



10405 ST. CHARLES ROCK ROAD  
ST. ANN, MO 63074  
T: 314-427-8009  
F: 314-427-1084  
[www.stannmo.org](http://www.stannmo.org)

October 15, 2019

Dear Consultant:

The City of St. Ann 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. Limit your letter of interest to no more than 10 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 all responses be received by 2:00 pm CST, Thursday, November 7, 2019 at The City of St. Ann City Hall, 110405 St. Charles Rock Rd., St. Ann, MO 63074.

Sincerely,  
CITY OF ST. ANN

Matt Conley  
City Administrator

Attachment

<i>St. Ann, MO</i>	<i>Geraldine Ave. Bridge</i>
Federal Aid No.:	STP# 5418 (617) TIP # 6911 -20
Location:	Geraldine Avenue
Proposed Improvement:	Reconstruct bridge
Length:	33 ft.
Approximate Construction Cost:	\$550,000
DBE Goal Determination	<b>16%</b>
Consultant Services Required:	<p><b>Engineering Design</b></p> <p><b>Project Management</b> Perform administrative tasks for the consultant side of the contract, including invoicing, progress reports, and project tracking.</p> <p><b>Preliminary Design</b> The following criteria shall be utilized to design this project:</p> <ul style="list-style-type: none"> <li>• Minor Arterial Classification</li> <li>• Use existing Right-of-Way, where possible</li> <li>• 25 MPH posted/ 30 MPH design speed</li> </ul> <p>Consultant will likely need to perform surveying, geotechnical investigations, hydraulic studies and obtain environmental /historical preservation permits.</p> <p>Plan and profile sheets will be provided at 1"=50' horizontal scale and 1"=10' vertical scale. Cross sections will be developed at a 1"=10' vertical and horizontal scale at 50' intervals for the entire roadway length. It is estimated that cross sections at 50' intervals will be provided. Utility companies will be contacted with a letter and a set of plans consisting of the following: title, typical details, cross sections, plan and profile.</p> <p><b>Right-of-Way Plans</b> Develop Right-of-Way plan sheets showing proposed right-of-way, temporary construction easements, permanent sidewalk easements, removal items, and proposed items. Label right-of-way and easement callouts by station and offset. Label existing acreage, right-of-way area, easement area, and remaining acreage. Prepare individual legal descriptions and plats for affected parcels.</p> <p><b>Final Design</b> Preliminary plans shall be used as the base drawings for final design plans. The objective of the Final Design Phase is to develop a complete set of drawings, specifications, and other documentation as necessary to bid and construct the project. Any proposed utility lines will be provided by others. Engineer will show any proposed utility lines on the plan sheets. The relocation of utilities will be by others. Prepare computations for all design plan quantities. All plan quantities shall be show on the "B" sheets. Attend final design field check prior to completing final design quantities. Meeting minutes of the field check shall be prepared and all relevant comments shall be included in the final plan submittal. Prepare detailed opinion of probable construction cost using all plan quantities as shown on the "B" sheets. Prepare Job Special Provisions, which are to complement and supersede the Specifications as appropriate.</p> <p><b>Construction Inspection</b> Provide all necessary project administration including:</p> <ul style="list-style-type: none"> <li>• Perform site inspections.</li> <li>• Provide inspectors for daily on the job observation/inspection of work.</li> <li>• Prepare daily inspection reports documenting observed construction activities.</li> <li>• Mark up a field blue line set of drawings to incorporate the Contractor record drawing markups.</li> </ul>

	<ul style="list-style-type: none"> <li>Assist in monthly progress payment recommendations by taking measurements of pay items.</li> <li>Prepare minutes and distribute to designated parties.</li> <li>Monitor project budget, purchases and payment.</li> <li>Review the updated construction schedules and maintain records.</li> <li>Establish, process and utilize job control documents including: <ul style="list-style-type: none"> <li>Daily inspection diaries</li> <li>Monthly construction payment request</li> <li>Survey requests</li> <li>Material certificates</li> <li>Construction change orders</li> <li>SWPP Plan documentation</li> <li>Weekly statements of working days, including a detailed record of activities</li> <li>Weekly progress reports</li> <li>Requests for information</li> <li>Material receipts</li> <li>Material submittals</li> <li>Review of certified payroll records</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>Analyze additional compensation claims that are submitted during the construction period and prepare responses.</li> <li>Perform claims administration including coordinating and monitoring claims responses, logging claims and tracking claim status.</li> <li>Review, comment and prepare responses to RFI related construction issues.</li> <li>Transmit design-related RFI's to the respective design engineers and copy the City Engineer.</li> <li>Perform SWPPP inspections bi-weekly and after every rainfall event in excess of 0.5 inches and file each report with the City's Stormwater Coordinator.</li> <li>Identify actual and potential problems associated with the construction project and consult with the City Engineer and the design engineer to adequately address such issues.</li> <li>Maintain an awareness of safety and health requirements and enforce applicable regulations and contract provisions for the protection of the public and project personnel.</li> <li>Facilitate any necessary utility coordination with each respective utility and the Contractor.</li> <li>Prepare a monthly progress report for the City Engineer describing key issues, cost and schedule status.</li> <li>Prepare monthly progress payment requests; negotiate differences over amount with the Contractor and process payments through the City Engineer.</li> <li>Adequately &amp; promptly respond to all citizen concerns during the construction process and resolve any/all conflicts.</li> </ul>
Other Comments:	Should additional surveying be necessary to prepare permanent ROW exhibits a Supplemental Agreement will be executed.
Contact:	<p><i>Ryan Meyer</i>  <i>Maintenance Superintendent</i>  <i>10405 St. Charles Rock Rd., St. Ann, MO 63074</i>  <i><b>Please note that phone calls will <u>not</u> be accepted.</b></i>  <i>rmeyer@stannmo.org</i></p>
Deadline:	<i>2:00 pm CST, Thursday, November 7, 2019</i>
Submit <ul style="list-style-type: none"> <li>Letter of interest should not exceed 10 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Five (5) 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. Additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence -	Max Points 30
Capacity and Capability -	Max Points 30
Past Record of Performance -	Max Points 40