



April 27, 2022

To: Design Engineering Consultant Firms

Re: Request for Qualifications – Design of Traffic Signal and Intersection Improvements
City Project #22-003: M-291/Blue Jay Traffic Signal and Stewart/M-291 Intersection
Federal Aid Project STBG-3392(407)

Dear Consultant:

The City of Liberty, 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 10 pages. This letter should include any information which might help us in the selection process, such as:

1. List of persons or team you would assign to this project and the backgrounds/qualifications of those individuals
2. Recent experience in projects of similar function and scope
3. Recent history of the firms estimating accuracy and ability to meet project budgets and deadlines
4. Recent surveying experience and availability for this project
5. Recent project references
6. Additional Information

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 Liberty, 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 4:00 pm local time, Wednesday, May 18, 2022 at the address listed below:

City of Liberty
Attn: City Engineer, John Findlay, P.E.
101 East Kansas Street
Liberty, Missouri 64068

If you have any questions or require additional information about the project, please contact me at (816) 439-4507 or at jfindlay@libertymo.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "John Findlay". The signature is written in a cursive style with a horizontal line extending from the end.

John Findlay, P.E.
City Engineer

CC: Sherri McIntyre, Director of Public Works
City File #22-003

City of Liberty, Clay County, MO	M-291/Blue Jay Drive Traffic Signal and Stewart Road/M-291 Intersection
Federal Aid No:	STBG-3392(407)
Location:	Liberty Missouri, Clay County, MO. The project is bounded by the furthest extents of the Intersection of M-291 and N Stewart Rd to the furthest extents of the intersection of M-291 and N Blue Jay Rd.
Proposed Improvement:	<ul style="list-style-type: none"> - Traffic signals with full pedestrian crossings at the intersection of M-291 and Blue Jay Drive. - Improvements to, or elimination of, the M-291 and Stewart Road intersection to mitigate left turn traffic accidents. - Pedestrian crossing at M-291 and Blue Jay Drive signalized intersection with pedestrian sidewalk connectivity on the east side of M-291 from the same intersection to the North Havens Center commercial development approximately 600 feet to the north.
Length:	Approximatley 0.17 miles
Approximate Construction Cost:	\$1,000,000
DBE Goal Determination:	10%
Consultant Services Required:	Design and development of construction plans for the above listed proposed improvement and associated work such as, but not limited to, grading, utility relocation, storm sewer, stormwater Best Management Practices (BMPs), concrete flatwork, asphalt pavement, traffic signals, pavement marking, easement and right of way acquisition preperation and miscellaneous restorations.
Other Comments:	NA
Contact:	Name: John Findlay, P.E. Address: 101 East Kansas Street Phone: (816)439-4507 Email: jfindlay@libertymo.gov
Deadline:	4:00 pm local time, Wednesday, May 18, 2022
<ul style="list-style-type: none"> • Submit: 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. (4) hard copies of the letter interest should be received at the address and by the time specified as well as (1) electronic pdf copy to the email address specified. 	

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

Experience and Technical Competence -	50	Max Points
Capacity and Capability -	25	Max Points
Past Record of Performance -	25	Max Points

Exhibit A: Scope of Services

GENERAL PROJECT DESCRIPTION

The project consists of designing and preparing separate construction plans for the following project:

- M-291/Blue Jay Drive Traffic Signal and Stewart Road/M-291 Intersection Improvements.

The project includes the Engineering analysis and design for the construction of improvements to meet current standards of the City of Liberty, Missouri and the Missouri Department of Transportation (MoDOT) in so far as funds will allow. The Project may include grading, utility relocation, storm sewer, stormwater Best Management Practices (BMPs), concrete flatwork, asphalt pavement, traffic signals, pavement marking, and miscellaneous restorations. The intention of this project is to provide:

- Traffic signals with full pedestrian crossings at the intersection of M-291 and Blue Jay Drive.
- Improvements to, or elimination of, the M-291 and Stewart Road intersection to mitigate left turn traffic accidents.
- Pedestrian crossing at M-291 and Blue Jay Drive signalized intersection with pedestrian sidewalk connectivity on the east side of M-291 from the same intersection to the North Havens Center commercial development approximately 600 feet to the north.

Easement and right of way acquisition preparation will be required for construction and any public infrastructure requiring access. A location map is included for your use.

