included in the total page count limit.

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 be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

We request all letters be received by 2:00 pm, (October 19, 2016) at:
414 E. 12th Street
20th Floor, City Hall
Kansas City, MO 64106
Attn: Mario Vasquez

Sincerely,

Mario Vasquez
Project Manager

Attachment

<i>Kansas City, MO/Jackson County</i>	
Federal Aid No.:	CMAQ 3301(503)
Location:	Charlotte 12 th Street to 36 th Street Holmes from 12 th Street to 36 th Street Lexington/Gladstone from Independence Ave. to Indian Mound Park
Proposed Improvement:	Provide design services for on-street bicycle facilities along the above referenced corridors.
Length:	Charlotte and Holmes 6.2 miles Lexington/Gladstone 7.4 miles
Approximate Construction Cost:	Charlotte/Holmes \$133,500 Lexington/Gladstone \$352,000
DBE Goal Determination	10%
Consultant Services Required:	<i>See Attachments A, B, C, D & E</i>
Other Comments:	
Contact:	<i>Name: Mario Vasquez Address: 4721 E Coal Mine Road, Kansas City, MO 64130 Phone: (816)513-6984 E-mail: Mario.Vasquez@kcmo.org</i>
Deadline:	<i>2:00 pm, 10/19/2016</i>
Submit	Letter of interest should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. A copy 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

Experience and Technical Competence - Max Points 40
(Provide the qualifications of the employees on the team designated to this specific project)

Capacity and Capability - Max Points 30
(Based on the number of projects this team is currently working on, what is the percentage of time available for each team member to dedicate to this project? How many projects or similar types of work have this team completed or nearly completed?)

Past Record of Performance - Max Points 30
(Please provide references with names and e-mail addresses of the owner’s representative who is most knowledgeable of your firm’s performance. Describe methods you intend to utilize or have used in the past to serve the needs of a City in a cost effective manner. What engineering challenges do you anticipate in designing this type of project? What approach will you use, or have you used in the past, to overcome these obstacles?).

**REQUEST FOR QUALIFICATIONS
DESIGN PROFESSIONAL SERVICES**

**CHARLOTTE/HOLMES BIKEWAYS – Independence Ave. to 36TH
LEXINGTON/GLADSTONE BIKEWAYS – Independence Ave. to Indian Mound Park
City Project No. 89020357
Federal Project No. CMAQ 3301(503)**

**PUBLIC WORKS DEPARTMENT
CITY OF KANSAS CITY, MISSOURI**

- 1. Purpose.** This is a Request for Qualifications (“RFQ”) for Design Professional Services for the design of on-street bike facilities along Charlotte and Holmes Streets and along Lexington and Gladstone Boulevards issued by the City of Kansas City, Missouri (“City”).
- 2. Definition of Request for Qualifications.** This RFQ is an invitation by the City to Design Professionals to submit their qualifications and all other required submissions as part of their statement of interest for performing the services specified in this RFQ. Selection will be based upon the judgment of the City in obtaining a Design Professional that will be in the best interests of the City. Design Professional’s submittal of a proposal in response to this RFQ does not create any right in or expectation to a contract with the City.
- 3. DBE Goal Determination: 10%** 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.
- 4. Due Date.** Qualifications are due by October 19, 2016 at 2:00pm. Qualifications shall be sent to **Tufanza Byrd-Primos, Contract Administrator, 1st Floor – Procurement Services at City Hall, 414 E. 12th Street, Kansas City, Missouri, 64106.** Design Professionals should submit 8 copies of their Proposals. All proposals must be submitted in a sealed envelope or box and shall not be opened until after the due date. The City reserves the right at any time to change or extend the due date and time for any reason.
- 5. RFQ Package.** The RFQ package for this project contains the following:

 - a. Attachment A – Scope of Services
 - b. Attachment B – Preliminary Schedule
 - c. Attachment C – Project Maps
 - d. Attachment D - Electronic Submittals Requirements
 - e. Attachment E – City-Licensed GIS Data
- 6. Requirements.** The following items are required with your firm’s Statement of Qualification:

 - a. Experience and Technical Competence
 - (1) Provide the qualifications of the employees on the team designed to this specific project
 - (2) Description of project understanding and project approach

- (3) Description of the Project Control Plan
 - (4) Description of the earliest times and durations of time that work may commence and when it can be completed
- b. Capacity and Capability
- (1) List and description of key team members' professional experience.
 - (2) List the approximate percentage of the project for each team member.
 - (3) State each key personnel's time commitment for this project.
- c. Past Record of Performance
- (1) Provide project descriptions of similar projects for the past three years and contact name with current address, email address, and telephone number for the owner of each project;
 - (2) Provide project descriptions of projects for the past three years with the City of Kansas City, MO. It is required that your firm's Statement of Qualification (RSMo8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with Kansas City, Missouri. The statement of qualification is not included in the total page count limit.

