



**Department of Public Works**

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 862-6767, Fax: (314) 862-0694

**REQUEST FOR QUALIFICATIONS**

**FROM:** Errol Tate, Senior Public Works Manager  
**TO:** Interested Firms  
**DATE:** November 15, 2021  
**RE:** **Letter of Interest for Qualified Engineering Consultants – STP-5402(619)  
Canton Avenue Phase II Road Project**  
**# PAGES:** Total 2 pages (including this cover)

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Dear Consultant:

The *City of University City* is currently seeking to retain a consulting engineering firm experienced in ADA and Road Design to provide consulting services for the Canton Avenue Phase II Road Project.

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 below. Limit your letter of interest to no more than (1-3) 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.

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 letters be received by 1 pm, on **12/15/2021** at the appropriate office.

The City will evaluate each firm's letter and select the most qualified firm to begin price negotiations in order to enter a contract for the consulting services.

Sincerely,

Errol Tate  
Senior Public Works Manager  
City of University City

<b>City of University City – Canton Ave Improvements Phase II</b>	
Location:	<i>City of University City, City Wide</i>
Consultant Services Requested:	<p><b>Sidewalks</b> The engineering responsibilities may include but are not limited to: The preparation of Conceptual plans, Preliminary plans, Contract plans, Right of Way Plans, preparing and submitting necessary permits, surveying, contract documents, assisting with the bidding process for ADA compliant sidewalks, aprons, curb and gutter, driveways, construction inspection, and preparation of PS&amp;E and final documents.</p> <p><b>Roadway</b> The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way Plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&amp;E and final documents.</p> <p><b>Construction Inspection – will be contracted later</b></p>
Approximate Construction Cost:	<b>\$ 1,170,500.00</b>
DBE Goal Determination (Design)	<b>16%</b>
Other Comments:	<i>University City's population is approximately 35,000</i>
Contact:	<p><i>Department of Public Works, 3rd Floor</i>  <i>Attn: Errol Tate</i>  <i>Address: 6801 Delmar Blvd.</i>  <i>University City, MO 63130</i>  <i>Phone: (314) 505-8571</i>  <i>E-mail: <a href="mailto:etate@ucitymo.org">etate@ucitymo.org</a></i></p>
Deadline:	<b>1:00:00 PM 12/15/2021</b>
<p><b>Submit</b></p> <ul style="list-style-type: none"> <li>Letter of interest should not exceed three (1-3) pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three (3) 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- MoDOT.

Experience and Technical Competence	<u>40 Max Points</u>
Capacity and Capability	<u>20 Max Points</u>
Past Record of Performance	<u>40 Max Points</u>

