

November 15, 2013

Mr. Kenny Voss, PE
Local Programs Administrator
Missouri Department of Transportation – Central Office
105 W. Capitol Avenue
Jefferson City, MO 65102

**Re: Letter of Interest – Construction Inspection Design
LPA On-Call Professional Services
Grove Design PI3033**

Dear Mr. Voss:

Grove Design Group LLC (Grove Design) is pleased to submit this Letter of Interest to provide local public agencies with professional construction engineering services throughout the State of Missouri. Grove Design maintains a comprehensive project organization with elements necessary for complete, smooth, and successful construction inspection projects. Our firm brings the necessary technical skills and experience to provide timely and cost effective solutions, ongoing communication, and excellent customer service. For these reasons, we request local public agencies (LPA) consider Grove Design when selecting a firm to provide construction inspection services.

General Experience of Firm

Grove Design works with municipalities and other local agencies providing construction engineering solutions tailored to constrained budgets while offering extraordinary service. So that we may meet or exceed project DBE requirements and deliver land survey, traffic, geotechnical, materials testing, landscape architecture, and other specialty project needs, we have long-established relationships with teaming partners with similar firm philosophies. We strive to match the best sub-consultant to each project.

As a firm established in June of 2012, we have completed construction phase services for the cities of Fenton and Sunset Hills. On completion of design, we will provide construction phase services for the cities of University City and Creve Coeur. Descriptions and details of these projects and others are listed below and in our firm brochure.

Olde Towne Fenton Pavilion & Trailhead - City of Fenton

Grove Design assisted the City of Fenton with the design and construction phases of a new trailhead near the intersection of Old Gravois Road and S. Old Highway 141. The trailhead includes a parking lot, pavilion, bioretention cell, and trail access. Grove Design was responsible for providing construction plans for the bioretention cell design and subsequent MSD approval. Construction phase services included shop drawing review, ongoing site inspection and documentation of construction work, preparation of inspection punch lists, and submittal of required documentation to MSD for project closeout. Design completed in 2012 and construction in 2013. Contact City of Fenton Project Manager Dan Howard at (636) 349-8110.



Sunset Ford Basin Construction Observation – City of Sunset Hills



In 2012 Grove Design provided construction oversight during the final phase of the reconstruction of the Sunset Ford Detention Basin. Grove was responsible for providing field inspection of contractor work to ensure adherence with design plans. Contact former City of Sunset Hills Public Works Director Anne Lamitola now City of Ladue Director of Public Works at (314) 993-5665.

South Meppen Channel Construction Observation & Management – City of Sunset Hills

In 2012 and 2013, Grove Design provided construction engineering services, including oversight of bidding, award recommendations, pre-construction meeting, ongoing site inspection and documentation, shop drawing review, review and recommendation of pay estimates, and punch lists. The project was completed in 2013. Contact City of Sunset Hills Assistant City Engineer Wes Searcy at (314) 849-3400.



Past Performance

The table below summarizes Grove Design's past record of performance with respect to schedules and budgets for construction phase services.

Project & Owner	Construction Completion	Type & Length	Construction Engineering Estimated/Actual Costs	Est/Actual Construction Schedule	Project Elements
Sunset Ford Basin Improvements City of Sunset Hills	July 2012	Stormwater 3 acres	\$3,200 \$3,200	2 months 2 months	Locally Funded Construction Inspection Stormwater
Pertinent Staff & Roles: Aaron R. Terry, Project Manager Contact Information: Anne Lamitola, Former Director of Public Works with the City of Sunset Hills, (314) 993-5665					
Graeser Road Resurfacing and ADA Improvements Creve Coeur, MO	2014 (est)	Roadway Resurfacing 1.3 mi	\$3,500 In Design	3 months In Design	STP/Federally Funded Roadway Resurfacing Pedestrian Enhancements Construction Engineering
Pertinent Staff & Roles: David A. Ellermann, Project Manager Contact Information: City of Creve Coeur, Matt Wohlberg, City Engineer, (314) 442-2084					
South Meppen Channel Improvements Sunset Hills, MO	2013	Stormwater Channel ~500 feet	\$11,000 \$11,000	3 months 3 months	Locally Funded Construction Inspection Stormwater
Pertinent Staff & Roles: Aaron R. Terry, Project Manager Contact Information: City of Sunset Hills, Wes Searcy, Assistant City Engineer, (314) 849-3400					

