



424 N. Sappington Road Glendale, Missouri 63122 (314) 965-3600 fax (314) 965-4772

January 20, 2021

Dear Consultant,

The City of Glendale is requesting the services of a consulting engineering firm to perform the described professional services for the project included in 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 five (5) 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. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest. The Statement of Qualification is not included in the total page count limit.

DBE firms must be listed on 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 be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List, or your firm will be considered non-responsive.

We request all letters be received by 1 pm, local time February 17, 2021 at Glendale City Hall, 424 N. Sappington Rd, Glendale, MO 63122.

Best regards,

A handwritten signature in dark ink, appearing to read "TJ Jones", is written over the "Best regards," text.

Terry Jones  
Public Works Superintendent  
City of Glendale



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City of Glendale  
424 N. Sappington Rd  
Glendale, MO 63122

## **Request for Qualifications for**

### **Engineering Services for STP -9901(653)**

### **E. Essex Ave Reconstruction**

January 20, 2021

Questions Deadline: 10 am, February 3, 2021

Proposal Due: 1 pm, February 17, 2021

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## **SECTION 1. PURPOSE AND INTRODUCTION**

The Missouri Highways and Transportation Commission have determined that the E. Essex Ave Reconstruction Project is consistent with the goals of the Surface Transportation Program and has awarded the City of Glendale grant funding for the project. The City of Glendale is requesting Professional Engineering Services for STP 9901(653) E. Essex Ave located from N. Sappington Road to Dickson Street.

While this project is a joint venture between the cities of Glendale and Kirkwood, the City of Glendale is the recipient of the grant funding and will be considered the point of contact. However, the Engineering Firm will be expected to coordinate with Kirkwood personnel periodically.

### **1. Background and Project Description**

E. Essex Ave. is a collector street running east and west between the cities of Glendale and Kirkwood. The portion of this road within Glendale city limits is constructed mostly of chip seal layers, has uneven and incomplete sidewalks on the north side of the street that do not meet ADA standards, and the street lacks proper concrete curb and guttering. The portion of the road within Kirkwood city limits lacks sidewalks from the city limit line with Glendale, continuing east to Dickson St.

N. Glendale Elementary School is the largest elementary in the Kirkwood School District and is located along N. Sappington Rd. in Glendale. N. Sappington Rd. has ADA compliant sidewalks from Lockwood Ave. to Manchester Rd. which are heavily used by families who walk to school. Reconstruction of E. Essex Ave., including new ADA sidewalks, in Glendale and construction of new ADA sidewalks in Kirkwood to Dickson St. will complete a sidewalk system between the two cities and allow for safe passage of pedestrian traffic to and from N. Glendale Elementary, and for recreational purposes.

This project will include design and construction of new concrete curb and guttering along the north and south sides of E. Essex Ave. from N. Sappington Rd. to or near the city limit line with the City of Kirkwood, design, and construction of new concrete sidewalks along the north side of E. Essex Ave from N. Sappington Rd. in Glendale to Dickson Street in Kirkwood, and street reconstruction from N. Sappington Rd. to or near the city limit line with Kirkwood. A hydraulic study is also necessary to determine the need for additional stormwater systems, if any, and a streetlight study to determine the need for additional overhead streetlights, if any.

The project length is 0.4 miles, and the approximate construction cost is \$973,213.00.

## **SECTION 2. SUBMITTAL REQUIREMENTS**

Discuss the qualification of your firm's project team and its ability to provide professional services as presented in Section 3. Particularly discuss the following elements:

### **A. General Consultation Information**

List the general information of your Firm including name, mailing address, location, phone number, fax number and email address of firm/person submitting the proposal.

### **B. Related Experience and Past Performance of Firm**

Indicate the related and special experience of your Firm within the past five (5) years in conducting services of similar scope and magnitude, with the City of Glendale, Kirkwood, and other agencies. Include the name of the client and project, location, scope of work and services provided, date completed, and contact, including telephone number. Emphasize the specialties and strengths of your firm.

### **C. Personnel Availability and Workload**

List a brief resume of each key person(s) and/or specialist(s) to be assigned to these projects and indicate your Firm's current workload and availability of personnel to complete projects in a timely manner. Include the number of employees available in your Firm, classified by their field(s) of experience.

### **D. Proposed Sub-Consultants, Joint Ventures or Partnership Agreements**

Identify any sub-consultants you may use to augment your efforts. Include their personnel qualifications, experience, and anticipated tasks.

## **SECTION 3. SCOPE OF SERVICES**

The City of Glendale is requesting qualifications for preliminary engineering and construction management. The descriptions of the requested services are not all inclusive of the tasks required.

