

Job Description:

**Missouri's Local Program
On-Call Professional Services
Construction Inspection**



Responsible Office:

BFA, Inc.
103 Elm Street
Washington, MO 63090

Contact Telephone/Email:

Wes Theissen
Phone: 636.239.4751
Fax: 855.206.6246
wtheissen@bfaeng.com



November 15, 2013

Mary Ann Jacobs
MaryAnn.Jacobs@modot.mo.gov
Intermediate Planning Technician
MoDOT Central Office - Local Programs Administrator

RE: Letter of Interest to provide Construction Inspection Services for Missouri's Local Program

Dear Ms. Jacobs,

We are excited for the opportunity to present our qualifications to provide inspection services for Missouri's Local Program. We appreciate your consideration and believe our firm offers a great combination of talent, services, and value.

Based on the RFQ, we understand the Program wants to pre-select consultants for construction engineering services. BFA's staff and quality working relationship with other professional firms (such as geotechnical) allows BFA to efficiently handle all types of construction engineering projects.

General Experience of the Firm

As required, BFA has provided (3) Company Reference Forms for evidence of our most recent experience in providing Construction Inspection/Engineering services for Local Program type projects.

1. FRANKLIN COUNTY – LABADIE GREAT STREETS PROJECT

BFA was selected to provide Construction Engineering and Inspection Services for this project (that was designed by another engineering firm). During construction, BFA provided monitoring and maintained the daily diary and pay diary logs as required for LPA projects. Daily photo logs were kept, as well as wage interviews, erosion inspection reports, bulletin board inspections, commercially useful function interviews, and other documentation.



2. CHAMOIS, MO – SAFE ROUTES TO SCHOOL PROJECT

BFA provided the Engineering Design and Construction Inspection/Engineering for this Safe Routes to School project. The project improved and rebuilt approximately 2000 linear feet of sidewalks in a small, rural community in Osage County. BFA's assistance was important to the success of this project due to this small community's limited full-time staff. We maintained the daily log and pay diary, approved contractor pay applications, and coordinated materials testing, and worked with MoDOT to provide all required documentation for successful project close-out.

Safe Routes to School - Before Photos



Safe Routes to School - After Photos



3. GERALD, MO – INDUSTRIAL PARK ROAD IMPROVEMENTS

BFA provided Engineering Design and Construction Inspection/Engineering for this grant funded improvement project. Again, performing sight observations, daily log and diary entries, coordination of materials testing services, and final documentation preparation for project close-out.

Past Performance on Similar Projects

BFA's Company Reference Forms for Construction Inspection Services were all returned with ratings of "Above Average" or "Excellent". We attribute this to thoroughness and our philosophy of communicating early and often.

"I wanted to take a few minutes to express my appreciation for BFA's work in providing the construction engineering services for the Labadie Great Streets project. Franklin County has many projects going on at this time and because of your thoroughness and efforts to keep us informed, we were able to reduce our staff time monitoring this project. Not only do we feel the project was monitored to make sure the plans and specifications were followed, but we also appreciate the "extra" conversations to make sure those involved were on the same page, and the County's overall goals and desires for the project were kept in focus. We have been pleased with the work and because of your efforts to document progress and communicate, we are confident the County's best interests were protected. Thanks again – we look forward to more projects with BFA in the future."

-Joe Feldmann, County Engineer – Franklin County Highway Dept.

"...excellent job on construction plans and inspection."

-Otis Schulte, Mayor – City of Gerald, Missouri

Qualifications of Personnel

BFA's in-house staff is well-qualified and experienced for providing Construction Inspection and Construction Engineering services for federally-funded projects:

- ✓ BFA has been in business for **45** years.
- ✓ **Missouri Professional Engineers** (Raymond H Frankenberg, II – Missouri Engineer License #22537; Rick Rohlfing – Missouri #29409; John Nilges – Missouri #20013000609; Mark Harriman - Missouri #2000162109)
- ✓ **MoDOT LPA Basic Training Certifications** (Wes Theissen, James Qualicio, Kent Vedder, Tiffany Meyer).
- ✓ **OSHA 10-Hour Construction Site Safety Training** (BFA hired an instructor for in-house training and we have more than 10 staff members with this credential).
- ✓ **Certified Professionals in Erosion and Sediment Control (CPESC)** – nationally recognized credential for compliant storm water management designs and construction site erosion control inspections (Ray Frankenberg, II – CPESC #3171; Rick Rohlfing - #3176; Mike Meyer - #2635; John Nilges - #6430; Wes Theissen - #6434)

Familiarity and Capability

BFA's staff routinely attends training workshops for keeping up to date on LPA project requirements, guidelines, and requirements. Our staff has also attending MoDOT and East-West Gateway training workshops covering STP project grant applications, Local Public Agency Construction (Workshop 3/28/2013), and the use of Professional Appraisers/Right of Way (with Bill Hampton).