I. Schedule extended due to unplanned right of way acquisition.

Qualifications of Personnel

Our group consists of municipal engineers successfully employing creative solutions to fit the hard-to-solve problems local agencies face on an ongoing basis. We are experienced individuals having produced and managed municipal design and construction projects for roadway, pedestrian, and stormwater improvements throughout our careers. Our comprehensive familiarity with the intricacies of municipal engineering allows us to meet clients' needs and the needs of project stakeholders, ranging from residents and business owners to elected officials and service providers. Our team brings qualified engineering professionals to provide excellent design products at each submittal throughout the life of the project.

Aaron R. Terry, PE, CFM, PMP, Principal & Project Manager

Aaron entered into municipal engineering during a public works internship in his hometown of Elizabethtown, Kentucky and has been involved with the planning, design, and construction of infrastructure improvements since that time. Shortly after arriving in St. Louis in late 2003, he began work as a construction inspector for the Lambert-St. Louis International Airport expansion project. His interest in the construction phase led him to pursue a master's degree in construction management, a program he completed in 2007. Since that time he has managed or administered construction phase services for the cities of Hazelwood, Sunset Hills, Town & Country, Chesterfield, Fenton, Calverton Park, as well as the Great Rivers Greenway District and industrial clients. *Aaron offers technical support, oversees Grove Design's Quality Management Plan for technical deliverables, and provides assurance that the Client receives the best possible customer service.*

David A. Ellermann, PE, Project Manager

David's experience in engineering began with the Illinois Department of Transportation as a Co-op Engineer Technician serving three, nine-month tours in the construction division with District 8. He gained valuable field experience that has translated to better design and engineering decisions during plan production that result in construction efficiencies and savings for the client. After graduating from university, David has spent the last 20 years surveying, designing and managing roadway, trail, and stormwater related projects, including construction supervision and inspection. His early experience in construction facilitates effortless collaboration between the client, contractors, permitting agencies, and stakeholders. *David provides project management and leadership to ensure projects remain on schedule and budget.*

Benjamin M. Niesen, PE, ENV SP, Principal & Design Engineer

Ben began his career working as a seasonal construction inspector for the Missouri Department of Transportation District 9. He then worked for two private consulting firms managing design projects for private development and roadway projects. Ben spent three years managing capital improvement projects for the City of Chesterfield, including North Outer 40 Widening and Monarch-Chesterfield Levee Trail projects providing engineering construction phase services. At Chesterfield, Ben developed a strong understanding of the municipal public works project process from conception to completion. *Ben serves as a Design Engineer and Technical Lead, assisting David and Aaron with project design and ensuring technically sound deliverables.*

Familiarity/Capability

In the last five years, our staff - while at Grove Design and previous firms - have successfully completed over twenty federally funded projects for various cities and local governments including Chesterfield, Clayton, Creve Coeur, Fenton, Maryland Heights, and Wildwood. With projects funded through FHWA, all plans, specifications and construction cost estimates must be submitted to MoDOT for review through the Local Roads Division. This includes right-of-way plans, preliminary design plans, and final design plans. MoDOT must approve all plans at multiple points throughout the project life span for the project to progress on schedule. Grove Design personnel have extensive knowledge of the LPA process, including ongoing revisions to the LPA manual. Grove Design typically begins STP projects by meeting with the MoDOT liaison engineer to discuss MoDOT's view of the project and to ensure the project goals for the regional planning organization, the Local Agency, and MoDOT are in alignment. This typically reduces review comments and project delays.

