



## LEGAL NOTICE

### REQUEST FOR QUALIFICATIONS SEALED PROPOSAL 13-176

For

**Engineering Services Motherhead at Westwood Intersection Project**

For

**ST. CHARLES COUNTY GOVERNMENT  
ST. CHARLES, MISSOURI**

St. Charles County is seeking Statement of Qualifications for **Engineering Services Motherhead at Westwood Intersection Project**. The County reserves the right to terminate the contract for reasons of violations by the successful proposer of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party ample time to remedy the deficiencies.

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## 1. **PURPOSE**

St. Charles County Government is seeking qualified CONSULTANTS interested in working for the St. Charles County Highway Department by providing engineering, design, and coordination services for the realignment of **Motherhead Road at Westwood Drive**.

The purpose of this solicitation is to describe the scope of work and the responsibilities of the CONSULTANT and St. Charles County Highway Department in connection with the design and preparation of a complete set of construction plans and other documents for this project. All Proposers are strongly encouraged to review each section of this solicitation to ensure a precise understanding of the items of work and the expectations of the COUNTY. The overall objective is for the CONSULTANT to prepare an accurate and well designed set of plans to be used by a road contractor to build the project with a minimal amount of change orders or delays. Said plans shall also be used by utility companies to complete their facility relocations and by the COUNTY to ensure the project is built as designed and to specifications.

## 2. **STATEMENT OF WORK**

The CONSULTANT will serve as the professional representative of the COUNTY in the design of the project and shall provide consultation and recommendations to the COUNTY during the performance of these services. The CONSULTANT will be required to submit all project deliverables delineated in the [Project Scope of Services](#) of this solicitation in a complete and timely manner. The CONSULTANT will also be required to prepare documents for and involve the project stakeholders by possibly hosting one open house public meeting. The COUNTY will provide contract administration, management services, and technical reviews of all work associated with the development and preparation of the construction plans. The CONSULTANT shall demonstrate good project management practices while working on this project. These include communication with the COUNTY and others as necessary, management of time and resources, and documentation. While this project is not currently federally funded, the CONSULTANT must be knowledgeable of the Missouri Department of Transportation's "Local Public Agency" manual and incorporate the requirements of the various funding categories therein into the planned scope of work.

The CONSULTANT will provide proper information directly to the appropriate agencies regarding any jurisdictional determination or environmental impact information, and be responsible to secure, and update as necessary, any permits or approvals determined to be necessary. All necessary permits and clearances shall be acquired by the CONSULTANT at the appropriate phase of the project and prior to the conclusion of the final design phase.

Throughout the design of the project, the CONSULTANT may also be asked to coordinate with all relevant utility companies. However, the majority of the [Utility Coordination](#), and specifically all project plan submittals to the utility companies and the majority of the workflow steps required by the St. Charles County Road Utility Relocation Act (SCCRURA) shall remain the responsibility of the COUNTY.

The CONSULTANT is encouraged to ask questions and seek guidance at any particular point during the project; however, the CONSULTANT must also bear in mind their obligation to provide research, consultation and recommendations to the COUNTY during performance of the design services.

### 3. PROJECT DESCRIPTION

The County of St. Charles requests proposals for the engineering design services for the realignment of **Motherhead Road at Westwood Drive** in unincorporated St. Charles County. The purpose of this project is to increase the safety of the traveling public and to continue improvements aligned with the County's Transportation Thoroughfare Plan. The COUNTY envisions the consultant will provide multiple alternatives for the realignment of **Motherhead Road at Westwood Drive**.

The tentative schedule for this project is to complete design and right-of-way acquisition by the end of 2014 and to begin construction in 2015.

### 3.1 PROJECT LOCATION MAP



## **PROPOSAL INSTRUCTIONS**

Three [3] hard copies and one [1] compact disk of the proposal documents in PDF file format must be received in a sealed envelope plainly marked "Sealed Proposal 13-176: Proposal for Engineering Services for Motherhead at Westwood Intersection – Highway Department" with the due date and time in the lower left corner of the envelope. An authorized representative of the company/person submitting the proposal must sign in blue ink.

**Proposals are due on Monday, November 18, 2013 at 2:00 p.m.** Proposals must be submitted to the St. Charles County Finance Department, Purchasing Division, 201 North Second Street, Room 541 St. Charles, MO 63301 prior to the deadline.

Proposers are encouraged to propose only on those projects for which they believe they can best provide the highest quality services with the most suitable design team. Proposers are encouraged to concisely, yet fully, address all of the proposal requirements. Proposal volume will not be a factor in the selection.

COUNTY staff will review each proposal received based on the [Proposal Evaluation Criteria](#) denoted in this solicitation. After the proposal review period, a limited number of firms may be invited in for an interview. The purpose of the interview is to allow the Proposer the opportunity to familiarize the COUNTY staff with the proposed project team and for the Proposer to demonstrate their understanding of the project. The interview also is an opportunity for the COUNTY to ask the Proposer questions pertaining to the contemplated work, the project team, and the services to be provided.

St. Charles County reserves the right to accept and/or reject any and all proposals.

### **4.1 SCHEDULE OF EVENTS**

*The schedule of events pertaining to this Request for Proposals is as follows:*

<b>Event</b>	<b>Date</b>
Request for Proposals Issue Date	October 28, 2013
Deadline for Receipt of Written Questions	November 11, 2013
<b>RFP Response Due Date</b>	<b>November 18, 2013</b>
Notification of Consultant Interviews	November 2013
Intended Date for Contract Award	January 2014

### **4.2 PROPOSAL INQUIRIES**

Phone calls are not strictly prohibited; however, CONSULTANTS are encouraged to submit all initial inquiries by e-mail. CONSULTANT requests for individual meetings with COUNTY staff prior to the submittal deadline shall not be honored.

***Inquiries about this proposal request should be made to:***

Chris Bostic, Engineering Design Manager  
St. Charles County Highway Department  
201 North Second St  
Suite 429  
St. Charles, Missouri 63301  
Phone: (636) 949-7305  
Email: [cbostic@sccmo.org](mailto:cbostic@sccmo.org)

### **Prohibited Communication**

***Contact with any representative, other than through the procedure outlined in the section titled “Proposal Inquiries”, concerning this request is prohibited PRIOR TO PROPOSAL OPENING. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and their Agents within St. Charles County. Any Offeror engaging in such prohibited communications prior to Proposal Opening may be disqualified at the sole discretion of St. Charles County.***

### **4.3 GENERAL PROPOSAL TERMS AND CONDITIONS**

- A. These terms and conditions are superseded by the specific contents of the proposal.
- B. St. Charles County reserves the right to reject any and all proposals or parts of a proposal and waive technicalities.
- C. All proposals will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time of opening, unless specified in the proposal.
- D. City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- E. The electronic version of this proposal/RFQ is available upon request. The document was entered into WORD for Microsoft Windows. St. Charles County does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this proposal/RFQ on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- F. An authorized officer of the company submitting the proposal must sign all proposals.
- G. Proposers shall submit three [3] hard copies of their proposal and one [1] compact disk (CD) of the proposal in PDF file format. One hard copy is to be an original and so marked.
- H. All notations must be in ink or typewritten. Mistakes must be crossed out, corrections typed adjacent and must be initialed in ink by person signing the proposal.

- I. **Prices for services must not be included in submitted responses.**
- J. St. Charles County will not award any contract to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the COUNTY or who owes any amount(s) for delinquent Federal, State or Local taxes, fees or licenses.
- K. Sealed proposals received after the designated time of the receipt of the sealed proposals will not be opened.
- L. The successful Proposer is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- M. All Proposers must maintain the necessary and appropriate business and/or professional licenses in their field.
- N. The Proposer agrees to fully cooperate with any audit from federal, state, or local auditor or investigation by federal, state, or local law enforcement agencies.
- O. Award will be made to the firm best qualified and capable of performing the desired work, subject to successful contract negotiations.

