REQUEST FOR QUALIFICATIONS
FOR
PUBLIC SIDEWALK INVENTORY ANALYSIS
RFQ NO. 08-070

The City of Lee's Summit is requesting Statements of Qualifications for the above-referenced project.

Interested firms should submit six (6) copies of their Statement of Qualifications, one of which should be unbound.

MUST BE RECEIVED BY:
NOVEMBER 26, 2007 Close of Business

PLEASE MARK YOUR SUBMITTAL “SEALED RFQ 08-070” AND SEND IT TO:
City of Lee's Summit, Division of Purchasing
Attention: Barbara Poole, Assistant Purchasing Manager
220 S.E. Green Street
Lee’s Summit, MO 64063
816-969-1080

Interested firms, or groups of firms, should prepare a response that is no more than five pages in length addressing:

- Experience and availability of key personnel;
- Experience on similar projects;
- Experience working together (for submittals with multiple firms);
- Project Approach/Work Plan; and
- Critical Issues and Approaches to Solutions.

The submittals must be one-sided on standard letter-size paper (8.5” x 11”) and have a minimum font size of eleven (11) points. Up to five (5) additional pages may be submitted in an attached appendix and may be up to 11” x 17” in size. In addition, a one-page cover letter should be submitted, which includes a point of contact for the consultant team. A selection committee will evaluate the submittals based on the above criteria and notify selected firms for oral interviews (if necessary).

The selected firm will be expected to sign the City of Lee's Summit’s standard contract. For a copy of the standard contract, please contact the Project Manager listed below. If the Consultant team is unable to sign the contract, or requests modifications, please indicate so briefly in the cover letter and submit a separate letter detailing any issue(s) with the standard contract.

Schedule
Statement of Qualifications Due: November 26, 2007 Close of Business
Selection Committee Meeting: December 3, 2007
Firms Notified for Oral Interview: December 4, 2007
Interviews 50 minutes each
(if necessary)

December 12, 2007 from 1:00 PM through 5:00PM

General Scope of Services

Conduct an inventory and analysis of public sidewalks. Included in the scope will be the identification of development of a existing sidewalk rating criteria, existing public sidewalk condition analysis, development of a new sidewalk rating criteria for proposed sidewalk construction, identification of missing (not constructed) sidewalk for a new sidewalk inventory, and financial projections.

Existing Sidewalk Rating Criteria

The Consultant will develop rating criteria to determine the sidewalk replacement schedule. The criteria will be based upon the minimum the following factors:

1) System condition to include vertical and horizontal faulting, spalling, cracking, and ponding.
2) System compliance with current standards for sidewalk construction techniques as referenced by the American with Disabilities Act (ADA).
3) Utilization of the CITY’S Tier System for connectivity to identified pedestrian traffic generators such as schools and parks.
4) Correlation to street classification network.

The rating criteria may be presented to staff, the Public Works Committee, and the City Council for final approval.

Existing Sidewalk Condition Analysis

The Consultant will perform an inventory of all sidewalks within the City that are classified as public sidewalks. Data to be collected will include, at a minimum, the data necessary to categorize the sidewalk based on the newly developed sidewalk evaluation/rating procedure. Additionally, the location of the sidewalks must be collected such that the data will integrate into the City’s existing systems.

All sidewalk inventory data will be delivered to the City in a digital format that can be easily integrated into the existing GIS and used to develop a sidewalk management program.

New Sidewalk Rating Criteria

The Consultant will develop a method for the determination of locations within the City in which new sidewalks should be constructed. The criteria will be based upon the minimum the following factors:

1) System compliance with current standards for sidewalk construction techniques as referenced by the American with Disabilities Act (ADA).
2) System connectivity to include identification of locations that contain logical segments that have not been constructed.
3) Utilization of the CITY’S Tier System for connectivity to identified pedestrian traffic generators such as schools and parks.
4) Utilization of citizen input for prioritization method for the construction of sidewalk in new locations.
5) Correlation to street classification network.
The rating criteria may be presented to staff, the Public Works Committee, and the City Council for final approval.

**New Sidewalk Inventory**

The Consultant will develop rating criteria to determine the new sidewalk priority of construction. The method for the determination of these locations will be approved by the City and applied to the City’s road network to determine how much new sidewalk construction is required. Areas requiring new sidewalk construction will include areas around schools and parks and areas with missing sections of sidewalks.

**Financial Projections**

Prepare a cash flow analysis of estimated revenue requirements, including operating and capital improvement needs, for a projected five year study period.

**Estimate Future Revenue Requirements:**

Project the annual revenue requirements anticipated to be incurred in connection with a sidewalk replacement program during the study period, including costs of operation and maintenance (including applicable overhead and indirect expense), capital improvements and replacements financed directly from revenue or from debt financed improvements and other identified obligations. Available budget data and multi-year capital improvement expenditure projections will be recognized for this purpose, as applicable.

**Develop Cash Flow Analyses:**

Cash flow analyses will be prepared to examine the estimated future operating and capital financing requirements for the sidewalk replacement program for the study period. Analyses will be formulated to evaluate alternatives for financing the program including identification of potential financing methods. Recommendations will be developed for the establishment of the most practical and cost effective financing plan. The estimated amounts of future debt service requirements will be developed from these analyses and consultation with City representatives. Also to be established and shown in these analyses will be the overall magnitude of costs to citizens of the sidewalk replacement program.

**Deliverables**

1. Identification of existing public sidewalk and missing public sidewalks
2. Evaluation criteria for existing sidewalk repair
3. Evaluation criteria for new sidewalk construction
4. Condition assessment and priority recommendation for sidewalk repair
5. Priority recommendation for new sidewalk construction
6. Financial projections
7. GIS data will be provided in digital format on CD-R media. The GIS data will be in ESRI ArcMap 9.1 Personal Geodatabase format. Below is the spatial requirements for the Personal Geodatabase coordinate system and domains. The GIS sidewalk inventory data must be compatible with Cityworks 4.3 Work Order system.

**Projected Coordinate System:**

Name: NAD_1983_StatePlane_Missouri_West_FIPS_2403_Feet

Alias:

Abbreviation:

Remarks:

Projection: Transverse_Mercator

Parameters:

False_Easting: 2788708.333333
8. Assistance in the preparation of application of Safe Routes to School Grants

Questions

For questions regarding this project, please contact:

Bob Hartnett, Deputy Public Works Director, Project Manager
Public Works Department
City of Lee's Summit
220 S.E. Green Street
Lee’s Summit, MO 64063
Phone: (816) 969-1802
Email: bob.hartnett@lees-summit.mo.us

This Request for Qualifications (RFQ) is an invitation by the City for interested Design Professionals to submit qualifications, which may be subject to subsequent discussions and negotiations. It is not a request for a competitive bid. Submittal of qualifications does not create any right in or expectation to a contract with the City. The City reserves the right to reject any and all RFQ’s.