Quality and Schedule are paramount to Grove Design's core philosophies on federally funded projects. To that end, we have developed a quality manual focused heavily on planning, document control, and plan review. Our quality control and project management plans are centered around and reference the Recommendations and Checklists for Ensuring Quality Infrastructure Projects authored by the American Public Works Association (APWA) Kansas City Metropolitan Chapter, the American Council of Engineering Companies (ACEC) of Missouri, and ACEC of Kansas. Prior to all plan submittals, a thorough review of the agreed upon design criteria, the improvement plan checklist, and the overall consistency of the submittal package will be completed by the Quality Lead. This process is designed to minimize plan ambiguities, increase customer satisfaction, and reduce plan review time.

Accessibility

Grove Design employs the use of a web-based project management information system to facilitate communication, file sharing, and schedule management with the City, other team members, and the Public (on a project-by-project basis). Use of such collaboration software allows us to store crucial project information in a central location, ensuring easy access for all project team members and increasing productivity and understanding.

Clients have come to expect Grove Design's careful approach to construction engineering as we provide ongoing communication, responsiveness, attention to detail, and exceptional service. This record of responsiveness to our clients' needs is exemplified through our clients' desire to choose Grove Design personnel to assist them repeatedly with multiple projects. The following testimonials from municipal clients that have chosen to work with David, Aaron, and Ben on several projects affirms our firm's accessibility and we encourage you to contact them as their words may prove more valuable than ours.

It was a pleasure working with [Mr. Terry] and Mr. Ellermann during the construction phase. I was reassured that the work would be completed as promised by your presence on-site throughout the construction process. Thank you for ensuring that the project was constructed as designed and that my parents' property was restored as promised. Because of your efforts, I would recommend you and your company to provide services to any municipality and their residents.

Joseph Madrid, Resident in Sunset Hills, Missouri

"It was my pleasure to work alongside Ben Niesen at the City of Chesterfield. Working with a municipal government, Ben was able to view projects from the owner's perspective and as such, has an appreciation for not only the initial cost, but ongoing operational impacts. I was continuously impressed with Ben's desire to tackle new technologies and identify innovative solutions."

Mike Geisel, PE, Director of Public Services, City of Chesterfield, Missouri - (636) 537-4762

"Mr. Terry is one of the most effective engineers that I have worked with. Not only is he current on design practices and various jurisdictional requirements, he is able to apply common sense to determine solutions to complex problems. This has been evident on the projects we have worked together on which have ranged from roadway reconstruction to a variety of storm water improvement projects."

Anne C. Lamitola, PE, Director of Public Works, City of Ladue, Missouri - (314) 993-5665

Why Grove Design

Grove Design understands and embraces the crucial elements necessary to successfully usher local government roadway design projects to completion, with the goal of exceeding Clients' expectations. We strive to deliver quality deliverables for every facet of the project and provide continuous and complete communication between involved parties. Founded on the belief that our clients deserve the best customer service, we pride ourselves on our communication and *it is our mission to make each project more important to us than it is to our clients.* If you would like to discuss our representative projects and services further, or have any questions, please contact me at (314) 514-4237 or email aterry@grovedesigngroup.com.

Very truly yours,

Grove Design Group LLC


Aaron R. Terry, PE
Principal-in-Charge

Firm Description

Grove Design Group LLC was established in 2012 and is owned and operated by Aaron R. Terry and Benjamin M. Niesen. The firm is licensed in Missouri (E-2012015272) and located in the City of St. Louis, serving as an infrastructure consultant providing study, design, and construction phase services for roadways, bicycle and pedestrian facilities, storm water, and streetscapes while focusing on the unique needs of local governments. Please visit grovedesigngroup.com for additional information.