The project will be designed in accordance with the City of Liberty, Missouri Technical Specifications and Design Criteria, and Missouri Department of Transportation (MoDOT) Technical Specifications and Design Criteria. City and MoDOT standard construction contract provisions will be utilized. Engineering and right-of-way is funded with Local City Capital Improvement funds in 2022-2023. Construction will be funded with Local and Federal STPM-MO matching funds in State Fiscal Year 2024.

SELECTION PROCESS

The following criteria will be followed:

1. Receive requests for qualifications (RFQ) responses, 4 hard copies (max. 10 pages) and an electronic (PDF) copy. The PDF may be submitted via email to jfindlay@libertymo.gov.
2. Evaluate proposals of firms. Submitting firms must be on [MoDOT's Approved Consultant Prequalification List](#).

3. The highest-rated firms may be invited to interview with City staff. The selected firm will be requested to submit to City staff a contract proposal for evaluation and negotiation.
4. Upon completion of negotiations, a Standard City Engineering contact will be presented to the City Council for consideration.

SCOPE OF SERVICES

The following scope of services is provided for the project, subject to final negotiations and contract approval:

The ENGINEER shall furnish and perform the various professional duties and services described following as part of this contract;

- A. Field verify the existing topography and constructed infrastructure from all available as-built plans or other infrastructure information (e.g. GIS). Existing roadway, storm sewer, sanitary sewer, water lines, utilities, easement and Right-of-Way information are to be reviewed and compared to the existing information. Existing base files may require minor adjustments based on field verification.
- B. Analyze all existing public infrastructure, compare to the current City of Liberty Design Criteria and Technical Specifications.
- C. Contact adjacent property owners and private utilities for preliminary comments relating to the alignments and changes associated with the possible improvements.
- D. Prepare preliminary sketch plans of the improvements for the project. Sketch plans would include all street and other infrastructure facilities and cost estimates for the project based on preliminary layout.
- E. Prepare Preliminary Plans of the required improvements based on Sketch Plan review comments. These plans would be considered approximately 90% complete and include all roadway, storm sewer, sanitary sewer, and water line designs.
- F. Submit preliminary plans to OWNER for review. Right-of-way and easement documentation, with attached exhibits, shall be submitted to the OWNER for review. If necessary, a meeting with the OWNER's staff may be held to review the Preliminary Plans and obtain comments.
- G. Prepare Final Plans in accordance with Preliminary Plan review comments. Final Right-of-way and easement documentation will be provided to the OWNER for execution with property owners per comment from OWNER. These plans would be considered complete and include final quantities for all items, street and storm improvement plan and profiles, water and sanitary plan and profiles, and construction details. Final design plans will be plotted on reproducible medium.

The Final Plans and easements will be submitted for Owner final approval for construction. Also a CD with plans in AutoCAD and PDF format shall be submitted containing all plans and easement descriptions with exhibits. A detailed cost estimate including all improvements and add alternates will be required with Final Plan submittal.

- H. Prepare specifications and contract documents, any required special provisions, and copies of the final construction plans. The ENGINEER shall provide two (2) sets of 11x17 hardcopy, and a set of electronic (PDF) plans and documents.
- I. Preliminary improvements plans will be completed within three (3) months after receipt of Notice to Proceed. Final Plans will be completed within four (4) months after receipt of OWNER comments on the Preliminary design.

Bidding and Construction Services (Not a part of contract unless otherwise authorized):

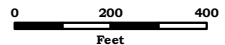
- A. The ENGINEER shall provide two (2) sets of bidding documents and 11x17 plans to the OWNER to be available for Bidders to review at City Hall. ENGINEER shall answer contractor questions and prepare addendums as required during bid period. ENGINEER shall attend the bid opening, evaluate bids and provide a recommendation to the OWNER.
- B. ENGINEER shall prepare the contract documents for execution by the contractor. Coordinate signing of the contract documents by all parties and prepare 6 conforming copies of the contract documents for execution by the CITY OF LIBERTY.
- C. ENGINEER shall retain information from construction processes and perform necessary field survey to provide "AS-CONSTRUCTED" plans to the OWNER, in the form of one (1) set of plans and one (1) digital (AutoCAD and PDF) copy of the plans, at the conclusion of the project. Delivery of "AS-CONSTRUCTED" plans to the OWNER shall conclude the contract services.

Exhibit B: General Location Map



Traffic Signal @ M-291 & Blue Jay Dr. with Closure of M-291 @ Stewart Rd.

- Project Boundary
- Project Boundary Buffer
- Parcels



DRAFT: For Informational Purposes Only. Not Survey Accurate.



Date: 1/27/2022