



1 Detjen Drive
Crestwood, MO 63126
(314) 729-4720

DEPARTMENT OF PUBLIC SERVICES

April 21, 2021

Dear Consultant:

The City of Crestwood, Missouri 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 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. 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, or be on file with the City of Crestwood, Missouri. The statement of qualification is not included in the total page count limit.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at 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 3:30 p.m., May 26, 2021 at 1 Detjen Drive, Crestwood, Missouri 63126.

Sincerely,

James E. Gillam, P.E., C.F.M.
Director of Public Services
jgillam@cityofcrestwood.org
(314)729-4722

Attachment



1 Detjen Drive
Crestwood, MO 63126
(314) 729-4720

DEPARTMENT OF PUBLIC SERVICES

City/County Crestwood/St. Louis Route Whitecliff Park Lane	
Federal Aid No:	STP-5602(624)
Location:	Crestwood, Missouri
Proposed Improvement:	Remove and replace bridge
Length:	0.05 miles
Approximate Construction Cost:	\$1,181,515
DBE Goal Determination:	16%
Consultant Services Required:	Preparation of conceptual, preliminary, and final bridge design.
Other Comments:	Design for 2021-2022. Construction 2022-2023.
Contact:	Name: James E. Gillam Address: 1 Detjen Drive, Crestwood, MO 63126 Phone: (314)729-4722 Email: jgillam@cityofcrestwood.org
Deadline:	May 26, 2021
<ul style="list-style-type: none">Submit: 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 of interest should be received at the address and by the time specified.	

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

Experience and Technical Competence -	30	Max Points
Project Understanding and Innovation -	30	Max Points
Capacity and Capability -	20	Max Points
Past Record of Performance -	20	Max Points



REQUEST FOR QUALIFICATIONS

CONSULTANT FOR DESIGN SERVICES FOR THE WHITECLIFF PARK LANE BRIDGE STP-5602(624)

PUBLIC WORKS

BACKGROUND

The City of Crestwood is located in south St. Louis County, Missouri, with a population close to 12,000. Crestwood has over one hundred lane miles of roads and six structures on the National Bridge Inventory. One of these bridges serves Whitecliff Park. Whitecliff Park is the largest park in Crestwood at 85 acres and contains a community center, aquatic center, tennis courts, playground, trails, and 40 acres of undeveloped woodland.

SCOPE OF WORK

The City of Crestwood is soliciting a request for qualifications from individuals or firms for a consultant to evaluate and assess the existing park entrance and bridge and design the replacement bridge into Whitecliff Park.

The scope of work and engineering responsibilities may include but are not limited to the preparation of conceptual plans, preliminary plans, contract plans, and right-of-way plans. Design services and as part of preparing the plans the consultant may need to perform surveying, geotechnical investigations, hydraulic studies, public involvement, provide environmental and historic preservation services/permits, contract documents, assisting with the bidding process, utility coordination/permits and traffic controls including the preparation of PS&E and final documents, construction support, includes:

Site Analysis – Analyze the current park entrance, bridge layout, connection to Grant’s Trail and potential improvements based on terrain, neighborhood access, adjacency to homes, parking, and streets with the goal of providing appropriate park and trail access opportunities.

Plan Narrative - Should include, but not be limited to:

- Analyze current park entrance, bridge, Grant’s Trail connectivity and related infrastructure of park entrance and facilities.
- Identify deficiencies and how they can be corrected.
- Identify proposed development of Whitecliff Park entrance, bridge, and Grant’s Trail connectivity.
- Estimate costs of proposed facilities.

Submittals – Should Include a digital copy and three printed copies of the qualifications including at a minimum all of the items outline in the evaluation criteria below. The response to the request for qualifications shall be a maximum of twenty one-sided pages.

The consultant may also be utilized for future projects, both planned and unplanned.

SITE VISIT

The City will hold a mandatory site visit meeting with all consultants on May 7, 2021 at 1:00 p.m. at the Whitecliff Park Entrance, 9245 Whitecliff Park Lane, Crestwood, Missouri 63126. Please contact James E. Gillam, (314)729-4722 to coordinate the site visit.

SCHEDULE

Funding for engineering services will be available in October 2021.
Design for 2021-2022, construction 2022-2023.

REQUIREMENTS

Letter of Interest – Submit a brief letter of interest, including a description of the services you will provide and your particular interest to work on this specific project with the City of Crestwood.

Team – At least one person on the team will be a Registered Engineer in the State of Missouri. Identify the project manager. List the credentials of key personnel who will be responsible for this project. Provide an organizational chart and describe relevant firm or team members. If the prime consultant is proposing a joint venture or similar arrangement with another firm, state the nature of the relationship and how (if) the team has worked together on past projects.