Our group consists of municipal engineers successfully employing creative solutions to fit the hard-to-solve problems local agencies face on an ongoing basis. We are experienced individuals having produced and managed municipal design and construction projects for roadway, pedestrian, and stormwater improvements throughout our careers. Our comprehensive familiarity with the intricacies of municipal engineering allows us to meet your needs and the needs of project stakeholders, ranging from residents and business owners to elected officials and service providers. Grove Design builds relationships with clients and review agencies to facilitate project understanding and regulations. Our knowledge of these needs and requirements improves delivery time and project efficiency while reducing resubmittals.

Construction Phase Services Offered For Projects Including:

- New Construction
- Roadway Reconstruction/Widening
- Pavement Rehabilitation
- Mill & Overlay
- Curb & Gutter / Retaining Walls
- Sidewalks, Streetscapes, & Lighting
- ADA Compliant Infrastructure
- Pedestrian Access Routes
- Pervious Pavements
- Bicycle Facilities



- Stormwater & Water Quality
- Railroad Coordination
- Railroad Grade Crossings
- Alignment Studies
- Grant Applications
- Permitting
- Construction Plans & Specifications
- Contract Administration
- Construction Management
- Federally Funded Projects

Grove Design Team

South Meppen Channel Improvements, Sunset Hills

Aaron R. Terry, PE, CFM, PMP, Principal & Project Manager

Registrations: Professional Engineer, Missouri (License #2009019954), Illinois, Montana, and Nevada

Technical Interests: Aaron's experience and technical interests lie in the following areas: road design, bridges, culverts, stormwater, water quality best management practices, sanitary sewers, trails, ADA, construction management, flood studies, and surveying.

Aaron has over fourteen years' experience in the design and management of civil engineering projects with additional expertise in construction inspection and materials testing. Throughout his career, he has worked closely with local public agencies and MoDOT's LPA staff to ensure the success of a multitude of federally and locally funded projects. *In addition to providing project management, Aaron offers technical support, oversees Grove Design's Quality Management Plan for technical deliverables, and provides assurance that the Client receives the best possible customer service.*

David A. Ellermann, PE, Project Manager

Registrations: Professional Engineer, Missouri (License #29440), Illinois, Washington, and Indiana

Technical Interests: David's experience and technical interests lie in the following areas: roadway design, conceptual studies, multi-use trails, ADA compliance, stormwater, water quality best management practices, sanitary sewers, and surveying.

David is a skilled senior design engineer with over twenty years of civil engineering design and project management experience, including storm water; channel restoration; sanitary; and all aspects of municipal, rural, and major urban road and interstate design. He has successfully completed projects from the conceptual phase through final design including: surveys, utility coordination, public involvement, right of way, permitting, preliminary and final construction plans, bid documents, cost estimating, and field inspection. *David provides project management and leadership to ensure projects remain on schedule and budget.*

Benjamin M. Niesen, PE, ENV SP, Principal & Design Engineer

Registrations: Professional Engineer, Missouri (License #2010000851)

Technical Interests: Ben's experience and technical interests lie in the following areas: bicycle infrastructure, pedestrian facilities, road design, planning studies, capital improvement project management, and ADA compliance.

Ben has eleven years of civil engineering design, construction inspection & materials testing, and public sector project management experience. He managed capital improvement projects for the City of Chesterfield, including roadway concept design and project planning. At Chesterfield, Ben developed a strong understanding of the municipal public works project process from conception to completion. Before his time in the public sector, Ben managed the design of private developments, roadways, and stormwater projects in the private sector. *Ben serves as a Design Engineer and Technical Lead, assisting David and Aaron with project design and ensuring technically sound deliverables.*

Representative Projects – Construction Inspection

South Meppen Channel Construction Observation & Management - City of Sunset Hills

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Chesterfield Hill Detention Ponds - City of Chesterfield

While with the City of Chesterfield, Ben was the City project manager of the Chesterfield Hill Detention Ponds 1 & 2 Maintenance project. The project was funded under a Neighborhood Improvement District and managed by the City of Chesterfield. Ben was responsible for selection of a design consultant, management of the design and permitting process, preparation of procurement documents, contractor selection, and construction management. The project included two detention ponds requiring silt removal, dam repair, outflow structure modifications, finished grading, and aquatic plantings. Ben provided ongoing communication with the Chesterfield Hill subdivision throughout the project. Project completed in 2012. Contact Chesterfield Senior Civil Engineer Jeff Paskiewicz at (636) 537-4754.