1. The preparation of conceptual plans, preliminary plans, Contract plans, ROW plans, and final plans, specifications, Contract documents and estimates, and assistance or management of bidding processes in accordance with MODOT LPA and FHWA regulations for ADA compliant sidewalks and preparation of PS&E final documents.
2. Performance of surveying, geotechnical investigations, hydraulic studies and provide environmental and historic preservations services/permits including the preparation of PS&E and final documents and needed.
3. Preparation of ROW plans, exhibits, and title commitments for parcels where ROW or easement are required.
4. Specify location and standard ADA curb ramp detail type on plans where ROW availability and grades allow.
5. Detailed designs of ADA curb ramps where necessary. Provide surveying for design if necessary.
6. Locate in field and indicate on plans concrete curb and guttering to be removed, installed and/or replaced.
7. Locate in field and indicate on plans areas requiring full depth pavement repairs or replacements.
8. Traffic study(s) as necessary to provide safe pedestrian crossings at uncontrolled crosswalks.
9. Submittal of preliminary plans and design coordination with MSD and Missouri DNR if required.
10. Responsible for utility coordination and identifying conflicts.
11. Responsible for coordination of any necessary or required public involvement.
12. Work with the Contractor on behalf of the City, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by the Contractor, conduct construction test and inspection, be present during critical construction operations, work with the City (both Glendale and Kirkwood) to do full time inspections and reporting and participate in final inspection.

## **SECTION 4. SUBMISSION OF QUALIFICATIONS**

Five (5) copies of these Qualifications shall be submitted, in a sealed envelope or package to Ben DeClue, City Administrator, 424 N. Sappington Rd., Glendale, MO 63122 by 1 pm local time on February 17, 2021. Qualifications submitted after this date and time will not be eligible for consideration.

## SECTION 5. EVALUATION CRITERIA

<b>City/County: City of Glendale and Kirkwood (St. Louis County), E. Essex Ave</b>	
Federal Aid No:	STP 9901(653)
Location:	Glendale and Kirkwood, MO
Proposed Improvement:	E. Essex Ave reconstruction and sidewalk installation.
Length:	0.4 miles
Approximate Construction Cost:	\$973,213.00
DBE Goal Determination:	16%
Consultant Services Required:	As outlined in Section 3 of this document. Descriptions are not all inclusive of tasks required.
Other Comments:	No professional service OJT goal.
Contact:	Terry Jones Public Works Superintendent City of Glendale 424 N. Sappington Rd Glendale MO, 63122 314-968-8157 <a href="mailto:tjones@glendalemo.org">tjones@glendalemo.org</a>
Deadline:	Questions: 10 am, February 3, 2021 RFQ: 1 pm, February 17, 2021
<ul style="list-style-type: none"><li>• Submit: Letter of interest should not exceed 5 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.

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

## SECTION 6. MISCELLANEOUS

### 1. Incurring Costs

This request for Qualifications does not commit the City to award a Contract or to pay for any cost incurred by successful or unsuccessful submittal in the preparation for this request.

2. Confidentiality

The City shall follow the Missouri Sunshine Law, section 610, therefore all documentation, proposals, bids, contracts, and other documentation submitted to the City in response to this Request for Proposal is subject to this law. In the event any Firm submitting a proposal shall include any information deemed “proprietary or confidential” such information shall be clearly marked. The City as a public entity cannot and does not warrant that information will not be disclosed.

3. Logo

The City’s logo should not be used in responding to this proposal.

4. Conflict of Interest

Firm will disclose all business interests or family relationships with any city officer or employee who was, is, or will be involved in Firm’s selection, negotiation, drafting, signing, administration, or evaluating Firm’s performance. As used in this section, the term “Firm” shall include any employee of Firm who was, is, or will be involved in the negotiation, drafting, signing, administration, or performance of the Agreement. As used in this section, the term “family relationship” refers to the following: spouse or domestic partner; any dependent parent; parent-in-law, child, son-in-law, or daughter-in-law; or any parent, parent-in-law, sibling, uncle, aunt, cousin, niece, or nephew residing in the household of a civic leader, elected official, city officer or employee described above.

5. Non-Discrimination

The Firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensations; and selection of training, including apprenticeship. Firm shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability. Firm shall incorporate the foregoing requirements of this paragraph in all its subcontracts for work performed under the terms and conditions of this anticipated contract. A breach of this provision may be grounds for Contract termination.

6. Governing Law

Firm shall at all times observe and comply with all Federal and State laws, all local laws, ordinances, and regulations existing at the time of or enacted subsequent to the execution of the contract which, if in any manner, affect the prosecution of the work. Firm shall indemnify and save harmless the City and all of its representatives, and employees against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by himself, his employees, or his sub-contractors.

