



City of Northwoods

REV. EVERETT R. THOMAS
MAYOR
LILLIAN D. EUNICE
CITY ADMINISTRATOR

4600 OAKRIDGE BLVD. • NORTHWOODS, MISSOURI 63121
TELEPHONE: (314) 385-8000, FAX (314) 385-8144

February 20, 2013

Dear Consultant:

The City of Northwoods is requesting the services of a consulting engineering firm to perform the described professional services for 2 projects included on the attached list. These projects need to be designed in combination---not separately. If your firm would like to be considered for these consulting services, you may express your interest by responding in *writing to the City of Northwoods, c/o City Administrator Lillian Eunice (4600 Oakridge Blvd., Northwoods, Mo. 63121)*.

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 projects your company has recently completed or are now active. A copy of the Consultant Rating Criteria is also attached.

The DBE goal for the combined projects is 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.

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. It is also required that your firm be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List.

We request all letters be received **by 4:30 p.m. on Friday, March 8, 2013**. If you should need more information about either project, please contact me at (314) 477-4051 or Rodney Robinson at (314) 337-5007.

Sincerely,

Lillian D. Eunice
Northwoods City Administrator

Attachment

City of Northwoods, Missouri-St Louis County_	
Federal Aid No.:	STP-5503(605) and SRTS-INF-H31F(101)
Location:	Lillian Avenue and SRTS on Lillian Ave.
Proposed Improvement:	Road Reconstruction and Sidewalk Construction w/ADA requirements
Length:	0.48 miles of street and 1,611 linear feet of sidewalk
Approximate Construction Cost:	\$986,292.84 (street) + \$250,000 (SRTS sidewalk)=\$1,236,292.80
DBE Goal Determination	10% for total combined project
Consultant Services Required:	Engineering design and management of combined roadway with sidewalk project. (see attached scope of services)for details.
Other Comments:	Both the STP-5503(605) & SRTS-INF-H31F(101) should be designed and managed as one project
Contact:	Name Lillian Eunice Address 4600 Oakridge Blvd. Phone (314) 477-4051 (cell) or (314) 385-8000 (City Hall office) E-mail leunice@cityofnorthwoods.com
Deadline:	4:30p.m. Friday, March 8, 2013
Submit	<ul style="list-style-type: none"> Letter of interest should not exceed <u>5</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>3</u> 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

Experience and Technical Competence-	Max Points	10
Capacity and Capability -	Max Points	10
Past Record of Performance -	Max Points	10

City of Northwoods Request for Qualifications (RFQ)

Scope of Services --February 15, 2013

The City of Northwoods is requesting engineering consultant qualifications for both projects listed below:

Project #1: Lillian Ave. Road Improvement

The City of Northwoods, Missouri is an incorporated municipality in St. Louis County that has a major "collector street" called Lillian Ave. Lillian Ave. is the only service outer road to highway I-70, between two notoriously hazardous exits of Lucas and Hunt, and Jennings Station Rd., that is heavily used as an east/west traffic detour when accidents happen at the Lucas/Hunt or Jennings exits. Lillian Ave. has not been resurfaced in more than 20 years--- is severely deteriorated, and is in dire need of reconstruction of its infrastructure (sewer inlets, water main, etc.) and topography (asphalt, curbs, sidewalks, stripping, safety lighting, etc.) to provide a safe roadway for emergency, residential and pedestrian traffic.

Roadway Engineering responsibilities may include, but are not limited to the following:

The preparation of concept plans, preliminary plans, contract plans. Design services may include; right-of-way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, utility coordination/permits, insure that DBE goals are met, on-site construction management and traffic controls including the preparation of PS&E and final documents.

Construction Management and Inspection responsibilities may include, but are not limited

to: Work with the Northwoods City Administrator/Public Works Dept., assist with development of bid document and preconstruction conferences, assist with documentation/forms prep for contractor payments and City reimbursements, perform periodic site inspections, prepare change orders, inspect construction materials, review shop drawings submitted by contractor, conduct/solicit construction tests and inspections, be present during critical construction operations, work with Northwoods and MoDOT to do full time inspections, meet reporting requirements and participate in final inspection.

Project #2: Safe Route to Schools (SRTS) on Lillian Ave.

In the City of Northwoods, Missouri Lillian Ave. is a "collector street"(as designated by East-West Gateway Council of Governments) that is the only service outer road to highway I-70, between two notoriously hazardous exits of Lucas/HuntRd., and Jennings Station Rd., that is heavily used as an east/west traffic detour when accidents happen at the Lucas/Hunt or Jennings exits. More important, Lillian Ave. is an official bus route for the Normandy School Dist., with multiple stops, where children are picked up and returned daily. Under current conditions, children are forced to walk in the street because there are no sidewalks. And, inclement weather conditions make pedestrian commuting more difficult. Lillian Ave. has never had a safe pedestrian passage via a sidewalk. Bike path or ADA accessible curb cuts for disabled residents in the 71-year history of Northwoods. Sidewalk/bike path construction is needed on Lillian Ave. to include "mile markers" signage.

Sidewalk Engineering responsibilities may include, but are not limited to the following:

The preparation of concept plans, preliminary plans, contract plans. Design sign services may include; right-of-way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, utility coordination/permits, on-site construction management, insure that DBE goals are met, compliance with ADA requirements, and traffic controls including the preparation of PS&E and final documents.

Construction Management and Inspection responsibilities may include, but are not limited

to: Work with the Northwoods City Administrator/Public Works Dept. , assist with development of bid document and preconstruction conferences, assist with documentation/forms prep for contractor payments and City and reimbursements, perform periodic site inspections, prepare change orders, inspect construction materials, review shop drawings submitted by contractor, conduct /solicit construction tests and inspections, be present during critical construction operations, work with Northwoods and MoDOT to do full time inspections, meet reporting requirements and participate in final inspection.