Proposals should be limited to five (5) pages in 12 point Font on (8-1/2" x 11") paper using one side of the page and numbered. Covers, Tables of Contents, and divider tabs will not count as pages, provided no additional information is included on those pages.

Any supplemental information or documents (i.e., not required by this RFQ) that are included in the proposal should be marked as an Attachment and clearly identified in the Table of Contents.

7. Prohibited activities by former City employees and officials. Section 2-1018 of the City's Code prohibits former elected City officials and former executive or administrative employees of the City from trying to influence a decision of the City on behalf of an employer or client for one year after that former employee or official leaves the City's employ. By submitting a proposal, Design Professional affirms that Design Professional and its team members and employees are in compliance with the requirements of Section 2-1018. Failure to comply with the requirements of Section 2-1018 may cause the Proposal to be rejected.

8. Closed Records. All Proposals and documents and meetings relating thereto may remain closed records or meetings under the Missouri Sunshine Act until a contract is executed or until all Proposals are rejected.

9. Disclosure of Proprietary Information. A Design Professional may restrict the disclosure of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the Proposal by:

- a. marking each page of each such document prominently in at least 16 point font with the words "Proprietary Information";
- b. printing each page of each such document on a different color paper than the paper on which the remainder of the proposal is printed; and
- c. segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words "Proprietary

Information” in at least 16-point font, along with the name and address of the Design Professional.

After either a contract is executed pursuant to the RFQ, or all submittals are rejected, if access to documents marked “Proprietary Information”, as provided above, is requested under the Missouri Sunshine Law, the City will notify the Design Professional of the request, and it shall be the burden of the Design Professional to establish that such documents are exempt from disclosure under the law.

10. Evaluation Criteria/Rankings. Any evaluation criteria, weighing of criteria or ranking is used by the City only as a tool to assist the City in selecting the most qualified Design Professional for this Project. Evaluation scores or ranks do not create any right in or expectation to a contract regardless of any score or ranking given to any Design Professional.

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.

Experience and Technical Competence	40 Points Max
Capacity and Capability	30 Points Max
Past Record of Performance	30 Points Max

11. Questions. Forward all questions in writing to the following Project Manager and Contract Administrator. Questions received less than Two (2) days prior to the Submittal Date may not be answered. Interpretations or clarifications considered necessary by the Project Manager in response to such questions will be issued by Addenda to all Proposers. Oral or other interpretations or clarifications shall be without legal effect, even if made at a Pre-Proposal Meeting.

Mario Vasquez
Project Manager
Public Works Department
4721 E Coal Mine Rd
Kansas City, MO 64130
(816) 513-6984 Phone
E-mail: Mario.Vasquez@kcmo.org

Tufanza Byrd-Primos
Contract Administrator
General Services Procurement
414 E 12th Street, City Hall, 1stFl.
Kansas City, MO 64106
(816) 513-0803 Phone
(816) 513-2812 Fax
Email: Tufanza.Byrd-Primos@kcmo.org

ATTACHMENT A

SCOPE OF SERVICES

Charlotte Holmes Bikeways – Independence Ave. to 36th Street
Lexington/Gladstone Bikeways – Independence to Indian Mound Park
City Project No. 89020357
Federal Project No. CMAQ 3301(305)

General Project Description

This contract is for the design of bike facilities along two corridors as follows:

- Charlotte and Holmes Streets from approximately Independence Ave. to 36th Street. Charlotte and Holmes serve as one-way couplets through a majority of the corridor. As such, the bicycle facilities should be compatible to the one-way pairing of these two streets. (See Map on page 1 of Attachment C).
- Lexington/Gladstone Bikeways from Independence Ave. towards Indian Mound Park along Lexington and Gladstone Boulevards. (See Map on page 2 of Attachment C).

