



The City of Hazelwood

much more
than you imagine



January 13, 2020

Dear Consultant:

The City of Hazelwood is requesting services of a consulting engineer 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 services, you may express your interest by responding to the appropriate office, which is indicated on the attachment. Limit your letter of interest to no more than 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 Hazelwood. 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 nonresponsive. Right-of-Way appraisal and negotiation services must be performed by personnel from your firm or a subconsultant prequalified with MoDOT and listed in MoDOT's Roster of Approved Contract Appraisers or MoDOT's Roster of Approved Contract Negotiators.

We request all letters be received by 1:30 p.m., February 5, 2020 at the City of Hazelwood, Department of Public Works, 415 Elm Grove Lane, Hazelwood, MO 63042.

Sincerely,

Nikki Miller
Project Development Coordinator
(314) 513-5031

Attachment

City Hall & Public Works
t: 314.839.3700
f: 314.839.0249
415 Elm Grove Lane

City Maintenance
t: 731.8701
f: 731.4240
115 Ford Lane

Fire Department
t: 731.3424
f: 731.1976
6800 Howdershell Road

Municipal Court
t: 839.2212
f: 838.5169
415 Elm Grove Lane

Parks & Recreation
t: 731.0980
f: 731.0989
1186 Teson Road

Police Department
t: 839.3700
f: 838.5169
415 Elm Grove Lane

City/County: City of Hazelwood Route: Phantom Drive	
Federal Aid No:	STP-5408(608)
Location:	Phantom Drive, Hazelwood, MO 63042
Proposed Improvement:	The reconstruction of Phantom Drive between Missouri Bottom Road and James S. McDonnell Boulevard will include a reduction from four 10 foot lanes to two 15 foot lanes with dedicated left turn bays and the installation of a 6 foot sidewalk along one side of the road.
Length:	.7 miles
Approximate Construction Cost:	\$3,006,455
DBE Goal Determination:	18%
Consultant Services Required:	<p><u>Right-of-Way</u> Right-of-way phase services may include but are not limited to acquisition of temporary and/or permanent realty rights including land, easements, and access rights necessary to construct, operate, and maintain the project. The consultant may need to perform property valuations/appraisals, negotiation activities, and relocation services as necessary to acquire real property to clear the project for construction.</p> <p><u>Design Engineering and Construction Engineering</u> 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&E and final documents.</p> <p><u>Construction Inspection</u> Construction Phase: work with 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 contractor, conduct construction test and inspection, be present during critical construction operations, work with the City to do full time inspections and reporting and participate in final inspection.</p>
Other Comments:	
Contact:	Nikki Miller

	Project Development Coordinator City of Hazelwood 415 Elm Grove Lane Hazelwood, MO 63042 (314) 513-5031 mmmiller@hazelwoodmo.org
Deadline:	1:30 p.m., February 5, 2020
<ul style="list-style-type: none"> • 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. 3 copies of the letter 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. 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