

REQUEST FOR QUALIFICATIONS

The City of Hannibal is requesting qualifications from qualified consulting engineer firms for engineering & design services relative to the Hannibal Downtown Sidewalk Replacement Project in Hannibal, Missouri. Interested firms can obtain the Request for Qualifications from the Hannibal Department of Public Works; 320 Broadway, Hannibal, MO 63401, or by calling 573-221-0111 and accessing the Department of Public Works. RFQs accepted no later than April 1, 2010.

REQUEST FOR QUALIFICATIONS

Downtown Sidewalk Replacement Project

Design Professional Services

Request for Qualifications

The City of Hannibal is requesting qualifications from qualified consulting engineer firms for engineering & design services relative to the Hannibal Downtown Sidewalk Replacement Project in Hannibal, Missouri. Interested firms should submit six (6) copies of sealed qualifications no later than April 1, 2010, to:

City Engineer
City of Hannibal
320 Broadway
Hannibal, MO 63401

Please mark your package “RFQ – Hannibal Downtown Resurfacing Project”.

Description of Project

The Hannibal Downtown Sidewalk Replacement Project is a construction project scheduled to occur during the city’s 2010/2011 fiscal year (running July 1, 2010 through June 30, 2011). The design component of this project is currently funded in the City of Hannibal’s current-year budget.

The purpose of the project is to replace the existing Hannibal downtown sidewalks (defined below), with a new sidewalks. This project is intended to be utilitarian as well as aesthetic pleasing. The current condition of downtown sidewalks varies from “acceptable” to “poor”. This project will enhance sidewalk conditions, while incorporating an aesthetic element (via architectural accents) consistent with an otherwise attractive historic district.

The potential project area is approximately seven (7) blocks in length along Main Street from North Street to Warren Barrett Drive. The project area may be reduced to a smaller area, Hill Street to Broadway. This scope will be determined early in the design process through meetings with City administration and Property owners along the Historical Main Street.

The City is currently designing a project for the mill and overlay of the downtown streets. This Sidewalk Replacement project must be closely coordinated with the mill and overlay improvements to assure that the City receives a first-rate finished project. Consideration must be given to proposed grades from the thresholds out to the curb in relation to the longitudinal grade of Main Street.

Proposed Timeline

The following schedule is approximate, projected for the completion of this project:

April 2010	Interview & Select design firm (and negotiate fees)
May-June 2010	Design work to occur
July 2010	Advertise for bids
August 2010	Open bids & Award contract
August 2010	Issue notice to proceed
September 2010	Begin construction

Special care must be taken to minimize disruption to downtown Hannibal's tourism environment. The new sidewalks will likely be installed during warm weather, which corresponds with the height of the tourism season. Actual timelines and targets will be established by the city and the selected firm.

Requested Information & Evaluation Criteria

Interested firms should submit:

- A letter of transmittal
- Resumes for project personnel
- Response to each of the following criteria

Professional Design Services

1. Specialized planning, design, and technical competence completing improvement projects in historic areas.
2. Capacity and capability of the consultant to perform the work within the community's time frame. The consultant shall provide a summary of the project approach and schedule for the work. The consultant shall include resumes of the project personnel that will be assigned to this work and actually be working on the project for the duration.
3. Past record of performance on the three similar street projects of this nature, including the record of engineer's construction estimate versus actual bids, and non-client initiated change orders.
4. Proximity or familiarity's with the community's needs. The consultant should include a summary of their understanding of the problems and alternatives for this project.

Budget, Funding, and Other Considerations

In-total, the city has anticipated \$400K to \$600K for the design, construction, and construction inspections/observation relative to this project. The city's elected body and staff is uniquely sensitive to the following events and/or circumstances:

1. Change orders, where their causes could/should have been considered or otherwise accommodated during the design phase.

2. The total project budget
3. Design approaches that needlessly expand, rather than minimize the amount of private property needed for permanent easement. The city has encountered project delays where the direct beneficiaries of a public project refuse to grant the easement(s) necessary to repair said problem. This is neither the fault of the city nor the consultant, but designing the project in such fashion as to minimize the number of permanent easements required will reduce the likelihood of this occurring.
4. Engineers' estimates relative to the budget, and then relative to the low bid. The city has repeatedly encountered situations where the engineers' estimate greatly exceeds the budget, only to later learn that the low bid considerably exceeds the engineers' estimate. The city would ask the consultant to do their very best to design an effective project within the budgetary constraints. The city also asks the consultant to avoid using "conservative" (or best case) estimates when deriving their engineers' estimate; instead, the city requests that engineers' estimates reflect neither the "best" or "worst" case scenario, but the "most likely" outcome.

Further, with regard to construction bidding, the city believes, in many cases, casting a "wider net", and/or perhaps longer bid lettings may invite more aggressive bids. The Missouri excessive unemployment law (RSMo 290.550-580) generally prohibits Hannibal from using out-of-state contractors, thereby reducing the city's competitive market by one-half. Many construction bids received by the city over the past few years (in a minimally-competitive market) have not merely exceeded budgetary figures; they have superseded them by 30%, 50%; even 70% in some cases. The consultant will be asked to work with the city to optimize bidding strategies in order to prevent reoccurrences of these unaffordable situations.

Deliverables

Expected deliverables include: (i) preliminary & final design plans, (ii) bid documents, (iii) preparation of necessary easements, if any, (iv) any permitting, (v) potentially participating in a neighborhood meeting with property owners, (vi) assistance with bidding & contractor selection, and (vii) contract review & recommendation.

Interview & Selection of Consultant

The interview & selection team will consist of the city manager, city engineer, engineering assistant, and one (1) elected official.

Contact for Questions

Consultants having questions about this Request for Qualifications should contact City Engineer Mark Edward Rees; 320 Broadway; Hannibal, MO 63401, or at 573-221-0111.