



**Department of Public Works**

10 North Bemiston • Clayton, Missouri 63105-3397 • (314) 290-8540 • FAX (314) 863-0296 • TDD: (314) 290-8435

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March 28, 2019

Dear Consultant:

The City of Clayton is requesting submittals for the services of a consulting engineering firm to perform the described professional services for the: TRAFFIC MANAGEMENT ENHANCEMENTS PROJECT, CMAQ-5438(614). If your firm would like to be considered for these consulting services, you may express your interest by responding to:

Mr. Matt Malick, P.E.  
Public Works Dept.  
City of Clayton  
10 N. Bemiston Ave.  
Clayton, MO 63105

Limit your letter of interest to no more than five pages. This letter should include any 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 listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://www.modot.gov), 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 project they feel can be managed by their firm.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request submittals be received by email by 4:00 pm, April 25, 2019 at the following address:

Submittal address: [mmalick@claytonmo.gov](mailto:mmalick@claytonmo.gov)

Subject: RFQ Traffic Management Enhancements Project CMAQ-5438(614)

Please contact me at 314-290-8547 with any questions.

Sincerely,

Matt Malick, P.E.  
Assistant Director of Public Works

Attachment

<b>City of Clayton-Traffic Management Enhancements Project</b>	
Federal Aid No.:	CMAQ-5438(614)
Location:	City wide signal system upgrades (city has 23 signals)
Proposed Improvement:	The project includes upgrade to left turn movements to flashing yellow arrows (FYA) at critical locations. Install new, modern signal controllers and MMU's to enable FYA's, to gain new features for congestion management and to increase proactive management of transportation system. Install an automated transportation management system and monitoring station in order to gain central control and surveillance of citywide signal system. Signal timing optimization.
Length:	n/a – city wide
Approximate Construction Cost:	\$ 365,000
DBE Goal Determination	16%
Consultant Services Required:	<ol style="list-style-type: none"> <li>1. Meeting(s) with City to plan project.</li> <li>2. Inspection/inventory of existing signals system to determine component upgrades necessary.</li> <li>3. Determination of intersections where FYA's are appropriate and would provide benefit.</li> <li>4. Provide alternatives for management system/monitoring station and develop project manual/specifications to be utilized for bidding of project.</li> <li>5. Provide signal timing optimization, city wide, which considers upgrades performed in this project.</li> <li>6. Prepare any necessary construction plans including all proposed improvements noted above.</li> <li>7. Preparation of Preliminary and final PS&amp;E documents (in accordance with CMAQ application) as required for CMAQ project and detailed in the MoDOT LPA Manual which incorporate the City's standard specifications and drawings (including project specific modifications as needed).</li> <li>8. Attend preconstruction meeting and answer design questions on an as-needed basis during construction.</li> <li>9. City staff intends to handle the bidding of PS&amp;E package and manage the project in-house.</li> </ol>
Other Comments:	Short-listed firms will be contacted by City staff if additional information is required to make a selection.
Contact:	Matt Malick, P.E. 10 N. Bemiston Avenue, Clayton, MO 63105 314-290-8547 <a href="mailto:mmalick@claytonmo.gov">mmalick@claytonmo.gov</a>
Deadline:	4:00pm April 25, 2019
Submit	<ul style="list-style-type: none"> <li>• Letter of interest should not exceed five pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three copies of the letter interest should be received at the address and by the time specified.</li> </ul>

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

Completeness and Compliance with RFQ Format -	15%
Experience and Technical Competence -	25%
Capacity and Capability -	20%
Past Record of Performance -	30%
Firm's Proximity & Familiarity with project area -	10%

## RFQ Format

Proposals should be relevant and concise (five pages max). In order to facilitate the evaluation process, the following format will be required:

### Cover letter

### Brief description of the firm

- A. Name of firm and office location.
- B. Length of time in business.
- C. Total number of local and other employees outside of the area that may be used.
- D. Name of principals
- E. Professional services provided by the firm.

