



WHERE COMMUNITY AND SPIRIT MEET®

November 2, 2015

Dear Consultant:

The **City of Kirkwood** 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 **five (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 projects your company has recently completed or are now active. 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 **City of Kirkwood**. 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](http://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 3:00 pm, November 18, 2015 at 212 S Taylor Avenue, Kirkwood, MO 63122.

Sincerely,

David Weidler, CPPO, CPPB  
Director of Procurement

Attachment



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<b>City/County</b> <u>City of Kirkwood</u> <b>Route</b> <u>Kirkwood Road from Big Bend Blvd. to Manchester Road</u>	
Federal Aid No:	
Location:	Located within the city limits of Kirkwood, MO along Kirkwood Road from Big Bend Blvd. to Manchester Road.
Proposed Improvement:	The City of Kirkwood is proposing to upgrade signal equipment at 11 intersections along Kirkwood Road. The proposal includes replacement of the 11 traffic signals to include controllers, the interconnecting of the signals along the corridor; upgrading pedestrian facilities for ADA compliance, and installing Wayfinding signage.
Length:	2.3 miles; Kirkwood Road from Big Bend Boulevard to Manchester Road
Approximate Construction Cost:	\$4,200,000.00
DBE Goal Determination:	12%
Consultant Services Required:	Design, Bidding, Support and Construction Services
Other Comments:	
Contact:	Name: Lynnette Hicks, Asst. Director of Procurement Address: 212 S Taylor Avenue, Kirkwood, MO 63122 Phone: 314-822-5853 Email: hicksln@kirkwoodmo.org
Deadline:	
<p>•Submit: Letter of interest should not exceed five (5) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three (3) copies of the letter interest should be received at the address and by the time specified.</p>	

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- MoDOT.

Experience and Technical Competence -	<u>40</u>	Max Points
Capacity and Capability -	<u>30</u>	Max Points
Past Record of Performance -	<u>30</u>	Max Points



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## 11227 RFQ Consultant Provided Design and Construction Services Kirkwood Road-Big Bend Boulevard to Manchester Road

### **General Information**

The City of Kirkwood is proposing to upgrade signal equipment at 11 intersections along Kirkwood Road. The proposal includes replacement of the 11 traffic signals to include controllers, the interconnecting of the signals along the corridor; upgrading pedestrian facilities for ADA compliance, and installing Wayfinding signage.

### **Location**

Proposed improvements are located in the City of Kirkwood.

### **Length**

The proposed improvements extend from Big Bend Boulevard to Manchester Road, a distance of 2.3 miles

### **Approximate Construction Cost**

\$4,200,000

### **DBE Goal**

Final Goal to be determined

### **Design Services**

Preliminary design efforts include the completion of signal layout requirements, interconnection requirements, and sidewalk modifications for ADA compliance. Preliminary activities will include the identification of utility conflicts and locations where new right of way and easements will be required. Wayfinding signage will be developed and included in the preliminary plan review. Supplemental work will include completion of traffic data collection, engineering survey and utility location data, obtaining environmental clearances and completion of a public meeting. Preliminary plan development will be coordinated with the Missouri Department of Transportation (MoDOT).

Right of way plans will be required in accordance with the standards outlined by MoDOT. Locations for new right of way will be identified along with locations for required temporary and permanent easements. Plat maps and legal descriptions will be completed by a registered land survey.

50%, 75% and 95% complete set of plans, specifications, bid documents and opinion of construction cost will be required. Plans will include typical sections, quantities, plan sheets, special sheets as required for each sidewalk improvement location, signal plans, interconnect plans, signage, striping, erosion control, traffic control, and general notes.



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Project specifications should include needed Job Special Provisions and General Special Provisions. Bid documents conforming to the City of Kirkwood and MoDOT's Local Projects Manual will be generated.

PS&E documents (plans, specifications, and estimate) will be adjusted as required after a review of the 95% documents is complete. Signed and sealed final plans and specifications will be generated for construction bidding. Bid documents will be completed and a final Engineer's Opinion of Cost will be compiled.

### **Bidding Services**

Bidding phase services to include assistance with project advertisement, responding to contractor inquiries, bid opening coordination, bid review, and recommendation of bid award.

### **Construction Services**

On-site construction services will be required to assist with construction observation, plan reviews, developing the punch list and commissioning of the signals. Construction services will assist the City of Kirkwood's full time construction inspector with documentation for compliance with MoDOT's Local Public Agency Construction Administration policy and include:

1. Responding to Bidder's RFIs
2. Preparation of Addendums
3. Review of Shop Drawings
4. Pre-construction meeting
5. Monthly construction meetings with City & Contractor
6. Preparation of weekly inspection reports
7. Augment and support internal staff with documenting and reporting
8. Review, revise and approve pay applications
9. Punch list development, correction and walk through
10. Commissioning of the signals
11. Final inspection
12. Provide warranties (items obtained from Contractor)
13. Preparation of Close Out Documents
14. Provide as-builts drawings (obtained from Contractor)

### **Schedule of Submittals**

Preliminary Plans are due 04/2016  
Right of Way Plans are due 07/2016  
PS & E Plans are due 06/2017