



## CITY OF SHREWSBURY

OFFICE OF THE INTERIM CITY ADMINISTRATOR/CITY CLERK

January 4, 2022

RE: City of Shrewsbury Street Resurfacing & Pedestrian Improvements Project  
Federal Aid Number STP-4901(646)  
TIP# 7124H-22

Dear Consultant:

The **City of Shrewsbury, 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 (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, or be on file with the **City of Shrewsbury, 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](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. **DBE goal is listed on attachment.**

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 **12:00 pm, Monday, January 31, 2022 (1/31/2022)** at 5200 Shrewsbury Avenue, Shrewsbury, Missouri 63119.

Sincerely,

Elliot Brown

Interim City Administrator/City Clerk

Cc: Tony Wagner, Public Works Superintendent  
Mike Travaglini, Mayor

Attachment

5200 Shrewsbury Avenue | Shrewsbury, Missouri 63119-4398

Email: [shrewsbury@cityofshrewsbury.com](mailto:shrewsbury@cityofshrewsbury.com) | Telephone: 314-647-5795 | Facsimile: 314-647-1811

<b>City/County: <u>City of Shrewsbury/County of St. Louis County</u></b>	
<b>Route(s): <u>Wilshusen Avenue, Weil Avenue, St. Vincent Avenue</u></b>	
Federal Aid No:	STP-4901 (646)
Location(s):	Wilshusen Avenue, Weil Avenue, St. Vincent Avenue
Proposed Improvement:	Each location, resurface roadway & upgrade sidewalks
Length:	Approx. 3,700 linear feet
Approximate Construction Cost:	\$495,332
DBE Goal Determination:	16%
Consultant Services Required:	<p>Preliminary Engineering: Services will include the location, design, and related work preparatory to the advancement of a project to physical construction.</p> <p>Construction Engineering: Services will include working with the contractor on behalf of the City of Shrewsbury, assisting with the preconstruction conference, performing periodic site inspections, preparing change orders, inspecting construction material, reviewing and checking shop drawings submitted by the contractor, conducting construction tests and inspections, and reviewing payment applications. Certifying that all are done in accordance with all applicable regulations. Additionally, the consultant will be present during critical construction operations, will work with the City to perform full time inspections, will work with the City on all reporting requirements and will participate in all final inspections. Finally, the consultant will compile and prepare for submission to the Authority Having Jurisdiction all close out documents.</p>
Other Comments:	The project includes asphalt milling and new overlays for Wilshusen, Weil, and St. Vincent Avenues with concrete sidewalk, curb and gutter repairs and new ADA sidewalk ramps as necessary.
Contact:	<p>Name: Elliot Brown, City Clerk</p> <p>Address: 5200 Shrewsbury Avenue</p> <p>Phone: 314-647-5795</p> <p>Email: ebrown@cityofshrewsbury.com</p>
Deadline:	Monday, January 31, 2022; 12:00pm

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 -	30	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	30	Max Points

### **Shrewsbury Rubric for Evaluating Consultants**

#### **Point Range Legend**

30 – 21 = excellent 20 – 11 = adequate 10 – 1 = fair 0 = inadequate

#### **Experience & Technical Competence**

Rate the qualifications of employees designated to this specific job, for example, assigning between 30 and 21 points for the most qualified personnel. Those rated between 20 and 11 points are considered good but lack extensive experience in the particular type of service desired. A value of 10 or less points is assigned to firms with well-qualified personnel who have no experience in the proposed area of work.

#### **Capacity & Capability**

Evaluate the consulting firm for experience on similar and related types of work it has performed. For example, assigning between 30 and 21 points is for many years of established practice in the proposed type of work and related studies. A value of between 20 and 11 points may be assigned for above average experience, while 10 or less points may be given for experience adequate to perform the contract. The points for a firm with little operating experience in the selected field may be reduced further. Reduce the rating for a level of personnel inadequate to handle the firm's indicated workload. The submitted schedule will also be evaluated as part of this portion of the rankings.

#### **Past Record of Performance**

Rate the adequacy of firms that have previously performed work under contract in related fields, assigning a maximum and reducing the points for less experience.

Consultant Selection Rating Sheet (Example)

City: Shrewsbury  
Route:  
Project:  
Date:

Consultant	Experience & Technical Competence (Max. Points=30)	Capacity & Capability (Max. Points=30)	Past Record of Performance (Max. Points=30)	Total (Out of 90)

Rater Comments: