

CITY OF BELLEFONTAINE NEIGHBORS

REQUEST FOR QUALIFICATIONS

PROJECT DESCRIPTION

The City of Bellefontaine Neighbors is seeking professional engineering services to provide project management, engineering and construction management for an estimated potential \$7.8M of street repairs. The City has identified approximately 19.5 miles of streets in varying condition that are included in this project scope. The goal is to accomplish as many of the repairs as possible with the limited dollars.

SCOPE OF WORK

- Evaluate the Street Evaluation Survey, and work with the city project team to develop a plan for the repairs.
- The consultant will work with the city to develop construction packages for groups of streets; which will be used to scope and bid the construction.
- Provide all contract and engineering documents for the construction packages.
- The consultant will be responsible for execution of the construction packages.
- The consultant will provide construction management to insure quality of construction and minimize cost.
- The consultant will provide engineering solutions to unforeseen problems that arise during construction.
- The consultant will verify billing and process paperwork to an agreed upon format for submittal to the City for payment.

GOALS

The objective is to provide a maintenance solution to as many streets as possible with the available money. This will require efficient processes and cost cutting options that will not degrade overall quality and life expectancy of the streets.

The city would like to start working on this quickly with construction packages being bid the first week of January 2017 and construction starting in March 2017.

Information Provided By the City

These items will be provided to consultant with confidentiality and for exclusive use on City of Bellefontaine Neighbors projects.

- Copy of the street evaluation prepared for the city in PDF format.
- Map of the City, in AutoCAD format .
- Maps of the storm water and manholes from MSD in PDF format.

STATEMENT OF QUALIFICATIONS

General Consultant Information

List the general information of your firm including:

Name of firm

Mailing address

Location

Phone number and Fax number

Website

Contact person phone number and email address

Professional Expertise and Liability

A copy of a license to practice professional engineering in the State of Missouri will be required. The firm will be required to show proof and coverage limits of professional liability insurance.

Capability and Capacity

Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. List the professional and support positions and number of personnel in each position.

List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.

Present an estimated schedule for completing the work. Include a start date, estimated hours worked per week and completion date.

Past Record of Performance

List a maximum of three similar projects completed by your firm in the last five years. Include the project location, scope and magnitude of the work, date completed, and client contact.

Include a list of the personnel involved and the specialties and strengths of your firm related to the past projects listed.

Evaluation

A Selection Committee appointed by the Mayor will review and evaluate the qualifications of each Consultant.

SUBMITTAL

The consultant will submit their qualifications with 4 printed copies and two electronic copies on separate media.

Documents are to be labeled:
Qualifications for Street Repair Project Engineering Services

These documents are to be submitted to the City Clerk, Denise Donovan at City Hall 9641 Bellefontaine Road, Bellefontaine Neighbors MO 63137 no later than 5:00 p.m. on September 23rd, 2016. Qualifications submitted after this date and time will not be eligible for consideration.

MISCELLANEOUS INFORMATION

Incurring Costs

This Request for Qualifications does not commit the City of Bellefontaine Neighbors to award a contract or to pay for any cost incurred by successful or unsuccessful submitters in the preparation for a response to this request.

Additional Information

All questions regarding this Request for Qualifications or Bid shall be directed to Mayor Robert Doerr (email rdoerr@cityofbn.com) or Alderperson John Jordan, (email jjordan@cityofbn.com)

Any additional contact with City personnel in regard to this Request for Qualifications may be considered grounds for disqualification.

City Logo

The City's logo is trademarked and should not be used in responding to this Request for Qualifications.

Confidentiality

The City of Bellefontaine Neighbors shall follow the Missouri Sunshine Law, section 610, therefore all documentation, qualifications, proposals, bids, contracts and other documentation submitted to the City in response to a request for bid, quotation, qualifications, proposal or other is subject to this law. Responses provided by vendors, companies, proposers or any person or organization providing a response to the City may be subject to this law. All responses to Requests for Qualifications become public records and are not treated as confidential or proprietary.

Selection and Rejection

The City reserves the right to reject any and all submissions, waive formalities and defects or errors in submissions, and to make a selection of a service provider based solely on the City's judgment and unlimited discretion to select that firm or individual the City believes to be in the City's best interest.