#### **4.4 EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED**

***(Missouri Revised Statutes Section 285.530)***

As a condition for the award of any contract or grant in excess of **five thousand dollars** by the COUNTY to a business entity, the business entity shall, by sworn affidavit and provision of documentation\*\*, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit (See [Appendix C](#)) affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.520 (2)]

An employer may enroll and participate in a federal work authorization program (E-Verify) and shall verify the employment eligibility of every employee in the employer’s hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this proposal request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a proposal solicitation response.

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for **one year** from the date of the notarized affidavit.

**\*\* PLEASE NOTE:**

***Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division***

***The online address to enroll in the E-verify program is:***

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

## **4.5 OPEN RECORDS**

Any and all information contained in or submitted with the proposal becomes a public record subject to the Missouri Sunshine Law when a negotiated contract based on the proposal is entered or all proposals are rejected. If the proposer believes that any information contained in or submitted with the proposal is protected from disclosure by the Missouri Sunshine Law, the proposer must clearly identify what information the proposer believes is so protected and must also clearly identify the legal basis therefor.



## 5. PROJECT SCOPE OF SERVICES

This section of the solicitation is intended to better define the five phases of the **Motherhead Road at Westwood Drive** project and show the proposed general progression of the project. Each subsection provides an outline of the expected deliverables for each project phase. The CONSULTANT should be aware that the scopes of services delineated in this solicitation are considered the baseline objectives for this project. Further refinement of the project particulars shall be provided to the CONSULTANT prior to the initial Notice to Proceed.

### 5.1 PHASE 1: ALIGNMENT DESIGN PHASE

The first phase of this project is the Alignment Plan phase. The purpose of this phase is for the CONSULTANT to survey the existing conditions and propose a number of recommended alignments for the COUNTY to consider. In addition, this phase presents an opportunity for the CONSULTANT and the COUNTY to become more familiar with any deficiencies and/or constraints that will need to be addressed in the project corridor.

There are two main deliverables for the CONSULTANT to complete during this phase. The first is to complete and verify a **topographic survey** and **property base map** for the project corridor. The second deliverable required is an **Alignment Plan**. The plan shall include each alternate on separate sheets in plan/profile view. The proposed alignment(s) will be accompanied by cross section sheets.

When developing the horizontal and vertical alignments, the CONSULTANT shall pay close attention to the potential impacts on adjacent properties. The overriding goal for the proposed alignment(s) should be to minimize property impacts while providing the desired improvements to the roadway. A balance of earthwork, while desirable, will typically not be strictly required. Additional details for each of these deliverables are provided in the subsequent sections.

During COUNTY review, at any phase of the project, it may be determined that an adjustment to a proposed horizontal and/or vertical alignment will be necessary. These requested adjustments may be provided by the COUNTY to the CONSULTANT in the form of rough draft AutoCAD alignments or profiles, marked-up drawings, or a simple text description of the desired modifications. The alignment revisions shall be incorporated into the project at no additional cost to COUNTY, unless it is agreed that significant additional work is involved with the change.

Refer to [Section 6.6](#) for a description of the submittal procedures.

#### 5.1.1 DELIVERABLE 1: TOPOGRAPHIC SURVEY & PROPERTY BASE MAP

For this deliverable, the CONSULTANT'S services shall include completing, or contracting with a professional sub-Consultant to complete, data collection in the form of a topographic field survey and property base map for the project limits. The utmost care shall be taken in the collecting and processing of the survey data as this information creates the foundation for the construction plans. Moreover, the CONSULTANT shall ensure that **all existing utility facilities** within the project limits are marked in the field prior to the survey and accurately depicted on the plans. In addition, the CONSULTANT shall field check the topographic survey to be certain all visible features have been properly mapped on the plans.

### Topographic Survey Requirements:

The COUNTY does not have a specified preference regarding the use of photogrammetry, LiDAR, or conventional field surveys. However, if a CONSULTANT chooses to use photogrammetry or LiDAR, the data shall be supplemented with conventional field surveys.

Regardless of the methods employed, at a minimum, the topographic survey work shall include:

- A. Establishing a **survey centerline** that is tied to all property corners
- B. Establishing horizontal and vertical **control monuments** that can be used for construction of the project. (minimum one for every 500 feet of centerline and one monument on each side of any creek)
- C. Tying vertical control to both **USGS** and **Flood Insurance Study** Benchmarks
- D. Determining existing pavement profiles and cross sectioning the existing pavement a minimum of every **twenty-five (25) feet**. A cross section width of **150 feet** on each side of proposed centerline, and possibly up to **200 feet** wide, will be needed depending on the existing topography.
- E. Defining drainage areas of all **watersheds** within project limits
- F. Surveying all **drainage ditches, creeks, and channels** upstream and downstream of the road, as required for hydraulic analysis
- G. Locating all visible **utility appurtenances** and painted or flagged **utility lines**, including potholed utilities (See [Section 6.9.1](#))
- H. Determining flow line elevations of all **storm** and **sanitary sewer structures**. The CONSULTANT shall coordinate with appropriate agencies to have locked manholes opened and perform the survey of these structures.
- I. Locating all **improvements** that may potentially fall within the project limits, (e.g. houses, decks, sheds, swimming pools, bushes and shrubs, mailboxes, landscaped areas, swing sets, retaining walls, fences, etc...)
- J. All **trees** and **shrubbery** of any size in manicured yards must be located. In brushy areas and forested tree masses, all trees 8" in diameter and larger shall be specifically located.
- K. Locating all residential and commercial **entrances** and denoting type and surface material

The CONSULTANT will be responsible for acquiring rights of entry from the property owners for any and all survey work. The COUNTY will provide an introductory project notification letter that the CONSULTANT shall distribute along with the survey notifications to the property owners. The CONSULTANT shall provide documentation that access has been granted by the property owner(s), to the extent required by law. The COUNTY shall be notified prior to the commencement of the survey work.

Prior to the completion of the Alignment Design Phase, written documentation shall be provided

stating that the survey field check has been performed and all of the required existing topographic features have been captured. If, at any time during the course of the project, additional topographic features are determined to have been overlooked or otherwise not shown on the plans, the CONSULTANT shall immediately resurvey and map the omitted features at the sole expense of the CONSULTANT.

### **5.1.2 DELIVERABLE 2: ALIGNMENT PLAN**

After the topographic survey and property base mapping has been conducted and field verified by the CONSULTANT, the CONSULTANT shall use the information to produce Alignment Plans. This plan shall contain separate sheets for each of the CONSULTANT'S identified alternatives in plan and profile view, typical section, and cross sections. All alignments proposed by the CONSULTANT shall meet the [Design Criteria](#) as established by the COUNTY for this project, or design variances must be documented and approved.

#### **Typical Section Minimum Requirements**

- A. Shown on strip map
- B. Label template width [lanes, shoulder, C&G, treelawn, sidewalk(s), slopes (e.g. 4:1)]
- C. Label ROW width

#### **Alignment Plan Minimum Requirements**

##### **A. Plan View**

- Sheet scale: 1" = 50' (36" x 96" [3' x 8'], length may vary)
- Beginning and ending station for project limits
- Display and label all surveyed topography
- Display and label all surveyed utilities
- Display existing contours for entire surveyed area
  - 5' major contours and 1' minor contours
  - Label each elevation line
- Driveway composition notes - asph, conc, gravel
- Existing property lines, Existing ROW lines, and easements of record, with land hooks for divided properties
- Horizontal alignment(s); more than one alignment per plan set may be allowed, with County approval
- Horizontal curve data: PI, PC, PT, Delta, Degree, Length, TL, R, S.E.
- Construction limit lines
- Limits of proposed sidestreet and driveway replacements
- Approximate New ROW limits
- Address and ownership for all properties shown

##### **B. Profile View**

- Sheet scale: 1" = 50' horz., 1" = 10' vert. (as lower window of strip map)
- Vertical alignment(s); one alignment per strip map, unless multiple allowed by County
- Vertical curve data: VPI, VPC, VPT, Length, SSD, AD, k-value, e
- Existing & proposed grade labels; 50' tangent, 25' in vertical curves
- Intersecting streets with station labels
- Label or note high points and low points

#### **Cross Section Minimum Requirements**

- A. Half-size sheet scale: 1" = 10' horz., 1" = 10' vert. (11" x 17")
  - Sheets shall read from bottom to top in a landscape layout with a single column per page
  - Cut sections at half stations (every 50') along the proposed alignment
  - Provide cross sections at every driveway and side street
- B. Proposed pavement and sidewalk template with cross slopes
- C. Profile grade and existing grade labels at centerline

## 5.2 PHASE 2: CONCEPTUAL DESIGN

The second phase of this project is the Conceptual Design Phase. The purpose of this phase is for the CONSULTANT to move forward with further refinement of the two “best” alternatives for further design. By the end of this phase, both the CONSULTANT and the COUNTY should have a better understanding of the vertical and horizontal location of the new road, any major Right-of-Way and environmental considerations, and the initial public perception of the project.