Monarch-Chesterfield Levee Trail - City of Chesterfield

While with the City of Chesterfield, Ben was the City project manager responsible for the design and construction of over five miles of multi-use trail on the Monarch-Chesterfield Levee. The project included the Edison Avenue and Howell Island Trailheads, trail amenities, and supporting signage. Ben prepared RFQs for professional services, selected consultants, managed the design process, prepared procurement documents, and was responsible for project letting and construction management. The project included multi-use asphalt trails, retaining walls, fencing, MSD regulated water quality facilities, pedestrian accessible routes, parking lot circulation, and intersection improvements. Project was constructed in 2013. Contact Chesterfield Director of Public Services Mike Geisel at (636) 537-4762.

Graeser Road Resurfacing and ADA Improvements - City of Creve Coeur



Grove Design is providing engineering design and construction services for the federally funded Graeser Road Resurfacing Project in the City of Creve Coeur. David is the project manager with improvements to include mill and overlay of approximately 1.3 miles of two-lane urban collector roadway including modifications to ADA facilities at intersections and cross streets, curb and gutter repair, full depth subgrade repair, and ADA retrofits of existing residential driveway entrances and sidewalks. Design scheduled for completion in February 2014 with construction following in the summer. Contact Creve Coeur City Engineer Matt Wohlberg at (314) 442-2084.

Bicycle Facilities Improvements - City of University City

Grove Design is providing engineering services in the design and construction phases for the federally funded Bicycle Facilities Project in the City of University City. Improvements include on-street bicycle facilities and signage along Canton Ave, Old Bonhomme Rd, and Jackson Ave, and pavement markings to functionally convert a traffic circle to a roundabout. Field reconnaissance was performed using bicycles to fully understand the needs of cyclists. Coordination occurred with key stakeholders including the School District of University City and St. Louis County Department of Highways and Traffic as necessary to facilitate roadway improvements. Project design scheduled for completion in December 2013 with construction in the spring of 2014. Contact City of University City Senior Project Manager Megan Fuhler at (314) 505-8565.

Elbring Drive, North Florissant Road to Village Limits - Village of Calverton Park



While with another firm, Aaron managed the design and construction phases for the widening of a ¼ mile length of Elbring Drive west of N. Florissant Road. With the addition of rolled curbs, on-street parking was made possible, eliminating the need for individual parking pads. This allowed existing inlets to be reused, reducing the need for a new storm sewer system while minimizing project costs. Aaron was responsible for project production, budget, and schedule during design and construction phases. Project completed in 2007.

Clayton Road Resurfacing & Pedestrian Enhancements, Phases I & II - City of Town & Country

While at another firm, Aaron was project manager for Phase I of the federally funded improvements along Clayton Road, which included structural roadway resurfacing and new multi-use path separate from the roadway. Aaron was also project manager for Phase II until his departure from that firm to establish Grove Design. The projects began just east of Old Woods Mill Road and traversed east to the eastern City limits. Phase I was approximately 1.2 miles long and Phase II approximately 1.5 miles long. The range of improvements included a resurfaced roadway, pedestrian bridge, solar powered rapid flashing beacons at pedestrian crossings, improved intersection crossings, improved bus stops, water quality swales, and decorative concrete walls. Aaron managed the development of traffic studies, prepared design plans, and acquired design approval from Metropolitan St. Louis Sewer District and MoDOT LPA. Construction was completed in 2013. Contact Town and Country Director of Public Works, Craig Wilde at (314) 432-6606.