BFA's LPA project experience covers all aspects of the project cycle, from grant application submittal to construction final close-out. BFA's experience and capabilities, particular to construction inspection projects include:

- ✓ Engineering Services Contract preparation – including the use of DBE/MBE subcontractors and others (some on the MoDOT Pre-Qualification list and some not listed).
- ✓ Coordination of Materials Testing
- ✓ Pre-Construction Meeting
- ✓ Change Order and Contingent Item Price Check verifications
- ✓ Pay Application Approvals
- ✓ Bulletin Board Inspections
- ✓ Commercially Useful Function/DBE Interviews
- ✓ Wage Interviews
- ✓ Erosion and Sediment Control Inspections after storm water runoff events
- ✓ Maintaining Daily Log and Pay Item Diary
- ✓ Project Final Inspection and Close-Out Docs (Final Change Order, Final Cost Estimate, Final Lien Waivers, Final Inspection, Project Acceptance and Project Certification, etc.).

*“Based on my experiences with BFA, I would highly recommend their Engineering Design Services regarding Highway Improvements that may be associated with our project. **BFA has a proven ability to prepare Design Plans and coordinate all work and construction phases associated with the projects they work on.**”*

-Judy Wagner, P.E., MoDOT Area Engineer

*“MoDOT has closed out the Bieker Road Resurfacing project with no issues remaining to be resolved. I would like to thank BFA for making this project so successful. You and your staff were very attentive to the project and met with MoDOT several times to work out project details so that the project had minimal plan or bid proposal review comments and came in on schedule and within the budget. **This project was under an extremely accelerated project schedule and thanks to your firm's professionalism and attention to quality and communication, the project was a success.**”*

-Doug Canady, E.I.T., MoDOT District Design Liaison

BFA Capabilities Statement

Missouri's Local Program Projects CONSTRUCTION INSPECTION/ENGINEERING

COMPANY PROFILE (SMALL BUSINESS)

In business since 1968 (then Buescher Frankenberg Associates), BFA is a Civil Engineering Consulting firm with full capabilities in surveying (traditional and GPS), AutoCAD Civil 3D drafting, Civil Site Design (grading, utilities, parking, drainage, stormwater, and permitting). Professional Engineering licenses in 30 states – Professional Land Surveying Licenses in 8 states – Nationwide credentials for Certified Professionals in Erosion and Sediment Control (CPESC) and Certified Floodplain Managers (CFM).

LOCAL PROGRAM CONSTRUCTION INSPECTION QUALIFICATIONS/CREDENTIALS:

- ✓ MoDOT LPA Basic Training Certifications
- ✓ MoDOT Financial Pre-Qualification Listing
- ✓ Missouri Registered Professional Engineers (PE)
- ✓ Missouri Registered Professional Land Surveyors (PLS)
- ✓ Certified Professionals in Erosion and Sediment Control (CPESC)

COMPLETE CONSTRUCTION INSPECTION/ENGINEERING SERVICES

BFA's staff will assist the LPA all the way through the construction of their project, including:

- ✓ Assistance with drafting and gaining approval of MoDOT's required Engineering Services Contract
- ✓ Coordination of Materials Testing Services (BFA will sub materials testing to DBE or others)
- ✓ Assist or provide Pre-Construction Meetings, Change Orders, Approval of Pay Applications, etc.
- ✓ Maintaining Daily Diary and Pay Items Diary (including taking, downloading, and storing daily progress photos)
- ✓ Weekly and Monthly Progress Reports
- ✓ Bulletin Board Inspections, Wage Interviews, Commercially Useful Function/DBE Interviews
- ✓ Erosion and Sediment Control Inspections
- ✓ Semi-Final and Final Inspections
- ✓ Assistance with Close-Out Documentation (Final Change Order, Final Cost Estimate, Final Lien Waiver from Prime Contractor, Final Lien Waivers from Subcontractors, Project Certification Letter, and Project Acceptance Letter)