There are three major deliverables that the CONSULTANT will be required to complete and have approved by the COUNTY before this phase will be considered completed. These deliverables shall include: **Preliminary Hydraulic Report**, **Conceptual Design Plans**, and the **First Public Meeting**. The general specifications and requirements for these deliverables are presented in the subsequent sections.

*The CONSULTANT will be required to submit the findings from the Preliminary Hydraulic Report concurrent with the submission of the Conceptual Design Plans. Moreover, the First Public Meeting will not occur until after the COUNTY has approved the Conceptual Design Plans.*

Refer to [Section 6.6](#) for a description of the submittal procedures

### 5.2.1 DELIVERABLE 1: PRELIMINARY HYDRAULIC REPORT

The first deliverable for this phase is the Preliminary Hydraulic Report. For this deliverable, the CONSULTANT shall begin to explore the drainage requirements for the project. The CONSULTANT’S services shall include preparing a preliminary drainage area map for the proposed storm sewer system inlets and cross road culverts. This map shall indicate the various hydraulic considerations used (e.g. drainage area, PI, bypass, Q, etc...).

The CONSULTANT services shall also include preparing a drainage area map for the existing drainage facilities, including all existing storm sewer pipes, crossroad pipes, box culverts, bridges, and other structures. The CONSULTANT shall evaluate all of the existing drainage structures for sufficiency. The CONSULTANT shall make a preliminary recommendation regarding using the structures in place, extending the structures, or preliminarily sizing replacements.

In a brief written report or memorandum, the CONSULTANT shall indicate critical design features for each structure evaluated such as the drainage area, design storm event, floodplain/floodway requirements, flow rate, allowable headwater, calculated headwater, and capacity. Proposed storm sewers and other drainage facility layouts are required to be shown in the plan view of the Conceptual Design Plans.

### Drainage Area Map Requirements

- A. Existing and proposed topographic features

- B. Existing 5' major and 1' minor contours
- C. Label drainage areas, PI Factors, Q's, inlet intercepts and bypasses

### **5.2.2 DELIVERABLE 2: CONCEPTUAL DESIGN PLANS**

For this deliverable, the CONSULTANT shall develop the Conceptual Design Plans based on the COUNTY'S **two** preferred alignment from the Alignment Design Phase. The CONSULTANT shall use the information from the Preliminary Hydraulic Report to further define the vertical and horizontal characteristics of the new road and develop a preliminary layout for the drainage and retaining wall facilities. In addition, this deliverable will require the CONSULTANT to establish the initial Title Page and page layouts for the future construction plans.

*The Conceptual Plans shall include all the requirements listed for the Alignment Plan, with the exception of major and minor contours, shown on the plan view.*

#### **Conceptual Plans: Design Phase Developments**

##### **A. Title Sheet**

##### **B. Typical Section Sheet(s)**

- Concrete Pavement Section (from Geotechnical report)
- Asphalt Pavement Section (from Geotechnical report)
- Tangent and Superelevated Sections
- Sidestreet Typical Sections
- Driveway Typical Sections
- Station ranges for width transitions, tapers, sidewalk

##### **C. Plan & Profile Sheet(s)**

- Half-size sheet scale: 1" = 40' (11" x 17") horizontal, 1" = 10' vertical
- New TCE, PUE, or PWE
- Label the station, width at the ROW, and materials of all driveways
- Plan view of possible storm sewer pipes and crossroad structures
- Plan view of potential retaining walls
- Revised location of all utilities (if applicable)

##### **D. Cross Sections**

- Proposed grade and existing grade labels for ditches
- Proposed pavement cross slopes
- Label Existing and New ROW and easements on every section
- Existing and proposed sidestreet and driveway grades
  - The sight distance shall be carefully analyzed for all side streets and driveways, with special attention given to the proposed location of fences and retaining walls at side streets and driveways.
- Earthwork end areas and volumes (cut and fill in SY and CY)

### **5.2.3 DELIVERABLE 3: CONCEPTUAL CONSTRUCTION COST ESTIMATE**

For this deliverable, the CONSULTANT shall submit a conceptual construction cost estimate for each alternative. This estimate shall be submitted in an Excel spreadsheet format and contain a breakdown of grouped pay items per the major categories of work (e.g. earthwork, pavement, drainage, bridge, traffic control, etc...).

#### **5.2.4 DELIVERABLE 4: FIRST PUBLIC MEETING**

The Conceptual Design Phase shall conclude with the CONSULTANT organizing and administering the first open house public meeting, if deemed necessary by COUNTY. Refer to [Section 6.8](#) for more details.

#### **5.3 PHASE 3: PRELIMINARY DESIGN**

The third phase of this project will be the Preliminary Design Phase. ***The majority of the design work for this project will occur during this phase.*** The purpose of this phase is to move forward with a single alignment, integrate any modifications that result from comments at the first public meeting, further evaluate the layout of any proposed drainage facilities and/or retaining walls, and establish how erosion control will be handled. In addition, during this phase the CONSULTANT shall establish Traffic Control Plans, complete intersection warping details, and submit the Preliminary Design Plans. By the end of this design phase, the construction plans should be nearly **eighty percent** complete, all required hydraulic analyses for this project shall be essentially incorporated into the design, and the COUNTY shall have a preliminary knowledge of the construction costs associated with the project.

If alignment revisions have been brought forth from the first public meeting or COUNTY review, no additional compensation will be paid as a result of the selection to move forward with any particular alignment, or modification thereof, except for cases where it is agreed that substantial additional work is involved.

There are three major deliverables that the CONSULTANT will be required to complete and have approved by the COUNTY before this phase will be considered completed. These deliverables shall include: **Stormwater Design Report, Preliminary Design Plans, and the Preliminary Construction Cost Estimate.** The general specifications and requirements for these deliverables are presented in the subsequent sections.

*The CONSULTANT will be required to submit the Stormwater Design Report and the Preliminary Construction Cost Estimate concurrent with the submission of the Preliminary Design Plans.*

Refer to [Section 6.6](#) for a description of the submittal procedures

##### **5.3.1 DELIVERABLE 1: STORMWATER DESIGN REPORT**

For this deliverable, the CONSULTANT shall further develop and refine the earlier Preliminary Hydraulic Report for this project. The drainage area maps produced in Phase 2 should be updated to reflect any changes or inaccuracies and then incorporated into the project plans as the last page(s) of the plan set.

The CONSULTANT shall also calculate the storm sewer system hydraulics. A spreadsheet summary format is requested, and should note critical items such as structure ID's, tops, flowlines, length, slope, flow rate, capacity, and hydraulic grade line elevations. Summary sheet printouts of system hydraulic calculations from commercially available software packages such as Geopak Drainage, StormCAD, FlowMaster, etc... are preferred.

