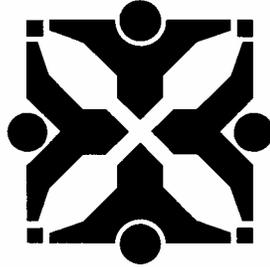


# City of Columbia



## **PARKS & RECREATION DEPARTMENT**

### **REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES**

**For**

**Trail and Bridge Design  
Grindstone Nature Area to Maguire Blvd**

**RFP Deadline:  
12:00 noon Friday, May 20, 2011**

**Michael J. Hood  
Director of Parks & Recreation Department  
P.O. Box 6015  
Columbia, MO 65205-6015  
(573) 874-7460**

# **REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES**

The City of Columbia is seeking proposals for engineering design of a trail and four bridges associated with the construction of the Grindstone Creek Trail: Grindstone Nature Area to Maguire Boulevard.

## **PROJECT DESCRIPTION**

The City of Columbia has funding for the design and construction of a concrete trail from the Grindstone Nature Area to Maguire Boulevard. Park Planning staff has prepared the attached preliminary trail route for consideration. The project also includes the design of four bridges and possibly a fifth bridge if funding allows. The proposed trail is projected to be a ten (10) foot wide concrete trail with an adjacent three (3) foot gravel running path.

## **SCOPE OF SERVICES**

1. Perform feasibility, alignment, and cost estimates for a minimum of two trail alignments including bridge location and total project construction cost estimates.
2. Perform field survey of topography and land ownership boundaries.
3. Perform hydraulic analysis.
4. Perform a FEMA flood study
5. Prepare preliminary bridge design showing structure size and type.
6. Obtain required permits and approvals from state and federal agencies.
7. Perform stream assessment in accordance with city standards. Design any required mitigation measures.
8. Prepare final trail and bridge construction plans and specifications for bidding purposes including bridge project quantities and bridge project cost estimates.
9. Conduct no more than 4 total public involvement and City Council meetings.
10. Answer technical questions during bidding and construction, make periodic inspections during the construction phase and accompany the City on a final inspection of the project.

## **INFORMATION FURNISHED BY THE CITY TO SELECTED CONSULTANT**

1. Base topographic and planimetric information for the roadway and bridge alignments, including benchmark data.
2. Aerial maps, FEMA Floodplain maps.
3. Preliminary HEC RAS data.
4. Preliminary route of trail and bridge locations (included in RFP).
5. Trail design criteria and standard drawings.

## **PROPOSAL**

Five (5) copies of the proposal marked "Engineering Services Proposal" should be delivered to the Director of Parks & Recreation, One South Seventh Street, or addressed to Post Office Box 6015, Columbia, Missouri, 65205-6015, to the attention of the Director of Parks & Recreation. Proposals will be accepted until **12:00 noon on Friday, May 20, 2011.**

Proposals submitted shall include the following:

- 1. A brief description of the firm.**
- 2. The qualifications and background of the firm.**
- 3. A summary of any arrangements that will be made with any other firm for assistance on this work.**
- 4. A list of key personnel to be involved in the work for each phase of the project.**
- 5. A list of similar work performed for other municipalities or agencies, including a description of work and the name of the municipality or agency.**
- 6. A statement explaining why you think the City of Columbia would benefit from selecting your firm to do the work.**
- 7. An estimate of the total time needed for the firm to complete the work.**

## **SELECTION PROCESS**

The City of Columbia selection process for professional engineering services is a quality based selection process. The process is managed by a selection committee consisting of Parks & Recreation and Public Works personnel. Proposals received will be screened by the committee for content and experience. The City will reserve the right to reject any or all proposals. The committee will select no more than four (4) firms to be interviewed. Following interviews, the committee will select one firm to negotiate a scope of work, schedule and fee.

The selection will be based on the following criteria:

- 1. Evaluation of proposals.**
- 2. Proven background and experience in trail and bridge work.**
- 3. Reputation of the firm with respect to design and construction of major public improvement projects.**
- 4. Availability of the firm for participation at public hearings and Council meetings.**
- 5. References provided.**
- 6. Ability to complete the work in the time required.**
- 7. Specific background and experience of the key people who will be involved in providing these services.**

## **CONTRACT AWARD**

After interviews are conducted, the review committee shall select a firm for negotiation of terms of an agreement. The services in the agreement shall substantially conform with those described in the request for proposals. Modifications may be made to accommodate budget limitations or to address related issues not considered in the original scope of work.

When agreement on a detailed scope of services and fee schedule is reached, a formal contract will be prepared and submitted to City Council for approval. If an agreement cannot be reached, the City will terminate negotiations and select an alternate firm for negotiations.

## **SUMMARY**

An important element of the consultant submittal will be a reasonable time frame in which the design can be performed. The consultant should include a schedule or timeline showing completion dates which will be included as part of the contract between the City and the consultant.

Key individuals identified in the proposal will be expected to be available for the project and perform the work described. These people will be specified in the contract and any changes in personnel must be approved by the City.