ESC Inspection



Asphalt Placement



Pipe Installation



ADA Inspection

RECENT PROJECT EXAMPLES

Franklin County - Labadie Great Streets Project

BFA provided Construction Engineering and Inspection Services for this project (that was designed by another engineering firm). The initial peer review of the proposed bid set found errors and conflicts, as well as missing design items. Through addendums and meetings with project stakeholders, modifications to the plans were made and approved prior to the start of construction. During construction, BFA provided monitoring and maintained the daily diary and pay diary logs as required for LPA projects. Daily photo logs were kept, as well as wage interviews, erosion inspection reports, bulletin board inspections, commercially useful function interviews, and other documentation, as required for LPA projects.



As this project neared completion, our efforts were appreciated:

“I wanted to take a few minutes to express my appreciation for BFA’s work in providing the construction engineering services for the Labadie Great Streets project. Franklin County has many projects going on at this time and because of your thoroughness and efforts to keep us informed, we were able to reduce our staff time monitoring this project. Not only do we feel the project was monitored to make sure the plans and specifications were followed, but we also appreciate the “extra” conversations to make sure those involved were on the same page, and the County’s overall goals and desires for the project were kept in focus. We have been pleased with the work and because of your efforts to document progress and communicate, we are confident the County’s best interests were protected. Thanks again – we look forward to more projects with BFA in the future.”

-Joe Feldmann, County Engineer – Franklin County Highway Dept.



RECENT PROJECT EXAMPLES

Chamois MO - Safe Routes to School Project

We have recently completed a Safe Routes to School (SRTS) Project in Chamois, MO. BFA provided contract documentation, specification binders, construction cost estimates, and associated reports required by this type of project, as well as approved plan sheets.

In March of 2008 the City of Chamois submitted an application for funding of a Safe Routes to School project. The application/project was granted funding in March of 2010. BFA was selected as the most qualified engineering firm to complete the project. Design and planning started in September 2010 and the final plans were completed in June 2011. The project includes approximately 2,000 lineal feet of concrete sidewalk, 6 pedestrian crossings, and miscellaneous storm drainage improvements. Field work, engineering design and neighborhood meetings, helped the project thru the approval stages.

Safe Routes to School - Before Photos



Coordination with the Missouri Department of Transportation and understanding the steps outlined by the Federal Highway Administration for the Safe Routes to School program, are key factors in keeping these types of projects on track and within budget. The knowledge and understanding BFA has with these projects can reduce community official's time spent on the project. Knowing that the consultant you hired will take care of the work needing to be done, allows community officials to focus on other priorities.

Safe Routes to School - After Photos

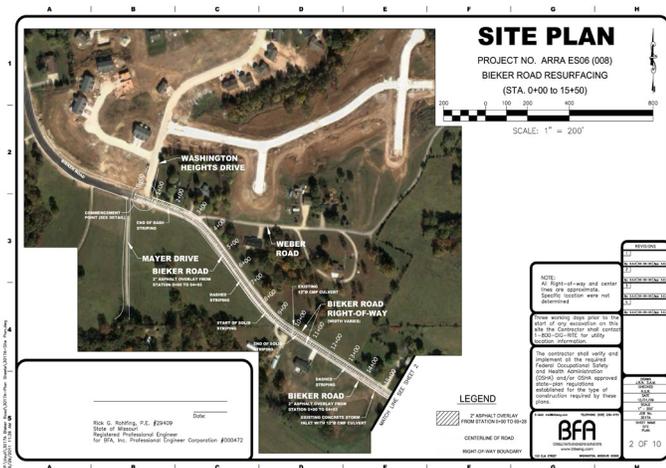


RECENT PROJECT EXAMPLES

Washington MO – Bieker Road Improvements

BFA worked with the Washington Special Road District (WSRD) to prepare design plans and provide Construction Inspection/Engineering for this roadway improvement/overlay project. This project consists of a 1.2 mile stretch of a two-lane highway known as Bieker Road, which is located immediately south of the Washington, MO city limits. The improvements along this route primarily include resurfacing and restriping of the highway along with storm water drainage infrastructure improvements to address runoff erosion to downstream property owners.

BFA monitored construction and maintained receipts for the project in order to track the construction budget and justify approval of pay applications.



103 Elm Street

Washington, MO 63090

800.455.4751

636.239.4751

mail@bfaeng.com