Finally, the CONSULTANT shall finalize the preliminary recommendations regarding crossroad structures. Updated calculations shall be submitted noting the drainage area, design storm event,

flow rate, inlet/outlet control, allowable headwater, and calculated headwater for the proposed structures. The calculations for crossroad pipes may include handwritten nomographs or summary sheet printouts from standard commercially available software packages, such as HY-8 or CulvertMaster.

### **5.3.2 DELIVERABLE 2: PRELIMINARY DESIGN PLANS**

For this deliverable, the CONSULTANT shall build upon the Conceptual Plans approved in Phase 3 to produced Preliminary Design Plans. The CONSULTANT shall use the information from the Stormwater Design Report to further refine the type, size, and location of cross road drainage structures. The CONSULTANT shall complete the design of roadside special ditching, as necessary. In addition, storm sewer profile sheets shall be part of this deliverable.

Proposed retaining wall locations shall be further refined, with new walls introduced, other walls potentially removed, and the lengths and heights varying, as well. The types of walls, such as small block or cast-in-place, shall be further considered. In addition, this deliverable includes retaining wall profile sheets, which shall be added to the plans, as necessary.

Traffic handling during construction shall be explored in detail, and the CONSULTANT shall prepare a Traffic Control Plan (TCP). As every project has unique characteristics and concerns, the CONSULTANT is required to seek input from the COUNTY before submitting the TCP. The CONSULTANT is required to provide recommendation(s) for handling traffic, and the COUNTY will make the final pronouncements regarding road closures, detour routes, temporary widening, half-at-a-time construction, etc.... A intersection Warping Details and Erosion Control Plan shall also be prepared as part of this deliverable.

*The Preliminary Plans shall include all the developments listed for the Conceptual Plans.*

### **Preliminary Plans: Design Phase Developments**

#### **A. Typical Section Sheet(s)**

- Retaining wall typical sections with station ranges
- Proposed finalized typical sections

#### **B. Plan/Profile Sheet(s)**

- City and County jurisdictions
- Location of any floodway and floodway fringe areas within the project limits
- Label all existing features as UIP, TBR, TBR&R, TBR&REL, etc...
- Revised crossroad drainage structures
- Revised location of new storm sewer system and crossroad structures
- Revised location of new retaining walls
- Revised location of all utilities (if applicable)
- Private utility easements with Book/Page number

#### **C. Cross Section Sheets**

- Areas of proposed temporary pavement and temporary slope
- Elevation of any critical utility facilities

#### **D. Storm Sewer Profile Sheet(s) and Drainage Area Maps**

- Storm sewer profiles with station & offset, size & length (center to center), slope, flowline, hydraulic grade line (HGL), granular backfill, and Q's of proposed storm sewers, inlets, manholes, and culverts
  - Provide design calculations in spreadsheet/tabular form separately

- Label and dimension any proposed rock blankets
  - Updated drainage area maps shall be included at the conclusion of the plan set
- E. Retaining Wall Profile Sheet(s)**
- Profiles of all proposed retaining walls with unique identifier, station ranges, and elevations every twenty-five feet
  - Approximate area of wall in square feet
  - Label wall types, such as small block modular block wall or larger MSE walls
  - Label gutter types, such as Type B gutter
  - Label fence heights and types
- F. Traffic Control Plan Sheets**
- Proposed detour plan and/or stage construction scheme for all phases
    - With construction signage, striping, temporary traffic barriers, and barricades
  - Denote other road construction areas near project location that may impact traffic handling, if applicable
  - Note any proposed closure sections with appropriate detour signage
- G. Warping Details**
- Intersection geometric details and warping diagrams
  - Intersection Warping Details shall denote the proposed gutterline elevations at the face of curb in ten-foot long increments around the radius.
- H. Erosion Control Sheet(s)**
- Sediment and erosion control plans (SWPPP) for all land disturbance
  - With Legend of devices, location of devices, etc...

**5.3.3 DELIVERABLE 3: PRELIMINARY CONSTRUCTION COST ESTIMATE**

For this deliverable, the CONSULTANT shall submit a preliminary construction cost estimate. This estimate shall be submitted in an Excel spreadsheet format and contain a breakdown of grouped pay items per the St. Charles County Standard Specifications for Arterial Highway Construction.

**5.4 PHASE 4: RIGHT-OF-WAY DESIGN**

The fourth phase of this project is the Right-of-Way Design Phase. The purpose of this phase is for the CONSULTANT to develop and incorporate the Right-of-Way Plans into the construction plans. Also during this phase, the CONSULTANT shall submit exhibits and property descriptions for each parcel requiring acquisition so the COUNTY can begin right-of-way negotiations with affected property owners. In addition, the CONSULTANT shall submit an Acquisition Summary table and an inventory list of subdivision monuments and information regarding whether they are located on Existing ROW, common ground, easement or private property, and further identifying which of these are to be disturbed. Finally, this phase requires the CONSULTANT to submit the Right-of-Way Design Plans for approval. By the conclusion of this phase, there should be no detail left unexplored which would hinder the ability of the COUNTY to be certain that the proper amount of Right-of-Way or Easement will be acquired.

*The CONSULTANT will be required to submit the exhibits & property descriptions and Acquisition Summary table & Monument Inventory either prior to or concurrent with the submission of the Right-of-Way Design Plans. Moreover, there may arise a time prior to or during the Right-of-Way Design Phase when the acquisition of a tract, or tracts, of land would be advantageous for the COUNTY.*



Upon the request of the COUNTY, the CONSULTANT may be required to expedite the preparation and submit property descriptions and exhibits for specific parcels prior to the start of the Right-of-Way Design Phase.

Refer to [Section 6.6](#) for a description of the submittal procedures

#### **5.4.1 DELIVERABLE 1: RIGHT OF WAY DESIGN PLANS**

For this deliverable, the CONSULTANT shall develop and submit Right-of-Way Design Plans. To provide the proper clarity to define the necessary property acquisitions, the CONSULTANT shall develop Right-of-Way Plan sheets separate from the Plan & Profile Sheets. **These sheets will remain as part of the final construction plans.** These Right-of-Way Plan sheets should show the existing topographic features and the proposed improvements; however, many of those features may be faded to a certain extent for clarity. The CONSULTANT shall clearly dimension the right-of-way and easement acquisitions on these sheets using **metes and bounds**.

*The Right-of-Way Plans shall include all developments listed for the Preliminary Plans.*

### **Right-of-Way Plans: Design Phase Developments**

#### **A. Right-of-Way Plan Sheets**

- Existing topography, faded for clarity
- Proposed alignment and proposed improvements
- Assigned parcel number
- Parcel locator identification numbers
- Deed Book and Page for each parcel
- Each parcel shall contain:
  - Area of existing parcel, area of new right-of-way, areas in permanent easement, area in temporary easement, and total remaining parcel area (Existing Area less New ROW)
- Metes and Bounds dimensions of proposed acquisitions on plan sheets
- Land survey and section lines
  - Including quarter section and quarter-quarter section lines
- Existing property corners
- Remainder of land holdings on each side of road
- All improvements or structures to be acquired or damaged by the project

#### **B. Acquisition Summary Sheet**

- A summary sheet by parcel listing owners name, area of existing parcel, area of new right-of-way, areas in permanent easement, area in temporary easement, and total remaining parcel area.

#### **5.4.2 DELIVERABLE 2: RIGHT OF WAY ACQUISITION DOCUMENTS**

The second deliverable of this phase is the project acquisition documents in the form of property descriptions and exhibits. In addition, the CONSULTANT shall include a summary spreadsheet in Microsoft Excel spreadsheet format that includes details for all of the parcels.