The work product consists of two separate sets of drawings/design package for each corridor. Each set will be bid separately for installation. This contract is for design and construction engineering services only.

The corridors traverse across more than a half dozen neighborhoods. The design professional will be responsible for developing an on-street bicycle facility system that is responsive and respectful to the unique characteristics of the corridor while at the same time allowing residents from the various neighborhoods the opportunity to participate and provide input into the project.

As part of this contract, the design professional will be responsible for preparing preliminary and final plans, specifications, estimates, preparing and submitting necessary local permits (if applicable), assisting with necessary environmental compliance documentation and permits, utility coordination, assisting with the bidding process, and construction observation. Construction/installation of these projects is funded in part by federal transportation funds provided through the Congestion Mitigation and Air Quality (CMAQ) Program. The selected design professional will be expected to abide by the requirements of the program.

The work will be completed under the direction of a Technical Committee composed of City staff. Additional input will be provided by a project Stakeholder Committee composed of representatives of adjoining neighborhoods. In addition, the design team will be responsible for soliciting input from the general public at appropriate times during the process.

Detailed Scope of Work

Design professional shall complete the following tasks under this contract:

Task 1: Public Involvement Plan

Develop and implement a Public Involvement Plan outlining the various approaches that the Design Professional will use in order to maximize opportunities for public engagement at key steps of the project. The plan should identify key milestones where the Technical

Committee, the Stakeholder Committee, and the general public will be engaged. A single plan for both corridors is acceptable.

Deliverable – A Public Involvement Plan and a one page summary of the implementation of the plan.

Task 2. Conceptual Design and Route Safety Analysis

Evaluate proposed routes and alignment, including roadway characteristics, traffic data, existing traffic regulations, and all other relevant information. Identify the types of bicycle facilities that are most appropriate for each corridor. Identify and evaluate alternative alignments as necessary. Separate analysis and conceptual design for each corridor are expected.

Provide coordination with various entities affected, including city departments, the Kansas City Area Transportation Authority, MoDOT, Parks Department, and other jurisdictions as may be required. Provide and ensure coordination with neighborhood plans and other initiatives.

Deliverable – A strip map, set of plans, or other type of drawing showing a preferred alignment and a preferred type of bicycle facility for each of the corridors in the contract. A technical memorandum shall accompany the drawings.

Task 3: Final Design and PS&E Submittal

Prepare all plans, drawings, details, specifications, and estimates for the system identified in Task 2. The final plan set for each project shall include detailed pavement marking plans, signing plans, details, a summary of quantities, specifications, and an engineer's estimate. Assist City in the submission of a complete set of Plans, Specifications, and Estimate for MoDOT's review. Make revisions as requested by MoDOT. Two separate Final Design and PS&E submittal packages are expected.

Deliverable - Provide FIVE (5) sets of drawings (1/2 size) and a CD or thumb drive including drawings, specifications, and estimate. See Attachment B for electronic submittal requirements. Estimate is to be prepared in City form 00412 – Unit Prices, which will be provided by the City's project manager upon request. If Alternates are included, Pricing for Alternates is to be provided in City form 00420 – Alternates, which will be provided by the City's project manager upon request.

Task 4: Bidding

Prepare a final set of plans incorporating any comments received from MoDOT as a result of the PS&E Submittal. Submit ONE (1) set of original signed and sealed FINAL DRAWINGS along with a CD containing final set drawings in electronic format, final set of specifications, and final estimate. These plans, specs and estimate will be used for bidding purposes. The project manual/contract will be prepared by City staff. Consultant will be responsible for reviewing the project manual/contract for accuracy and consistency with plans and specifications. Attend Pre-Bid Conference. Be available to respond to questions from potential bidders. Assist City in the preparation of addenda, if necessary. Two separate bid openings will take place.

Task 5: Construction Inspection/Engineering

Work with contractor on behalf of the City, assist with preconstruction conference,

perform periodic site inspection, review change order requests (if any), inspect construction materials, check shop drawings submitted by contractor, conduct construction inspection, be present during critical construction operations, work with City to do full time inspections and report and participate in final inspection and walk-through. Inspection and observation for each project will need to be documented separately even though the work may occur concurrently.

