



June 5, 2013

**Re: Request for Proposals
Brink-Meyer Retaining Wall Reconstruction
Inspection Phase Services**

Dear Colleague:

The City of Parkville is requesting proposals from consulting engineering firms to perform professional construction inspection services related to the reconstruction of the retaining wall located on the east side of NW Brink-Meyer Road and approximately one-half mile south of 45 Highway.

This project contains elements of soil/rock anchors, stacked redi-rock blocks, steel reinforced concrete, and reinforced shotcrete. The overall wall length is 800' and the proposed wall height varies from 8' to 37'. The requested inspections are anticipated to occur over the contract period which is 120 calendar days. Final construction plans and specifications are available from KC Blueprint or kcblueprint.com for review. Hard copies of the construction plans and specifications will be provided to the selected inspector by the City.

The City anticipates issuing a notice to proceed to the construction contractor in the next few weeks or as early as June 19th. We anticipate the need for one full-time inspector; however that time may be divided between two employees with varying levels of training and experience in order to control costs. The proposal should outline the anticipated percentage of time each inspector anticipates being on-site. We would like the individual(s) who will be working on the project identified and include detailed resumes and outlines of previous experience specifically as it relates to retaining wall construction inspection. Any required material testing will not be part of this contract, however the inspector will need to coordinate with PSI to perform these services.

Please limit your letter of interest and qualifications to no more than 5 pages (you may use both the front and back for a total of 10 pages). This letter should include any information which might help us in the selection process. Please include in a separate sealed envelope the anticipated fee for services shown as hourly with a not-to-exceed amount.

The City of Parkville will evaluate firms based on:

- a) Your demonstrated experience and competence with retaining wall inspections.
- b) The capacity of your firm to perform the work in the timeframe outlined.
- c) Information about past performance.
- d) Your firm's proximity to and familiarity with the project area.
- e) A demonstrated knowledge and understanding of the general project parameters.

~~We require your firm to provide a Statement of Qualifications (RSMo 8.285 through 8.291) and an 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) be submitted with your firm's Letter of Interest. (Separate from the RFP)~~

If your firm would like to be considered for this project, you may express your interest by responding in writing to:

CITY OF PARKVILLE- Public Works Department



Kirk Rome P.E.
Public Works Director
Parkville City Hall
8880 Clark Avenue
Parkville MO 64152
E-mail questions to: pwdirector@parkvillemo.com

Submission Deadline: June 13, 2013 at 4:00 pm at Parkville City Hall.