## **INQUIRIES**

Questions regarding the scope of services or other items related to this request for proposals may be directed to:

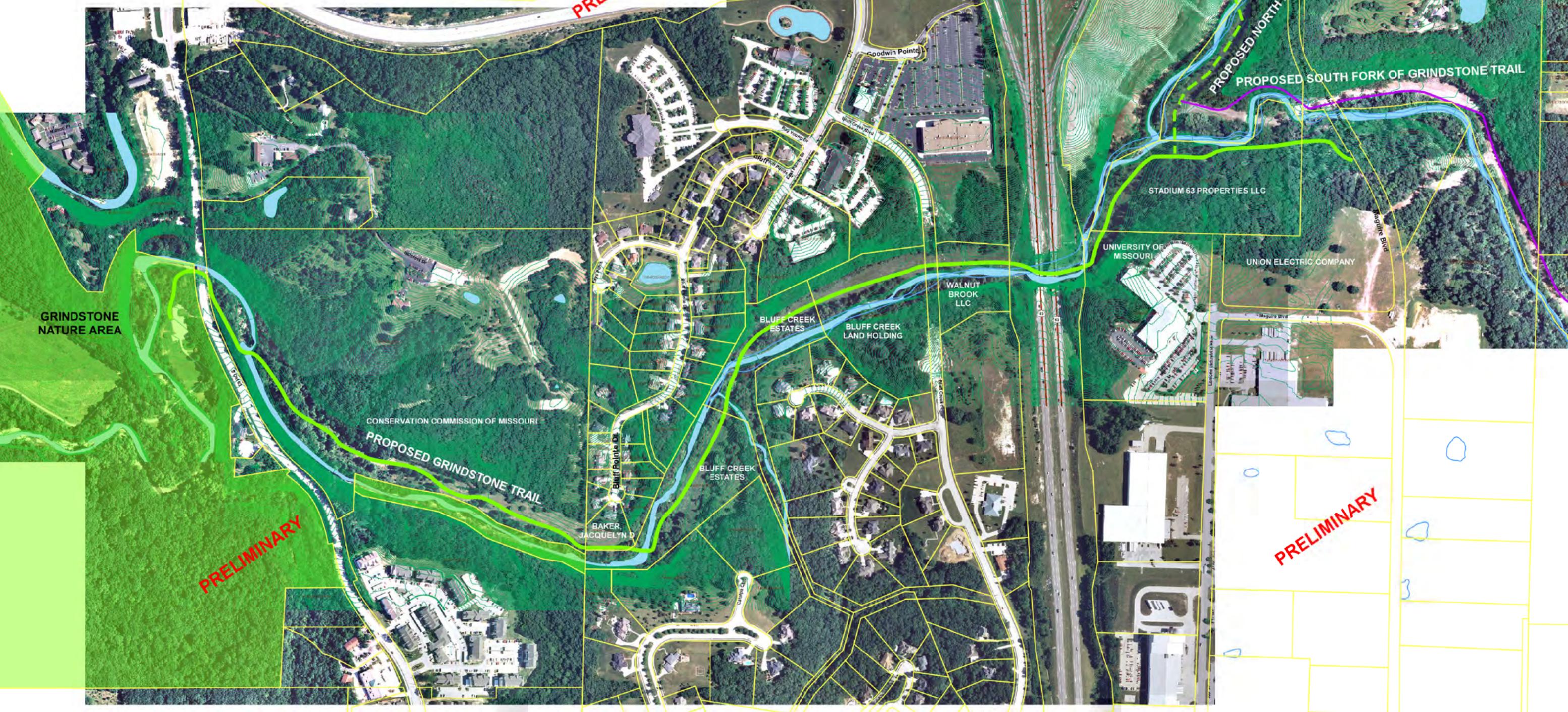
**Steve Saitta, Park Development Superintendent**  
**City of Columbia**  
**Parks & Recreation Department**  
**P.O. Box 6015**  
**Columbia, MO 65205-6015**  
**(573) 874-7203**  
**email: sms@GoColumbiaMo.com**

Enclosures: Preliminary Trail Route

# Grindstone Trail Preliminary Route

Grindstone Nature Area to Maguire Blvd.  
City of Columbia Parks & Recreation 4-12-11

PRELIMINARY



GRINDSTONE NATURE AREA

CONSERVATION COMMISSION OF MISSOURI  
PROPOSED GRINDSTONE TRAIL

PRELIMINARY

BAKER, JACQUELYN D

BLUFF CREEK ESTATES

BLUFF CREEK ESTATES

BLUFF CREEK LAND HOLDING

WALNUT BROOK LLC

UNIVERSITY OF MISSOURI

STADIUM 63 PROPERTIES LLC

UNION ELECTRIC COMPANY

PRELIMINARY

PROPOSED NORTH FORK OF GRINDSTONE TRAIL  
PROPOSED SOUTH FORK OF GRINDSTONE TRAIL

740

MAGUIRE BLVD