### Project-specific information

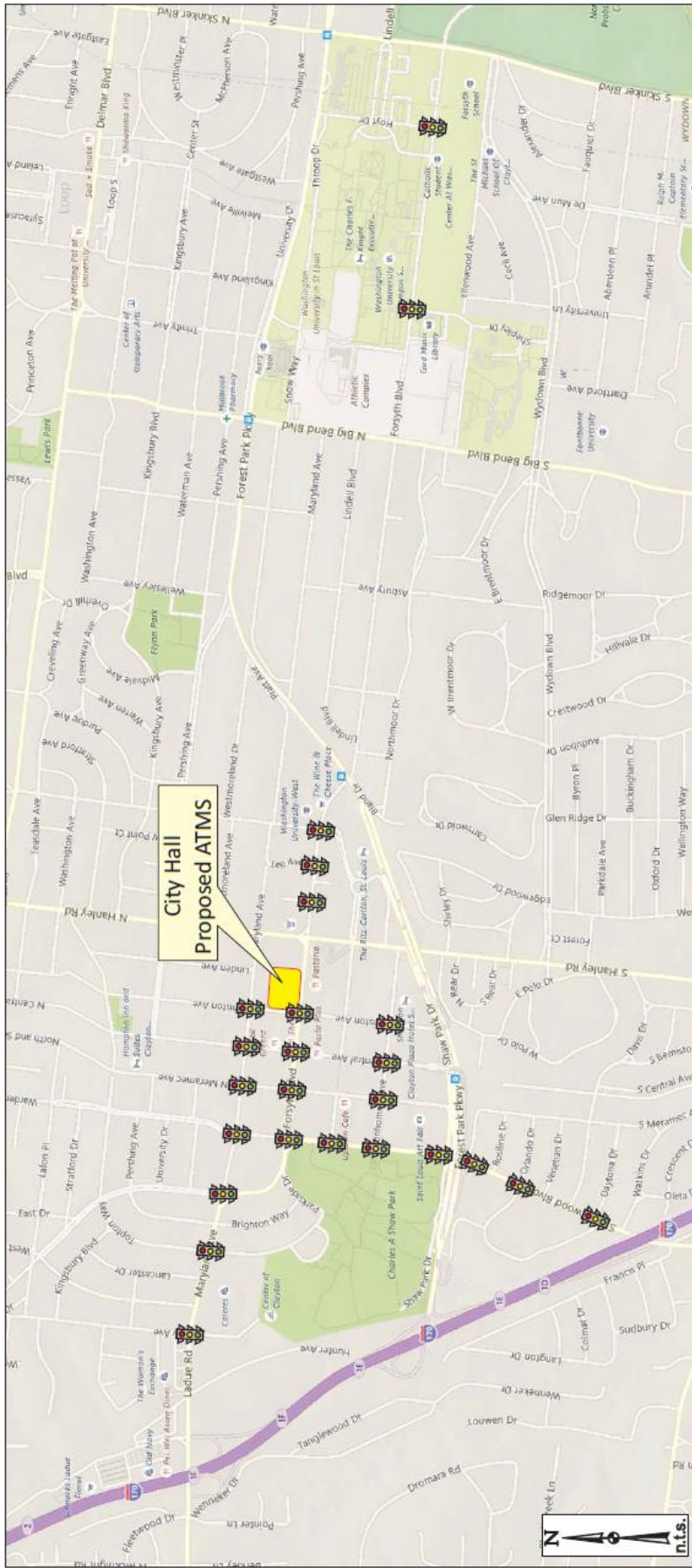
- A. Project Manager (including location)
- B. Project Team Members
  - 1. Qualifications and Experience in this area of expertise
    - a. Familiarity with LPA process and MoDOT plan review
    - b. Permitting-Federal, State, and Local
    - c. Familiarity with curb ramp projects and easement/ROW acquisition
  - 2. Licensure
- C. Project Approach
- D. Three (3) similar projects completed in the past five (5) years
  - 1. References
  - 2. Estimated construction cost
  - 3. Actual construction cost

Evaluation of consultants will be in accordance with Missouri Revised Statutes:

8.289. Present provisions of law notwithstanding, in the procurement of architectural, engineering or land surveying services, each agency which utilizes architectural, engineering or land surveying services shall encourage firms engaged in the lawful practice of their professions to annually submit a statement of qualifications and performance data to the agency. Whenever a project requiring architectural, engineering or land surveying services is proposed for an agency of the state or political subdivision thereof, the agency shall evaluate current statements of qualifications and performance data of firms on file together with those that may be submitted by other firms regarding the proposed project. In evaluating the qualifications of each firm the agency shall use the following criteria:

- (1) The specialized experience and technical competence of the firm with respect to the type of services required;
- (2) The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
- (3) The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
- (4) The firm's proximity to and familiarity with the area in which the project is located.

The City of Clayton reserves the right to reject any qualification and/or modify the requested qualifications as it sees fit.



City Hall  
Proposed ATMs