### **Property Description Requirements:**

A separate, detailed property description for any ROW, TCE, PDE, PWE and/or PUE shall be

required for each affected parcel. Metes and bounds property descriptions are required; **Station and Offset style property descriptions are not acceptable.** A copy of each property description shall be provided in electronic format, in Microsoft Word, on CD or by e-mail, along with the hard copy. This allows the property description to be transferred to a COUNTY-prepared deed without the chance of errors while retyping. For every property description, the CONSULTANT shall furnish an error of closure calculation. The error of closure report will preferably be transmitted in the form of an Excel spreadsheet for each parcel. To allow for a spreadsheet closure check, property descriptions with curves shall describe those curves with **chord bearings** and **chord distances**. AutoCAD or Geopak generated parcel reports, specifically denoting the error of closure, may be allowed to substitute for Excel reports, at the discretion of the COUNTY.

**Exhibit Requirements:**

Each exhibit shall be an individual plat, dimensioning the entire parcel, showing any existing easements, and indicating the required Right-of-Way and/or easements. Individual plats must be provided on 8 1/2" x 11" paper and formatted in accordance with Missouri Statutes for proper recording of deeds at the St. Charles County Recorder's Office. All exhibits must be drawn to scale, and lines that are not relevant to a given parcel should not be shown. The COUNTY prefers to show the ROW, TCE, PDE, PWE and/or PUE for each affected parcel all on one plat. The COUNTY will accept additional sheets if the single plat becomes too cluttered. The COUNTY will also accept additional sheets for a single parcel if the parcel is too large to reasonably and legibly annotate the takings on one page. Along with the hard copy, the CONSULTANT shall provide an electronic copy of the exhibits in AutoCAD and PDF file formats.

**Takings noted on each exhibit shall be summarized accordingly:**

Parcel Number	
Property Owner Name	
Book/Page of latest purchase/transfer	
Complete property address	
Description of lot including Plat Book/Page, if relevant	
Assessor's Parcel ID	
Existing Property	xx,xxx SF
Existing Roadway Easement included in property	x,xxx SF
New ROW	xxx SF
Remaining Property	x,xxx SF
Temporary Construction Easement	x,xxx SF
Permanent Wall Easement	xxx SF
Permanent Drainage Easement	xxx SF
Permanent Utility Easement	xxx SF

The CONSULTANT shall continually provide revised Word, AutoCAD, and PDF files with resubmittals until the exhibits and property descriptions have been approved. The date **the exhibit or property description was prepared and/or revised must be shown on each document.**

**Summary Spreadsheet and Inventory List Requirements:**

In addition to the Summary Table required for the plans, the CONSULTANT shall prepare and

submit an 8-1/2" x 14" summary spreadsheet with a list of the owner's names and addresses of every parcel. The list will also include columns for each parcel's Parcel Number, Book and Page, Legal Descriptions, Assessor's Office Parcel ID Numbers, and a summary of all of the property takings (e.g. ROW, PDE, TCE, etc...). This summary list shall be provided in Microsoft Excel spreadsheet format.

## **5.5 PHASE 5: FINAL DESIGN**

The purpose of the Final Design Phase is to finalize the construction plans and produce the estimates, bid documents and specifications required for the project to be approved and advertised for bids for construction. In addition, this phase requires the CONSULTANT to submit the Final Design Plans, Specifications, and Estimate for approval. By the conclusion of this phase, the COUNTY shall have a complete and accurate set of construction plans, project specifications and bid documents. In addition, ***all required permitting and clearances shall be attained***. Finally, the CONSULTANT shall have completed all the contractual design services for this project with the exception of any agreed upon construction services.

Any special agreements made with property owners during right-of-way negotiations must be shown on the Final Design Plans and listed in the Project Specifications Book. The CONSULTANT should recognize that these minor changes resulting from right-of-way negotiations will be required and will not merit additional compensation.

There are three major deliverables that the CONSULTANT will be required to complete and have approved by the COUNTY before this phase will be considered completed. These deliverables shall include: **Final Design Plans, Project Specification Book**, and the **Final Engineer's Estimate**. The general specifications and requirements for these deliverables are presented in the subsequent sections.

*The CONSULTANT should recognize that the Notice to Proceed with the Final Plans might be delayed until the ROW acquisition phase has progressed. When the project schedule allows for a delay, the COUNTY will commonly postpone the start of the Final Design until the Right-of-Way acquisitions have made some advancement and parcels have begun to settle with the COUNTY.*

***Upon submittal of review sets, please understand that the COUNTY typically provides additional review comments, which will need to be addressed before the plotting of bid sets and the printing of specifications books.***

Refer to [Section 6.6](#) for a description of the submittal procedures

### **5.5.1 DELIVERABLE 1: FINAL DESIGN PLANS**

For this deliverable, the CONSULTANT shall conclude the development of the project construction plans with the submission of the Final Design Plans. The remaining components to be integrated into the construction plans are the bid quantity sheets, coordinate control sheets, Permanent Signing and Striping sheets, and other miscellaneous plan sheets.

The CONSULTANT shall calculate unit bid quantities and provide those quantities in spreadsheet-style tabular formatting on "2B" Sheets. The CONSULTANT shall also summarize those tabulated quantities on a "2A" Sheet. After the summarization of quantities, the CONSULTANT shall update

and submit a Final Engineer's Estimate of Probable Construction Cost.

*The Final Plans shall include all developments listed for the Right-of-Way Plans.*

### **Final Plans: Design Phase Developments**

#### **A. Quantity Sheets**

- "2A" sheet – Summary of Quantities
- "2B" sheet(s) – Tabulation of Quantities, per plan/profile sheet

#### **B. Coordinate Control Sheet(s)**

- Coordinate control with bench marks, survey control points, and alignment control points

#### **C. Permanent Signing and Striping Sheet(s)**

- Proposed signing and disposition of existing signs
- Proposed pavement markings, including lane lines, crosswalks, stop bars, etc...

#### **D. Additional Sheets**

- Standard drawing detail sheets referencing MoDOT drawings and St. Charles County drawings shall be included in the plans or noted in the project specifications
- Utility relocation design plans and profiles for any City or County owned utilities, which must be relocated as a result of the project (if approved by the COUNTY)

#### **E. Standard Plans Index (optional)**

### **5.5.2 DELIVERABLE 2: PROJECT SPECIFICATIONS BOOK**

For this deliverable, the CONSULTANT shall be supplied a Word document with the majority of the "front end" specifications by the COUNTY. It will be the CONSULTANT'S responsibility to generate and incorporate a Bid Form and any job-specific specifications into this comprehensive project specification book. The CONSULTANT shall also provide any and all forms, documents, wage rates, etc... as detailed in MoDOT's LPA manual, as necessary. The *St. Charles County Standard Specifications for Arterial Highway Construction, 2006* shall be the effective standard construction specifications utilized, and copies of the Standard Specifications book are available for purchase at the office of the Highway Department.

### **5.5.3 DELIVERABLE 3: FINAL ENGINEER'S ESTIMATE**

For this deliverable, the CONSULTANT shall submit the final construction cost estimate. This estimate shall be submitted in an Excel spreadsheet format and contain a breakdown of grouped pay items per the St. Charles County Standard Specifications for Arterial Highway Construction.

## **5.6 CONSTRUCTION SERVICES**

The CONSULTANT will furnish a separate price for each of the following components as part of the overall Engineering Design Services Contract. The potential construction services, which will be authorized on an as needed basis, are as follows:

A. Construction staking, which entails the resetting or refreshing of all of the previously established control points to allow the road contractor's surveyor to stake the project. This work is typically only authorized when the contractor's surveyor is unable to locate a sufficient number of the control points noted on the Coordinate Control Sheet in the plans.

B. Centerline staking at fifty-foot intervals for the entire length of the project. New centerline

points in hard surface areas shall be marked with PK nails, and wooden hubs and lathes will be required for points falling outside the paved areas. At each point, the proposed cuts or fills shall be either marked on a lathe or painted on the existing pavement. A cut sheet, in Microsoft Excel file format, shall be provided to COUNTY upon conclusion of the staking, which shall include the existing and proposed elevations and the proposed cuts or fills. Staking a number of the individual storm sewer structures may also be required, as needed for utility relocations. This work, if authorized, will typically take place during the Final Design Phase at some point prior to the printing of bid sets.