ATTACHMENT B

PRELIMINARY SCHEDULE

**Charlotte Holmes Bikeways – Independence Ave. to 36th Street
Lexington/Gladstone Bikeways – Independence to Indian Mound Park
City Project No. 89020357
Federal Project No. CMAQ 3301(305)**

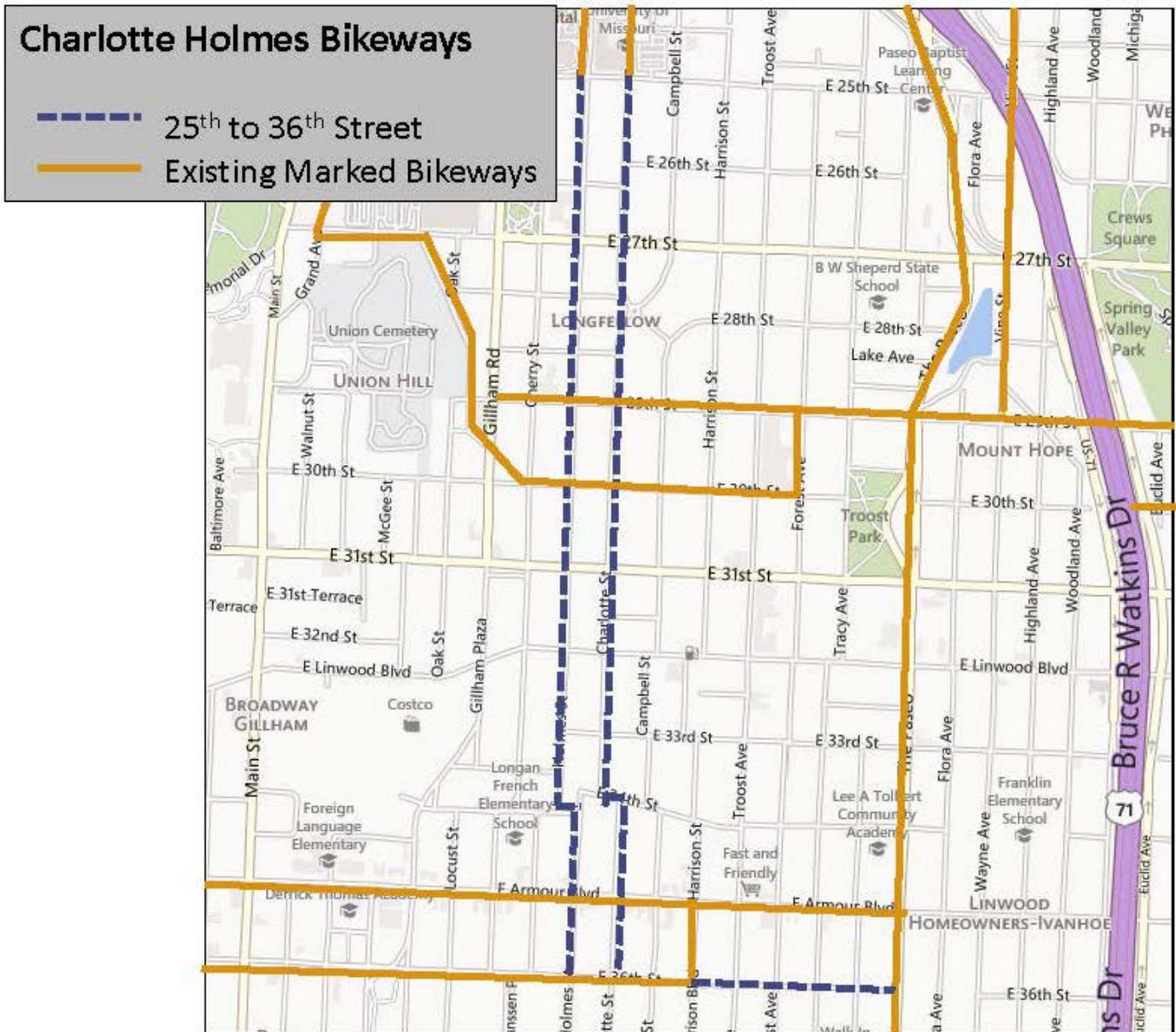
The following is a preliminary schedule for the performance of the services outlined on attachment A.