DBE Goal – A DBE goal of sixteen percent (16%) has been established for professional services.

APPROACH

Describe the process that will be used by your firm to complete the City of Crestwood's required project services.

SCHEDULE

Provide a proposed timetable for all stages of potential project services.

COMPENSATION

Compensation is not a part of this process. Compensation will be negotiated with the best qualified applicant. If negotiations fail to reach an agreement with the best qualified applicant, the City will attempt to negotiate an agreement with the next most qualified applicant.

REFERENCES

Submit a minimum of three references. Submit information on the most similar projects your firm has designed. Include agency, location, contact, phone number and project date.

SELECTION CRITERIA

- **Experience and technical competence (30 maximum points)** – Experience, qualifications, and technical competence of firm, project manager, key personnel, and any sub-consultants.
- **Project Understanding and Innovation (30 maximum points)** - Understanding of project and any unusual issues/problem anticipated, special requirements, codes, and regulations pertinent to the project.
- **Capacity and Capability (20 maximum points)** - Capability and capacity to perform the work within the time limitations.
- **Past Record of Performance (20 maximum points)** - Submit information and descriptions of previous experience with similar projects. Include the name of the client and project, location, services provided, date completed, contact, and telephone number.

CONTRACT AWARD

The City of Crestwood Department of Public Works will evaluate and rank responses to the Request for Proposals based on the established evaluation criteria. Recommendation for contract award will be contingent on successful negotiation of contract terms. If a fee cannot be successfully negotiated with the selected firm, the City reserves that right to negotiate with the next firm listed in the qualifications ranking.

INSURANCE

Consultant Insurance. Consultant shall procure and maintain insurance during the period of this Agreement, as follows:

(a) Workers' Compensation as required by law and employer's liability coverage in an amount not less than \$2,000,000.

(b) Commercial general liability which provides combined single limit coverage, including property damage and bodily injury, including:

Death	\$2,000,000 each person \$2,000,000 each occurrence
Property Damage	\$2,000,000 each occurrence \$2,000,000 general aggregate

(c) Automobile liability, which provides combined single limit coverage, including:

Death	\$2,000,000 each person \$2,000,000 each occurrence
Property Damage	\$2,000,000 each accident

(d) Professional liability
\$2,000,000 each occurrence
\$2,000,000 general aggregate

The commercial general liability policy shall be endorsed to cover the liability of Consultant hereunder. City shall be named as an additional insured on the commercial general liability and

automobile liability policies and such insurance shall be primary and non-contributory with respect to any insurance maintained by the City. Each such policy shall be written by a company or companies licensed to do business in the state of Missouri and acceptable to the City. Certificates of insurance shall be furnished to City prior to the commencement of the Work. Each such policy shall provide that it shall not be canceled or altered, without 15 days prior written notice to City. **The certificate of insurance must state "the City of Crestwood is an additional insured on a primary and non-contributory basis."**

SUBMITTAL REQUIREMENTS

Proposals are to be submitted to:

Department of Public Services – Whitecliff Park Bridge Lane Reconstruction Project
Attn: James E. Gillam, Director of Public Services
1 Detjen Drive
Crestwood, MO 63126

Submittal Deadline: May 26, 2021 at 3:30 p.m. local time to jgillam@cityofcrestwood.org

Quantity: 3 printed proposals as well as a digital copy

Any questions regarding this Request for Qualifications should be directed to James E. Gillam, Director of Public Services at (314) 729-4722 or jgillam@cityofcrestwood.org.

The City of Crestwood reserves the right to accept qualifications in whole or in part, and reject any and all submissions and to negotiate as necessary to serve the best interest of the City.

This Request for Qualifications does not commit the City to award a contract or to pay for any costs incurred by successful or unsuccessful consultants in the preparation of a submission.

Breakdown of Work - DBE Opportunities on Engineering Contracts

Project sponsors: in order for MoDOT to set an appropriate DBE goal for your Engineering Contract, please provide us with an estimated percentage (%) of work that will be included in the total contract for each of the work categories shown below:

1%	Section 106 Documentation and Application
1%	Threatened and Endangered Species Documentation/Application
1%	Job Special Provisions
3%	Construction Estimates
1%	Pavement Borings and Design
2%	Utility Coordination
7%	Surveying
10%	Roadway Design
27%	Bridge Design
1%	Striping Plans
0%	Traffic Signal Design
0%	ITS Installation Design
0%	Small Retaining Wall Design
2%	Geotechnical Investigation
0%	Subsurface Utility Exploration
0%	Water Quality Design
0%	Right-of-Way Plans
2%	Community Engagement
10%	Materials Testing
32%	Construction Support/Inspection

Revised 2/7/18