- C. Review and approval of shop drawings and/or contractor requested plan changes. Shop drawing reviews, if requested, are most commonly limited to box culverts, retaining walls, and storm sewer structures.

## **6. WORKING WITH ST. CHARLES COUNTY HIGHWAY**

*The St. Charles County Highway Department is dedicated to providing timely and cost-effective maintenance and responsible improvement of St. Charles County's roadway network to facilitate safe and efficient travel Countywide.*

When managing all road improvement projects in St. Charles County, the Highway Department places an emphasis on quality engineering design, seeks to utilize funds in a manner that will produce the maximum benefit for the traveling public, and remains committed to completing projects in a timely manner. In an effort to adhere to these values, the Highway Department has established a set of processes and procedures that will be applied during all road improvement projects. All CONSULTANTS whom collaborate with the Highway Department on the design of a road improvement project shall be familiar with these steps and requirements.

### **6.1 PROJECT STATUS REPORTS**

The CONSULTANT shall provide written monthly updates on the design status of the project, including during periods of non-activity. The Project Status Report is intended as a tool to track the progress of the project, and not as the primary means of direct communication. During periods of project activity, the Project Status Report should be submitted along with a billing invoice and serves to assist in documenting the work performed over the billing period. More importantly, the CONSULTANT shall take care to keep the Project Status Report current even if the billing cycle lags behind by several days or weeks.

At a minimum, the monthly Project Status Report should cover four areas: what phases or tasks have been completed in the past month, what information or responses the CONSULTANT needs or will need from the COUNTY, any relevant milestone date revisions and the status of any report, plan or permit currently under review.

The Project Status Report may be sent by fax, e-mail, or delivered to St. Charles County Highway Department office no later than the **25<sup>th</sup> day** of each month. The CONSULTANT shall not wait until the monthly Project Status Report submittal to ask questions or seek information.

### **6.2 PROJECT SCHEDULE CONTROL**

As part of the Engineering Design Services Contract, the CONSULTANT and COUNTY will have agreed upon a Timetable of Submittals that is in a similar format to the Proposed Timetable of

Submittals ([Appendix B](#)), which the CONSULTANT will submit with their proposal. The CONSULTANT shall be expected to perform all of the required design work within the constraints of this pre-established contract schedule. Should the CONSULTANT fall behind a Phase completion deadline, in no event shall any submittal be made to the COUNTY without following the appropriate QA/QC steps ([See Section 6.3](#)), regardless of the project schedule ramifications.

For the purpose of establishing the Timetable of Submittals schedule, the CONSULTANT shall allow for a COUNTY *two (2)* week review time for the task review or re-review of any plan or document submittals, as appropriate. Phase Completion is defined as the CONSULTANT having fully completed all required tasks and receiving written approval from COUNTY of all of the required document(s) or activities. Multiple re-submittals may be required before Phase Completion is granted. By establishing the project phasing schedule, the CONSULTANT shall be accountable for completing the necessary requirements and receiving COUNTY approval of said deliverables **within the number of calendar days** determined by the CONSULTANT for each project phase.

Pursuant to selecting a CONSULTANT to enter into a contract for the Engineering Design of **Motherhead at Westwood Intersection** project, in addition to the phase schedule, the COUNTY shall require that the CONSULTANT prepare and provide a detailed project activity/event schedule. This schedule shall present, in summary or tabular form, the entirety of the COUNTY and CONSULTANT scheduled activities required to meet the COUNTY'S baseline completion date. These scheduling discussions will follow the interview process and/or occur during the man hour and fee contract negotiations process.

Throughout the life of the project, the schedule shall be reviewed and, with the approval of the COUNTY, adjusted as necessary to incorporate any changes in the work concept and progress to date. This schedule update shall be submitted with the monthly Project Status Reports.

### **6.3 QUALITY CONTROL & ASSURANCE**

Providing a quality design product that meets the needs of St. Charles County Government, the adjacent County residents and landowners, and the traveling public is of the highest priority to the St. Charles County Highway Department. The CONSULTANT shall be fully responsible for the professional quality, technical accuracy and coordination of all surveys, designs, drawings, specifications and other services furnished by the CONSULTANT under the design contract, whether those services are performed by the CONSULTANT directly or by a sub-Consultant. The CONSULTANT shall, without additional compensation, correct all errors or deficiencies in the designs, maps, drawings, specifications and/or other services.

In an effort to clarify the requirements and expectations for each project phase, the County has developed a series of **Project Quality Certification Checklists** for each of the major project deliverables. The COUNTY will provide the phase-appropriate checklist to the CONSULTANT with the Notice to Proceed of each project phase. Each item listed on the checklist must be initialed and dated by the appropriate CONSULTANT Project Manager or designee. The CONSULTANT will be required to return the completed checklist to the COUNTY with any and all relevant submittals. Failure to submit the required checklist will result in an immediate rejection of the entire submittal.

The CONSULTANT will also be required to attend a minimum of one **Project Evaluation Meeting** with the COUNTY. This meeting will likely occur during the Preliminary Design phase. This meeting will serve as an opportunity for the COUNTY and CONSULTANT staff to review the status of the project design work, schedule, and billing. In addition, the COUNTY will provide the CONSULTANT

with feedback on their project management performance and provide clarification on any lingering procedural issues.

At a point following completion of the design work and approval of the Final Design phase documents, the CONSULTANT may be invited to meet again with COUNTY staff for a final project review. This final project meeting shall recap some of the main events during the course of the design and serve as an evaluation of past activities and performance such as the final schedule, budget, coordination and communication issues, overall quality, and other distinct aspects of the project.

### **6.3.1 FIELD CHECKS**

The St. Charles County Highway Department understands that a set of engineering design plans must accurately represent the real world situation they are meant to depict in order to avoid costly delays during the construction phase. At no fewer than two separate times during the course of the design phases, the CONSULTANT shall conduct full and complete field checks of the project limits. Upon completion of the field check, written documentation shall be provided to the COUNTY stating that a complete field check has been performed. The documentation shall list the findings of the field check, including all features found to be new, previously overlooked, and/or removed. Finally, the CONSULTANT shall describe all corresponding actions taken or necessary to make the appropriate revisions, additions, or subtractions to the data.

In accordance with [Section 5.2](#), the first field check shall be held prior to the submission of the Alignment Plan to verify that all visible features have been properly mapped on the plans. The CONSULTANT is encouraged to visually survey the existing drainage patterns and character of the surrounding topography so the road design will account for many of these potentially unique features. The second full field check must take place prior to the first submittal of the Final Plans. This field check shall serve as a concluding reality and constructability check of the Final Design. This field check shall also serve to verify no significant changes have occurred in the existing conditions since the initial field check

The CONSULTANT is encouraged to visit the project limits often to look into various drainage related items such as: verifying outlet points, identifying side yard swales and ditching, evaluating ongoing or potential erosion problems, and verifying drainage area maps. In addition to drainage concerns, the CONSULTANT is further encouraged to field check other various items such as driveway slopes, potential retaining wall locations, suitability of proposed slopes, existing traffic patterns, street signage, etc.... If desired, as specific design issues arise at any point during the design, COUNTY representation may be available to accompany the CONSULTANT to field check any specific locations. Documentation that additional field checks have occurred should be provided in the monthly updates should COUNTY representation not be present.

### **6.4 PROJECT APPROVAL PROCESS**

Submittals from the CONSULTANT shall be made on, or preferably before, the contractually required dates in the project timetable. The COUNTY will attempt to review every submittal within two weeks of receipt of the document(s); however, there are certain circumstances where this is not always achievable. The COUNTY accepts no responsibility for review delays outside their own control. Based on the level of plan completeness and overall quality, it is not uncommon for the COUNTY to review and reject multiple submittals within a single phase until the level of development has fulfilled the contractual scope obligations for the phase, met the QA/QC requirements, and the proposed design has met with COUNTY approval. **Due to the almost certainty that plans or**

**other document re-submittal(s) will be necessary within a Phase, the CONSULTANT is highly encouraged to plan for a comment and re-submittal period within practically every Phase.** The CONSULTANT shall also make predictions and build in review time by other regulatory agencies, as necessary.