Contract Execution and Notice to Proceed	November 1, 2016
Task 1. Public Involvement Plan	2 weeks from NTP
Task 2. Conceptual Design/Route Analysis	12 weeks from end of Task 1
Task 3. Final Design and PS& Submittal	8 weeks from end of Task 2
Task 4. Bidding	5 weeks from end of Task 3
Task 5. Installation/CE	To be determined by complexity of design

ATTACHMENT C

Project Map

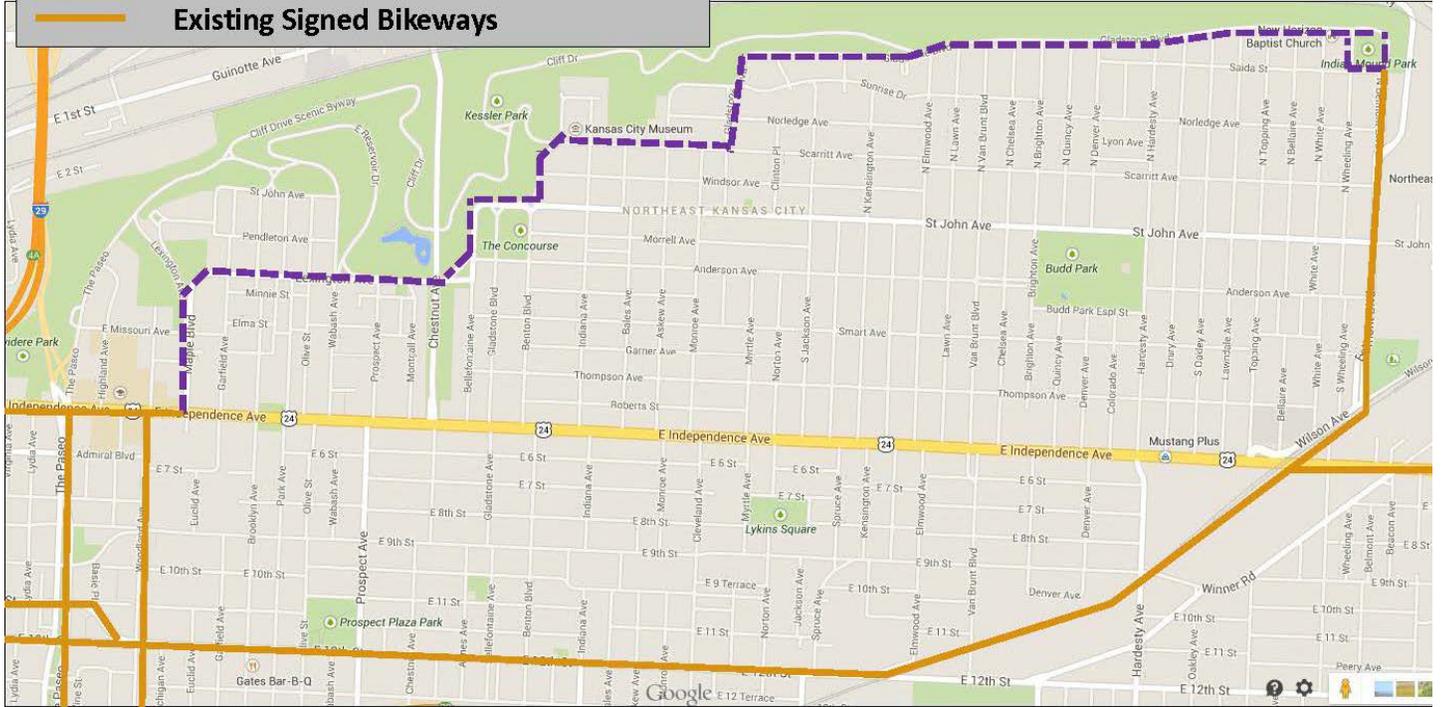
Charlotte Holmes Bikeways – Independence Ave. to 36th Street
Lexington/Gladstone Bikeways – Independence to Indian Mound Park
City Project No. 89020357
Federal Project No. CMAQ 3301(305)



Map 1

Lexington Gladstone Bikeways

-  Maple to Belmont
-  Existing Signed Bikeways



Map 2

ATTACHMENT D
ELECTRONIC FORMAT REQUIREMENTS

Drawings/plans

Drawings/plans should be in TIFF (.tif) format with a resolution range of 200 to 300 DPI.

