



city  
of

# CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141  
(314) 432-6000 • Fax (314) 872-2539 • Relay MO 1-800-735-2966  
[www.creve-coeur.org](http://www.creve-coeur.org)

December 5, 2012

RE: Request for Qualifications  
Graeser Road Resurfacing Project STP-5526(638)  
Creve Coeur, Missouri

Dear Consultant:

The City of Creve Coeur seeks professional engineering and survey services for the development of bid documents and for construction support required to successfully complete the referenced project, as summarized in the attached Solicitation Table. If your firm would like to be considered for these consulting services, please provide a Letter of Interest to the City of Creve Coeur Department of Public Works, as indicated below and on the Solicitation Table.

Please limit your Letter of Interest to no more than fifty (50) pages. The following documents are required parts of the Letter of Interest and count toward the page limit:

- Statement of Qualifications (RSMo 8.285 through 8.291)
- Affidavit of Compliance with the federal work authorization program;
- E-Verify Memorandum of Understanding (15 CSR 60-15.020).

The City will use the information that is included in this package to determine the most qualified firm or team during the selection process. Suggested information to include in the letter are: the experience of the persons or team proposed to be assigned to each phase of the project, a description of other active or past projects performed by your company that demonstrate the your company's ability, references or contacts of current or past clients who can attest to your company's performance, and any other information that will accurately portray the competence, capability, and past record of your firm or team.

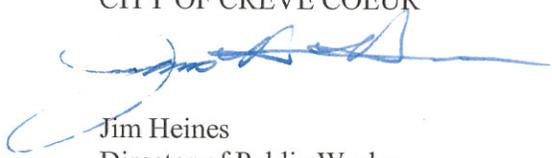
A DBE goal of 0% has been established for the requested services, as indicated in the attached Solicitation Table. However, the City encourages any DBE firm which feels that it can manage the required services to submit a Letter of Interest as the prime consultant.

All letters shall be received by the Department of Public Works no later than 4:00 pm local time on Friday, January 4, 2013, at the Creve Coeur Government Center, which is located at 300 North New Ballas Road, Creve Coeur, MO 63141.

Thank you for your interest in this project.

Sincerely,

CITY OF CREVE COEUR



Jim Heines  
Director of Public Works

Attachment (Solicitation Table)

<i>City: City of Creve Coeur; Route: Graeser Road</i>	
Federal Aid No.:	STP-5526(638)
Location:	Graeser Road (Olive Boulevard to Ladue Road)
Proposed Improvement:	Pavement resurfacing and sidewalk improvements
Length:	1.26 miles
Approximate Construction Cost:	\$492,600.00
DBE Goal Determination	Zero percent (0%)
Consultant Services Required:	<i>Services shall include, but may not be limited to: site survey; identification and mapping of floodplain and wetland areas; field reviews and site visits; geotechnical analysis; pavement design; ADA design of accessible sidewalks, curb ramps, driveways, and intersections; coordination with the City, MoDOT, utilities, and other affected agencies; development of bid documents (preliminary, semi-final, and final plans, specifications, and estimate); preparation of right-of-way and easement exhibits; submissions and responses to comments; project meetings; public meetings; quantity measurements, calculations, and cost estimates; permitting; preparation of bid packages, addendums, and responses to questions during bidding; construction-phase services; pre-construction meeting; review of shop drawings and job mix formulas; review and response to requests for information; construction observation and on-site meetings; and review and/or design of change orders as necessary during construction.</i>
Other Comments:	<i>Target date for advertisement for bids for construction: January 15, 2014.</i>
Contact:	<i>Matt Wohlberg, P.E. City Engineer 300 North New Ballas Road Creve Coeur, MO 63141 (314) 442-2084 mwohlberg@ci.creve-coeur.mo.us</i>
Deadline:	<i>4:00 pm local time on Friday, January 4, 2013</i>
<p>Submit: Four (4) copies of the Letter of Interest to the address above and by the specified deadline. Each copy of the Letter of Interest must include:</p> <ul style="list-style-type: none"> <li>• Statement of Qualifications</li> <li>• Affidavit of Compliance with federal work authorization program</li> <li>• E-Verify Memorandum of Understanding</li> </ul> <p>The Letter of Interest should not exceed fifty (50) pages. A page is defined as each printed side of an 8 ½"x11" sheet.</p>	

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

Experience and Technical Competence .....	40 Max Points
Capacity and Capability .....	25 Max Points
Past Record of Performance .....	35 Max Points
<hr/> Total.....	100 Max Points