



REQUEST FOR QUALIFICATIONS

FROM: Angelica Gutierrez, Project Manager
TO: Interested Firms
DATE: December 2, 2009
RE: **Request for Qualifications for Construction Inspection Services for the University City Delmar Boulevard (from Kingsland Ave. to Eastern City limits) Streetscape Enhancement – Phase 2**
PAGES: Total 3 pages (including this cover)

Dear Consultant:

The City of University City is requesting the services of a consulting engineering firm to perform the described professional services for the Delmar Boulevard (from Kingsland Ave. to Eastern City limits) Streetscape Enhancement – Phase 2 project.

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 below. Limit your letter of interest to no more than 2 pages. This letter should include a statement to indicate why your firm is interested in the project. It should also include any other 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.

DBE firms must be certified by the Missouri Department of Transportation 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 projects they feel can be managed by their firm.

We request all letters be received by 1 pm, on *12/23/2009* at the appropriate office.

The City will evaluate each firm's qualifications and select the most qualified firm to begin price negotiations in order to enter into a contract for the consulting services.

Sincerely,

Angelica Gutierrez
Project Manager – Public Works
City of University City

Attachment: Fig. 6-2-1 - CONSULTANT SELECTION CRITERIA (1 page)

City of University City – St.Louis County, Delmar Blvd

Federal Aid No: STP-5402(606)

Location: *Delmar Boulevard from Kingsland Avenue to the Eastern City Limits*

Proposed Improvement: *This project consists of streetscape enhancements including installation of tree grates and frames and miscellaneous sidewalk repairs.*

Length: *The total length of the improvement is 0.38 miles.*

Consultant Services Required:

*Construction Engineering:
Preconstruction meeting
Daily inspections and records
Reject work not conforming
Review wage rates
Inspect materials
Monthly report
Final inspection*

Other Comments:

Contact:

*Department of Public Works, 3rd Floor
Attn: Angelica Gutierrez
Address: 6801 Delmar Blvd.
University City, MO 63130
Phone: (314) 505-8568
E-mail: agutierrez@ucitymo.org*

Deadline:

December 23, 2009

Fig. 6-2-1

CONSULTANT SELECTION CRITERIA 23 CFR 172 IMPLEMENTATION PROCEDURES

The following guidance establishes procedures for the administration of negotiated contracts to insure the consultant has management, fiscal and technical capabilities to render satisfactory service to the local agency.

The local agency must consider at least three highly qualified firms based on:

1. The Consultant's present staff of personnel and their qualifications.
 - a. The brochures of the firm indicate in detail the education and experience of the members of the firm and their key personnel. If necessary, personal interviews with firm members will be held.
 - b. Personal knowledge of the past performance of firm members will be a factor.
2. The Consultant's experience record.
 - a. Experience in the type of design, or other professional services, required under the proposed contract--such as rural, urban, bridge, planning, etc., and the complexity of the design.
 - b. The adequacy of the consultant's instant staffing, together with available additional staffing for the proposed design--relative to the present design load or other professional service.
 - c. The experience of the consultant's staff in related highway work such as work with the electronic computer, traffic analysis, soil analysis, structural design, hydraulics, signalization, street lighting, etc., will be considered.
3. The local agency's past experience in engaging the consultant for other design work or engineering services.
 - a. A consultant will be considered qualified if past work indicates both a professional approach and professional results.
4. A company cannot be rejected solely on the basis of where its office is located; however, location can be a consideration.
5. The financial status of a consultant will be considered sound and adequate unless there is evidence to the contrary.
6. The consultant will have properly trained and experienced personnel available to perform the services within the time prescribed.