The first 3 characters for the drawings # and then add 3 dashes to separate the drawing name.

Drawing Examples:

001---Cover-Sheet-and-INDEX.tif

030---A1-1.tif

121---M01.11.tif

CSI specification sections (project manuals)

CSI specification sections (project manuals) PDF (.pdf) files of documents must be scanned using a resolution range of 150 to 200 DPI.

CSI specification sections should be separated by division with no spaces.

Spec Examples:

Division-00.pdf

Division-01.pdf

Division-16.pdf

ATTACHMENT E

CITY – LICENSED GEOGRAPHICAL INFORMATION SYSTEM DATA

CITY will provide licensed materials for Geographical Information Systems to be used for the project as follows:

Grant of License. CITY grants to DESIGN PROFESSIONAL and DESIGN PROFESSIONAL hereby accepts, upon the express terms and conditions contained in this Agreement, a non-exclusive License to use the information described herein in the form produced and maintained by the Geographical Information System produced and maintained by City.

License Materials. The materials licensed for use by DESIGN PROFESSIONAL under this Agreement are the forms which can be read or manipulated by computer of the geographical and physical characteristic information collected and assimilated in the records of City (“Licensed Materials”).

Use of Licensed Materials. Subject to the terms, conditions and prohibitions of this Agreement, DESIGN PROFESSIONAL shall be entitled to use the information contained in the Licensed Materials to accomplish the scope of services provided by DESIGN PROFESSIONAL. At the completion of the Agreement, DESIGN PROFESSIONAL shall return all materials to the CITY, and shall permanently remove the Licensed Materials from any media used by DESIGN PROFESSIONAL. At the end of the Agreement, DESIGN PROFESSIONAL shall provide a written certification that all materials are returned and that all Licensed Materials, including copies, have been removed from the equipment or media of DESIGN PROFESSIONAL.

Transfer of Licensed Materials. This license is expressly nontransferable and DESIGN PROFESSIONAL shall not transfer any interest, entitlement or obligation under this Agreement to any other person or entity.

Data. The data and information contained in the Licensed Materials shall be those files and systems as recorded and existing as of the time DESIGN PROFESSIONAL requests the information.

Title. The custody and title and all other rights and interests in the Licensed Materials are and shall at all times remain with the CITY and with the Offices or officials of the CITY having official custody of the Licensed Materials.

Not Public Records. The database in the form of the Licensed Materials is proprietary, intellectual property of the CITY and shall not be considered or deemed as open, public records, except as provided in §256.670, RSMo. DESIGN PROFESSIONAL shall and hereby expressly agrees that it will, recognize the property interests of CITY and CITY agrees that it is not,

pursuant to this License, a custodian of any open, public records, except as may exist pursuant to §256.670 RSMo.

Access to Materials. Pursuant to the terms and conditions of this agreement, DESIGN PROFESSIONAL shall be provided access to obtain the Licensed Materials in a periodic basis for the term of this Agreement. As provided in this Agreement, DESIGN PROFESSIONAL, shall be entitled to any Modifications, updates, renewals or additional data or information under the License granted by this Agreement.

Updated Material and Modifications. CITY shall in accordance with this Agreement and upon request of the DESIGN PROFESSIONAL provide to DESIGN PROFESSIONAL updates to or modifications of all or any specific parts of the data or information in the Licensed Materials. Any such updates or modifications provided by CITY shall be covered by and subject to each and all of the terms and conditions of this Agreement. Furthermore, upon completion or termination of this Agreement, DESIGN PROFESSIONAL, will provide to CITY in a compatible form, updated information developed during the execution of the Scope of Services provided by DESIGN PROFESSIONAL.

Data Contents. The data contained in the materials licensed by CITY to DESIGN PROFESSIONAL under this Agreement shall include that information necessary to allow DESIGN PROFESSIONAL to perform scope of services outlined in the Agreement.

Waiver. The waiver of any breach of any provision of this license shall not constitute a waiver of any subsequent breach of the same or other provisions of the Agreement.

Modifications. Any modification to the rights provided herein for licensed materials shall be in writing executed by each party.