

REQUEST FOR QUALIFICATIONS

Design and Engineering Services
City of Eureka – Safe Routes to School
City of Eureka, Missouri

P.O. Box 125, Eureka, MO 63025
Phone: (636) 938-6775, Fax: (636) 938-5150

September 22, 2009

DUE DATE: October 9, 2009

TIME: 2:00 PM

The bid opening will be held in the Eureka Parks and Recreation office, located at 333 Bald Hill Road, Eureka, MO 63025, at 2:00 PM on October 9, 2009. Proposals received after the above cited time will not be considered. Please submit **four (4) copies. One copy should be unbound and suitable for photocopying.**

Responses to this RFQ should be submitted in a sealed envelope, with submitting firms name and "City of Eureka – Safe Routes to School" printed clearly on the envelope and directed to:

Missy Rathmann
Parks and Recreation Coordinator
P.O. Box 125
Eureka, MO 63025-0125

Responses may also be hand-delivered to 333 Bald Hill Road, Eureka, MO 63025.

A. INTRODUCTION

The City of Eureka is seeking a qualified firm to develop a major trail connection. This project is based on a grant submitted to the Missouri Department of Transportation and has a goal of connecting City parks and facilities to Geggie Elementary School and several subdivisions. It is also part of a larger Community Wide Trails Master Plan (see attached trail plan).

The goal of this project is to provide safe, ADA compliant, off-street connections from the surrounding neighborhoods to Geggie Elementary School. This project will connect existing sidewalks and trails within The Legends subdivision and provide the missing connection across Bald Hill Drive to Geggie Elementary School. In addition, it will provide walks within the Shaws Garden and Fairway Estates subdivisions and an off-road trail connection within Legion Park from the subdivisions to Geggie Elementary School. A pedestrian crossing with a user activated signal will be located at the current three way stop intersection of Weber Drive and Bald Hill Drive to identify this pedestrian crossing location.

It is the intent of the City of Eureka to complete the proposal solicitation, review and design processes such that trail construction will commence at the earliest possible time.

B. SCOPE OF WORK

Consultants shall be responsible for all of the work described below:

Phase I: Trail Definition and Documentation

1. Collect, review and inventory relevant background material related to the trail to develop an understanding of the City's vision and to understand how this project fits therein.
2. Obtain, review and become familiar with the City of Eureka's Trails Master Plan and how this project fits therein.
3. Conduct meetings with City staff to gain a better understanding of existing conditions, expectations and future opportunities and constraints.
4. Perform trail route survey for topography, property lines and obstructions.
5. Perform trail route analysis to select best trail location.
6. Evaluate and recommend alternate routings at difficult places.
7. Evaluate feasibility, aesthetic impact and cost to meet ADA and AASHTO standards.
8. Prepare trail description and map trail route.
9. Identify and provide preliminary cost estimate for the project that includes a minimum of the following cost items: new asphalt trail, bollards, asphalt overlay of existing trail, clearing/grubbing, seeding, erosion control, rock blanket, signage, benches, trash receptacles, mobilization, engineering, survey/geotechnical and construction contingency.

Phase II: Project Design

1. Complete engineering drawings and specifications to create a Final Design Report.
2. Geophysical investigations and tests.
3. File and secure regulatory and construction permits and approvals.
4. Conduct environmental evaluations.
5. Perform floodplain analysis where deemed necessary.
6. Work with the City to develop various signing concepts and mock-ups to create a "brand" for the trail.
7. Prepare construction schedule and definitive project cost control estimate.
8. Design drainage culverts and creek crossings where required.

Phase III: Construction Management Services

1. Prepare construction specifications, drawings and bid packets.
2. Analyze bids and prepare recommendations for award.
3. Observe and approve quality control testing.
4. Inspect and approve work in progress and after completion.

C. DELIVERABLES

1. Maps and Surveys: Firm will prepare all necessary maps and surveys, which shall be provided as two (2) hard copies as well as in electronic form.
2. Reports: The firm will be responsible for providing a Final Design Report. A draft preliminary design report will be prepared and after review and comment from City staff, a Final Design Report will be completed, which shall be provided as two (2) hard copies as well as in electronic form.
3. Right-of-way: Firm will be responsible for preparing drawings and information identifying all right-of-way necessary for completion of project, which shall be provided as two (2) hard copies as well as in electronic form.

D. PROPOSAL CONTENT AND FORMAT

A proposal describing the firm's qualifications must address all of the following points:

1. A description of the firm, including the year the firm was established, type of organization of the firm and a statement of the firm's qualifications for performing requested consulting services.
2. A summary of the firm's experience with similar projects and experience with local government, districts or other public agencies in the development of similar projects.
3. References of related projects, including date of project, contact person, phone number, email address (if available) and a brief description of the project.
4. A description of how the firm standardizes design work and quality control procedures of activities to assure high level of quality in project design and project documents.
5. A brief description of the firm's understanding of the project, as well as a description of the firm's approach to the project.

E. SELECTION PROCESS

1. The City of Eureka will evaluate all responses to this RFQ. From this review, the City may select a proposal solely on the basis of submittals, or may additionally identify a short list of candidates for interviews. The City may contact any or all respondents to clarify submitted information.
2. Upon selection of the best qualified firm(s) following review of submittals, the City will review and negotiate terms, conditions, rates and other criteria relating to the requested design services. The City intends to evaluate the submissions received and to select one or more firms within thirty (30) days. Firms whose proposals are not accepted will be notified in writing.
3. It should be explicitly stated that the selection process is qualification based and the City reserves the right to reject any and all responses to this RFQ.

F. INSURANCE

The successful proposer will be required to file evidence of liability and Workers Compensation insurance prior to commencement of the agreed scope of work.

G. RESPONSES DUE

The bid opening will be held in the Eureka Parks and Recreation office, located at 333 Bald Hill Road, Eureka, MO 63025, at **2:00 PM on October 9, 2009**. Facsimile copies will not be accepted. All proposals delivered after the due date and time will be discarded.

Please submit three (3) copies. One copy should be unbound and suitable for photocopying.

Please submit RFQ in a sealed envelope, with submitting firms name and "City of Eureka – Legion Park to Route 66 Trail" printed clearly on the envelope. Submittals may be directed to:

Missy Rathmann
Parks and Recreation Coordinator
P.O. Box 125
Eureka, MO 63025-0125

Responses may also be hand-delivered to 333 Bald Hill Road, Eureka, MO 63025.

H. QUESTIONS

Questions may be directed to:

Missy Rathmann, Eureka Parks and Recreation Coordinator, at 636-938-6775 or mrathmann@eureka.mo.us

September 22, 2009

Dear Consultant:

The City of Eureka 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. 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 2:00 pm, 10/9/2009 at the Eureka Parks and Recreation office, located at 333 Bald Hill Road, Eureka, MO 63025.

Sincerely,
Missy Rathmann
Parks and Recreation Coordinator

Attachment

Eureka, Mo/St. Louis County	
Federal Aid No: SRTS-NI-H286(105)	
Location: Bald Hill Rd. Eureka, MO 63025	
Proposed Improvement: Safe Routes to School trail/sidewalk improvements	
Length: N/A	
Approximate Construction Cost:	N/A
Consultant Services Required:	Roadway: preliminary plans, right of way plans of trails and sidewalks. Bridge: hydraulic analysis, field surveys, and preliminary design of culverts along existing drainage ways. The geotechnical investigation
Other Comments:	
Contact:	Missy Rathmann 333 Bald Hill Rd. Eureka, MO 63025 636-938-6775 mrathmann@eureka.mo.us
Deadline:	October 9, 2009 at 2:00 p.m.