The CONSULTANT'S plan or other document re-submittals shall be made in no more than **14 calendar days** unless additional time is allowed in writing by the COUNTY.

On occasion, in order to keep the project moving forward, the CONSULTANT may be given a conditional approval of a deliverable/phase and Notice to Proceed with the next design phase. In this situation, the CONSULTANT shall make certain that all conditions for approval, such as a list of review comments, are fully addressed in the subsequent submittal. However, incomplete submittals may be subject to rejection without review.

The COUNTY approval of a plan submittal will not necessarily be accompanied by a Notice to Proceed with the subsequent Phase. There are several phases where the Notice to Proceed may follow at a later date. For instance, the approval of Conceptual Plans or Preliminary Plans will likely not be followed by a Notice to Proceed to the next Phase until the public meeting step has been completed. Further, as previously noted, the Final Design may be delayed until the ROW acquisition phase has progressed.

The CONSULTANT shall proactively seek plan approvals from regulatory agencies. In the event there are any significant coordination issues that impede the ability of the CONSULTANT to acquire the necessary approvals in a timely manner, the COUNTY shall be notified immediately.

## **6.5 COMPENSATION**

The CONSULTANT will be compensated in accordance with the following fee stipulations:

- A. The COUNTY will pay invoices of the CONSULTANT on a monthly basis. Payment will be made within 45 days of the invoice date, if invoices are submitted in accordance with these requirements, and most particularly, **Paragraph C** below. The CONSULTANT must submit as the invoice, or as attachment to their standard company invoice, a St. Charles County approved standard billing format relative to the fee schedule in the Engineering Design Services Contract.
- B. The COUNTY will retain 5% of each invoice amount until completion and acceptance of the Final Design.
- C. The COUNTY will pay for work on each phase and task based on the estimated percentage of work completed at the time of the invoice. The COUNTY will not pay more than 75% of a phase or task until the document has been submitted for review and approval. The COUNTY will not pay more than 90% of a phase until the phase has been approved. No payment on subsequent phases or tasks will be processed until the preceding phases have been approved.
- D. In the event that the approval of the Right-of-Way Design Phase (or the Final Design Phase) is not granted within the contractually required dates in the project timetable, the Consultant's



payment for that submittal shall be reduced by one hundred (\$100.00) dollars for each calendar day that said approval is beyond the number of days described in contractual timetable. Plan or other document re-submittals shall be made within 14 calendar days unless additional time is allowed in writing by the COUNTY. CONSULTANT'S payment shall be reduced by one hundred (\$100.00) dollars for each calendar day that said re-submittal is beyond the 14 day period. CONSULTANT and COUNTY agree that these amounts are reasonable estimates of damages in the event of a breach of the requirements referred to in this paragraph.

- E. The CONSULTANT shall not be in default under this Contract for delays in performance caused by circumstances beyond its reasonable control. For purposes of this Contract, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; lockouts, work slowdowns, and other labor disturbances; civil disturbances; riots; sabotage; judicial restraint; and, inability to procure permits, licenses or authorizations from governmental agencies for any of the supplies, materials, access or services required to be provided under the Engineering Design Services Contract. Should such circumstances occur, the CONSULTANT shall give COUNTY written notice of such event immediately thereafter and the parties shall mutually agree on a reasonable modification to the project schedule and potential adjustments to CONSULTANT'S compensation.

### **6.6 SUBMITTALS TO THE COUNTY ENGINEER**

During the planning and design of the project, the CONSULTANT will be expected to submit monthly Project Status Reports, engineering plans and other data to the County Engineer and/or other regulatory agencies, as required, for approval.

Unless specified elsewhere, all engineering plan submittals to the COUNTY for review and approval will require **three (3) copies** provided as one-half size drawings (11" x 17") in a standard measurable scale along with a CD of project electronics. The CD of project electronics shall contain both AutoCAD and PDF file formats of the project plans. Upon request, up to three full size plan sets (22" x 34") should be available at no additional cost to COUNTY.

The anticipated project submittals are as follows:

#### **A. Alignment Plan Submittal**

- The CONSULTANT shall submit one strip map, typically at 1" = 50' scale, along with a CD of electronics in AutoCAD format.
- The CONSULTANT shall submit a copy of the survey field book notes and an ASCII text file of the survey points collected.

#### **B. Conceptual Design Submittal**

- Preliminary Hydraulic Report Submittal:
  - Three hard copies of the Preliminary Hydraulic Report documents shall be submitted to the COUNTY.
- Conceptual Plans Submittal:
  - The CONSULTANT shall submit copies of the Conceptual Plans and CD of project electronics in AutoCAD and PDF file formats to the COUNTY.
  - Upon approval, the CONSULTANT shall submit copies of the Conceptual Plans and CD of project electronics in AutoCAD and PDF file formats to the COUNTY so that they can be distributed to all affected utility companies.

- Conceptual Construction Cost Estimate:
  - The Conceptual Construction Cost Estimate shall be created in a Microsoft Excel spreadsheet and provided to the COUNTY in three hard copies and in an Excel format

### C. Preliminary Design Submittal

- Storm water Design Report:
  - Three hard copies of the Storm water Design Report shall be submitted to the COUNTY.
- Preliminary Construction Cost Estimate:
  - The Preliminary Construction Cost Estimate shall be created in a Microsoft Excel spreadsheet and provided to the COUNTY in three hard copies and in an Excel format.
- Preliminary Design Plans:
  - The CONSULTANT shall submit three copies of the Preliminary Plans and CD of project electronics in AutoCAD and PDF file formats to the COUNTY.
  - Upon approval, the CONSULTANT shall submit copies of the Preliminary Plans and CD of project electronics in AutoCAD and PDF file formats to the COUNTY so that they can be distributed to all affected utility companies.

### D. Right-of-Way Design Submittal

- Right-of-Way Design Plans:
  - The CONSULTANT shall submit three copies of the Right-of-Way Plans and CD of project electronics in AutoCAD and PDF file formats to the COUNTY for review.
  - Once the **ROW plans are approved** by the COUNTY, the CONSULTANT will submit the following:
    1. Two (2) sets - Full size ROW plans
    2. Seven (7) sets - Half size ROW plans
  - Upon approval, the CONSULTANT shall submit copies of the Right-of-Way Plans and CD of project electronics in AutoCAD and PDF file formats to the COUNTY so that they can be distributed to all affected utility companies.
- Acquisition Documents:
  - Consultants are required to submit one (1) hard copy of each property description and exhibit and a CD containing the electronics. The CD of electronics shall contain both PDF and AutoCAD file formats of the property descriptions and exhibits.
    1. *As previously noted, upon the request of the COUNTY, the CONSULTANT may be required to submit property descriptions and plats for certain parcels prior to the start or approval of the Right-of-Way Design Phase.*
  - CONSULTANTS are required to submit a copy of all of the current deeds for every parcel abutting the project.
  - CONSULTANT shall also include an 8-1/2" x 14" summary sheet in Microsoft Excel describing the project Right-of-Way and easement takings.