Eberwein Park - City of Chesterfield

While an employee of the City of Chesterfield, Ben was the project manager and design engineer for the eighteen-acre Eberwein Park. The project included demolition of two structures and construction of a parking lot, recreational trail, dog park, restroom, pavilion, and Metropolitan St. Louis Sewer District regulated water quality facilities. Ben was responsible for construction documents & permitting, project letting & contractor selection, and construction management. Project completed in 2011. Contact Chesterfield Planning & Development Services Director Aimee Nassif at (636) 537-4000.

St. Stanislaus Trail Extension - City of Hazelwood

Aaron was the final design and construction project manager for a 1,100-foot long multi-use trail while at another firm. The St. Stanislaus Trail Extension ties into the existing St. Stanislaus Trail which runs along Hazelwood's western bluff of the Missouri River. The project was funded by the Missouri Department of Natural Resources on land owned by St. Louis County and maintained by the Missouri Department of Conservation. Aaron took over the project from preliminary design and delivered a biddable and buildable set of construction documents, obtained necessary permitting through the US Army Corps of Engineers, St. Louis County Highways & Traffic, and MSD. Project completed 2010. Contact Hazelwood Superintendent Doug Littlefield at (314) 731-0980.



Representative Construction Inspection Projects Managed by Grove Design Staff

Project Name	Client	Project Type	Funding Source
South Meppen Channel Construction Observation	City of Sunset Hills	Stormwater	Local
Sunset Ford Basin Construction Observation	City of Sunset Hills	Stormwater	Local
Olde Towne Fenton Trailhead	City of Fenton	Trailhead/Stormwater/Water Quality	Local
West Watson Bank Stabilization	City of Sunset Hills	Creek Bank Stabilization	Local
Bicycle Facilities Improvements ²	City of University City	Roadway/Bicycle Facility Striping & Signage	Federal
Graeser Road Resurfacing and ADA Improvements ²	City of Creve Coeur	Roadway Resurfacing/ADA/Sidewalks	Federal
St. Peters Applewood/Enwood Basin Retrofits ²	City of St. Peters	Stormwater/Water Quality/Detention Basin/Outflow Structures	Local
Legion Park to Route 66 Trail ¹	City of Eureka	Multi-use Trail/Pedestrian/Stormwater	Federal
370 Lakeside Park ¹	City of St. Peters	Roadway/RV Park/Park Development	Local
St. Stanislaus Trail ¹	City of Hazelwood	Multipurpose Trail	Federal
Appalachian Trail Street Reconstruction - Phase I ¹	City of Chesterfield	Roadway/Reconstruction/Pedestrian/Stormwater/Water Quality	Federal
Chesterfield Hills Detention Basins Improvements ¹	City of Chesterfield	Stormwater/Basin Dredging/Outflow Structure Modifications	Local
Eberwein Park Development ¹	City of Chesterfield	Municipal Park/Parking Lot/Dog Park/Trails/Restrooms	Local
Misc. Accessible Ramp Improvements ¹	City of Chesterfield	Curb Ramps/ADA/Sidewalks	Federal
Monarch-Chesterfield Levee Trail ¹	City of Chesterfield	Multi-use Trail/Trailhead/Stormwater	Local
Monarch-Chesterfield Levee Trailhead ¹	City of Chesterfield	Parking Lot/Stormwater/Water Quality	Local
North Outer 40 Center Turn Lane ¹	City of Chesterfield	Roadway Widening/Stormwater	Local
Elbring Drive ¹	Village of Calverton Park	Roadway Widening/Stormwater	Local

¹ Representative projects managed by Grove Design staff prior to the formation of Grove Design.

² Contracted for construction phase engineering services to be performed in 2014.