7. City to be Indemnified and Held Harmless



The anticipated contract shall require that Firm covenants and agrees to release the City and any municipal partners from any and all liabilities of any kind or nature in which the right, cause of action or claim of any kind or nature whatsoever may hereafter accrue to Firm, its employees or agents, by virtue of the anticipated contract between Firm and the City. Firm, further covenants and agrees to indemnify and hold the City harmless from any and all claims, rights or causes of actions or damages of every kind and nature whatsoever which may arise as a result of the anticipated contract between the City and Firm and Firm shall defend or pay the cost of defense of the City arising by virtue of any claim or cause of actions for damages. Firm agrees to pay any and all amounts which the City may be required to pay for damages or amounts which the City may be required to pay for damages or compensation connected with any claim arising by virtue of the anticipated contract between Firm and City.

8. Firm's Declaration

Firm will not be permitted to use, to its advantage, any omission or error in the Request for Proposal, the specifications, requirements, or the contract documents and the City reserves the right to issue new instruction for such error or omission if originally specified. Through submittal Firm states that they have examined the information and conditions surrounding the operation of the service contemplated by the Proposal, and is familiar with the requirements as to the equipment, supplies, and labor of such undertaking; and that Firm has carefully prepared, examined and checked the Proposal to ascertain that no mistake or error is contained in the Proposal; and the firm will make no claim for correction or modification after the closing time for the receipt of the proposals.

9. Binding Effect

The anticipated agreement for services contained in this Request for Proposal shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns.

10. Award of Contract

The award of the contract, if it be awarded, will be made to the most qualified Firm(s). Services under the anticipated contract will be performed on an "as needed" basis, the City does not guarantee the use of the anticipated contract during the contract term. The award of the anticipated contract will not be determined solely on price, but as a review of the proposed Firm in its entirety. The City will notify the Firm(s) after proposal receipt what information, if any, is required. The City reserves the right to reject any or all proposals and to waive any irregularities therein. The successful Firm will be notified by letter mailed to the address shown on the proposal response that their proposal has been accepted and that they have been awarded the Contract.

11. Agreement and Term

It is the intent of the City to enter into a single or multiple agreement(s) with selected Firm(s). The selected Firm(s) will enter into a written contract(s) (the "Agreement") with the City of Glendale with the terms and conditions set forth

herein and provide service at the rates submitted in the accepted Proposal Response. The resulting contract(s) will be subject to termination by the City in the event of sale or destruction of the facilities or misfeasance, nonfeasance, or malfeasance of the Firm.

12. Termination of Contract by Convenience

The City or Firm may terminate the anticipated contract at any time during its term by giving 60 day written notice of such intention to terminate this contract and setting forth a specific termination date.

13. Laws to be Observed.

The successful Firm shall have a valid business license, hold all applicable certifications, and agree to maintain them throughout the terms of the anticipated agreement. Firm shall at all times observe and comply with all Federal and State laws, all local laws, ordinance, and regulations, existing at the time of or enacted subsequent to the execution of the contract which, if in any manner, affect the prosecution of the contract. Firm shall indemnify and save harmless the City and all of its representatives, and employees against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by himself, his employees, or his subcontractors.

14. Insurance Requirements

Indicate your ability to provide general and automotive liability insurance rates per State of Missouri statutory requirements.

15. E-Verify

Indicate your ability to provide a signed e-verify affidavit of compliance of Missouri Revised Statute section 285.530.1 in that is shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

16. Payment Terms

All requests for payment shall be submitted to the Glendale City Hall located at 424 N. Sappington Rd, Glendale, MO 63122. Billing submitted shall only include approved costs; any additions that have not been approved by the City shall be excluded for payment. Payment on billing will be issued within thirty (30) days following receipt of complete documentation as is required for the project in question.

17. Invoicing

All contracted work completed must include the following information on the related invoice for payment.

- a. Contract or Purchase Order Number
- b. Date of Invoice
- c. Invoice Number
- d. Description of Service(s)
- e. Payment Amount Requested

18. Questions and Clarifications

All questions shall be submitted in writing to Terry Jones, Public Works Superintendent at [tjones@glendalemo.org](mailto:tjones@glendalemo.org) before 10 am, February 3, 2021.

19. Amendment Issuance

If Firm has any questions which arise concerning the true meaning or intent of the specifications or any other requirement stated herein, Firm shall request that an interpretation be made in an Addendum. Failure to request an Addendum governing any such questions shall not relieve Firm from delivery in accordance with the intent of the specifications. If it becomes evident that the material contained within this Request for Proposal requires amendment, the Public Works Superintendent shall issue a formal written amendment to these documents for distribution to all known prospective respondents. The issuance of an amendment may be released until the stated date and time of proposal receipt. If it is deemed necessary by the City, the amendment may extend the current proposal receipt deadline.

20. Proposal Acceptance

- a. The City of Glendale reserves the right to accept proposals in whole or in part, and to reject all proposals, and to negotiate separately as necessary to serve the best interests of the City.
- b. Notifications of award will be made by the Public Woks Superintendent following passage of a resolution by the Mayor and Board of Aldermen accepting the proposal.
- c. The proposal must remain valid for at least ninety (90) days after submittal date.
- d. It is the intent of the City of Glendale to contract for this service as soon as possible.