



## CITY OF COLUMBIA, MISSOURI

PUBLIC WORKS DEPARTMENT

September 25, 2013

Dear Consultant:

The **City of Columbia** is requesting the services of a consulting engineering firm to perform the described professional services for the project described on the attached Project Information Form. The project is known as the Shepard to Rollins Trail Connection, which includes a Pedestrian and Bicycle bridge over Hinkson Creek.

If your firm would like to be considered for these consulting services, you may express your interest by responding to the City of Columbia, Public Works Department.

The response submittal must include the following:

Letter of interest

Statement of Qualifications

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)

The letter of interest and Statement of Qualifications should include a statement to indicate why your firm is interested in the project together with any information which might help us in the selection process, such as the persons or team you would assign to the project, the backgrounds of those individuals, the approach your firm would take in completing the project, a proposed timeline showing major milestones, and a list of relevant projects your firm has recently completed or are now active.

The DBE goal for this Engineering Services Contract will be 12%.

The City of Columbia will evaluate submittals from interested firms according to the criteria listed in the Project Information Form.

We request all letters of interest with required submittals be received by 5:00 pm, October 24, 2013

Sincerely,

A handwritten signature in cursive that reads "Cliff Jarvis". To the right of the signature, there are some initials that appear to be "etc".

Cliff Jarvis  
GetAbout Program Engineer

Attachment

City of Columbia- Project Information Form  
 Procurement of Professional Services

<b><i>Project: Shepard to Rollins Trail Connection</i></b>	
Federal Aid No.:	CPP 9999(523)
Location:	Rollins Road to Old 63
Proposed Improvement:	<p>Pedestrian/bicycle trail from Rollins Road, crossing Hinkson Creek and connecting to trails and pedways along Old 63 between Broadway Blvd and Stadium Blvd and nearby properties.</p> <p>The proposed project is a pedestrian and bicycle trail beginning at Rollins Road near the MU School of Veterinary Medicine, potentially through a portion of Rock Hill Park to a pedestrian/bicycle bridge over Hinkson Creek. On the east side of Hinkson Creek the trail will connect to the Shepard neighborhood, other neighborhoods in the vicinity and the Hinkson Creek Trail going north and south from the area utilizing the pedway on Old 63 to the extent feasible.</p>
Length:	3,700' to 6,800'
Approximate Construction Cost:	\$1,700,000
DBE Goal Determination	12%
Consultant Services Required:	<p>Alignment study, design engineering, construction engineering and all associated professional services work for a pedestrian/bicycle trail including stream crossing(s).</p> <p>The engineering responsibilities may include but are not limited to the following: preparation of Conceptual plans, Preliminary plans, Contract plans, and Construction Inspection.</p> <p>Design services may include, right of way plans, surveying, hydraulic studies, bridge, trail and sidewalk design, geotechnical investigations, public involvement, environmental and historic preservation services/permits, state and federal permits, assist with bidding process, utility coordination/permits and traffic controls including preparation of PS&amp;E and final documents.</p> <p>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 City to do full time</p>

	inspections and reporting and participate in final inspection.
Contact:	<p><i>Cliff Jarvis, PE, 573.874.7250</i>  <i>Department of Public Works</i>  <i>Third Floor, City Hall</i>  <i>701 E. Broadway, Columbia, MO</i>  <i>Or by mail:</i>  <i>Department of Public Works</i>  <i>P.O. Box 6015, Columbia, MO 65205-6015</i>  <i>csjarvis@gocolumbiamo.com</i></p>
Submittal:	<p>Five copies of the following should be received at the address above by the time specified</p> <ul style="list-style-type: none"> <li>• Letter of interest</li> <li>• Statement of Qualifications</li> <li>• Affidavit of Compliance with the federal work authorization program</li> <li>• copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020)</li> </ul>
Deadline:	Responses to this request must be received by 5:00 p.m. CST, <b>Thursday, October 24, 2013</b>
Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection of the design firm.	
Experience and Technical Competence.	40 Max Points
Capacity and Capability	30 Max Points
Past Record of Performance	30 Max Points