### E. Final Plan, Specification, and Estimate Submittal

- Final Design Plans:
  - The CONSULTANT shall submit three copies of the Final Plans and CD of

- project electronics in AutoCAD and PDF file formats to the COUNTY for review.
  - Upon Approval, the CONSULTANT shall submit copies of the Final Plans and CD of project electronics in AutoCAD and PDF file formats to the COUNTY so that they can be distributed to all affected utility companies.
- After the Final PS&E have been reviewed and approved by the COUNTY, the CONSULTANT shall submit:
  1. Twenty-five (25) full size sets of plans for bidding purposes plus a price for additional copies, if needed
  2. Thirty (30) specifications for bidding purposes and an electronic copy in Microsoft Word format
  3. Final construction cost estimate in hard copy and Microsoft Excel format
  4. Complete set of reproducible specifications and bid documents (typically a single unbound set)
  5. Ten (10) sets of half size plans (11" x 17")
  6. One full size and one half size complete set to be transmitted to the COUNTY to send to each utility, which has services in or near the project
  7. Electronic copy of all project plans on CD in AutoCAD and PDF formats

## **6.7 FEDERAL, STATE, AND LOCAL PERMITS**

The CONSULTANT shall be responsible for corresponding directly with those agencies responsible for issuing any permits, approvals, or clearances, whether environmental or otherwise, that might be required for this project.

The CONSULTANT shall seek the clearances and approvals at the most appropriate time to keep the project progressing forward without unnecessary delay. The CONSULTANT shall include the COUNTY on all correspondence with the respective agencies and provide copies of all submitted documents. Once permits or clearances are received, the CONSULTANT shall send an official copy to the COUNTY for their records. These agencies may include, but are not limited to, the Missouri Department of Transportation, the U.S. Army Corps of Engineers, the Missouri Department of Natural Resources, the U.S. Fish & Wildlife Service, U. S. NRCS office, and the St. Charles County Community Development Department.

Requirements for the initial permits can be found in Section Four of MoDOT's Local Public Agency (LPA) Manual. A copy of the manual is available on MoDOT's website (<http://www.modot.mo.gov>).

**At a minimum, the following permits and clearances must be investigated:**

- A. **No Rise Certificate**
  - Not anticipated
- B. **St. Charles County Floodplain Development Permit**
  - Not anticipated
- C. **Categorical Exclusion**
  - Not anticipated
- D. **Section 4(f)**
  - Not anticipated
- E. **Endangered Species**
  - Not anticipated

F. **Farmland Protection**

- Not anticipated

G. **Section 106**

- This will be required before ROW Plan approval.

H. **Nationwide or Regional General Permit under 404 permit process and Section 401**

- The Consultant shall consult with the U. S. Army Corps of Engineers early in the preliminary phase of the project to obtain a Jurisdictional Determination.

I. **MoDOT Structural Inventory and Assessment (SI&A) form**

- Not anticipated

The initial clearances and processing required to obtain any and all permits noted above shall be considered part of the base design contract. Should the project require wetland delineation or mitigation, or an in-depth environmental or archaeological study, those services may be added to the Contract by addendum.

The CONSULTANT shall proactively seek these approvals. In the event there are any significant coordination issues that impede the ability of the CONSULTANT to acquire the necessary permits or clearances in a timely manner, the COUNTY shall be notified immediately. In specific circumstances, the COUNTY has found it beneficial to meet with representatives of the regulatory agencies on the project site and the CONSULTANT is encouraged to consider this method of coordination. **The CONSULTANT is required to attain all necessary permits and clearances prior to the completion of the Final Design Phase.**

### **6.8 PUBLIC MEETINGS**

The CONSULTANT shall attend and arrange **up to one** open house style public meeting. The meeting shall be held in a public meeting place, such as a school, church, or library, somewhere near the project limits. The CONSULTANT is responsible for securing the location, meeting setup and takedown, and setting the meeting date in consultation with the COUNTY. The CONSULTANT is expected to staff the public meeting sufficiently to readily answer questions from those in attendance.

The public meeting will run from 4:00 p.m. to 7:00 p.m. Once the CONSULTANT has confirmed the date and location of the public meeting, the **COUNTY will compile a mailing list and send out notifications to property owners within the project corridor.** These notifications shall be mailed to residents **a minimum of two weeks prior** to the meeting.

As part of the Conceptual Design Phase, one public meeting may be conducted near the conclusion of the phase in order to take into consideration the public opinion. The Conceptual Design Plans shall be presented in a strip map or plan sheet format for the first public meeting. The CONSULTANT is highly encouraged to present an exhibit that shows an aerial photograph of the subject area with the proposed alignment superimposed on the aerial. The CONSULTANT shall also provide a **Fact Sheet** at the meeting that summarizes the project improvements and summary of need. The CONSULTANT is also required to generate a **Comment Form** and **Sign-In Sheet** for the meeting. A copy of all of these items shall be submitted to and approved by the COUNTY prior to the public meeting.

At the conclusion of the meeting, the public will be allotted **seven to ten calendar days** to submit their written comments about the project by mail, fax, or e-mail. At the end of this period, the CONSULTANT shall prepare a summary listing of all written comments received and respond to the

COUNTY with recommendations regarding incorporating those written comments. A copy of each of the written comments received shall also be submitted to the COUNTY at this time.

## **6.9 UTILITY COORDINATION**

St. Charles County recognizes that effective coordination with utility company stakeholders during projects is essential to project success. To assist with these coordination efforts, St. Charles County enacted the *St. Charles County Road Utility Relocation Act (SCCRURA)* [Ordinance No.: 07-019]. This ordinance defines a set of workflow steps, procedures and requirements that are to be followed by all utility companies and St. Charles County during road improvement projects. As noted previously, the COUNTY will be the primary lead for utility coordination on this project. However, CONSULTANTS are encouraged to familiarize themselves with the SCCRURA as it may help to clarify the phasing of this project and the various deliverables for each phase.

At no less than four stages throughout the project design, the CONSULTANT will submit to the COUNTY updated copies of the half size and/or full size complete plan sets for the COUNTY to transmit to the utility companies along with CD's of project electronics in AutoCAD and PDF file formats. The CONSULTANT shall also provide a written summary with a detailed list of plan changes since the prior sets of plans were transmitted to utilities. After the distribution of plans, a utility coordination meeting with representatives of the various utility companies with facilities located in the project limits will typically be scheduled. The CONSULTANT is not required to attend each meeting unless notified otherwise by the COUNTY. The COUNTY will schedule and administer the meeting. The COUNTY shall also formulate and distribute the meeting minutes.

During the course of the meetings, or following supplemental field investigations such as potholing, the COUNTY or utility companies may request revisions to the project plans to minimize or eliminate potential conflicts. Any adjustment to the roadway plans, which does not degrade the final product and does not appreciable increase the construction cost and that simplifies or eliminates utility adjustments, should be considered. The COUNTY will make the final determination as to which changes should be incorporated into the final construction plans. The CONSULTANT shall, if within reason and approved by the COUNTY, incorporate changes requested by the utility companies at no additional cost to the COUNTY.

On some occasions, the COUNTY shall include the design of private and/or public utility companies in the construction plans. The CONSULTANT shall receive no additional compensation for this design work, except for cases where it is agreed that substantial additional work is involved.

In order to more accurately depict the utility companies' line locations both horizontally and vertically, many utilities have agreed to pothole locate their services at the request of the COUNTY when conflicts are likely. Utility facility potholing may occur at any phase throughout the project, and the CONSULTANT shall make a survey crew readily available, at no additional expense, to perform the fieldwork, map the results, and adjust the design accordingly, if necessary.

The COUNTY may exercise the line item in the Engineering Design Services Contract for the CONSULTANT to centerline stake and provide a cut sheet for utilities in advance of the bid advertisement. As part of the centerline staking for utilities, the CONSULTANT may also be required to center stake and grade stake several storm sewer structures at no additional expense to the COUNTY. To further encourage early utility relocations, the COUNTY may bid a clearing contract in advance of the bid as well. The CONSULTANT is not anticipated to provide any additional documents for a clearing contract except for ten (10) half-size sets of the latest plans and

a CD of project electronics in AutoCAD and PDF file formats. The COUNTY will prepare the bid specifications for the clearing contract.

### **6.9.1 LOCATING EXISTING UTILITIES**

Prior to the commencement of the project, the COUNTY will have already attempted to contact all of the utility companies purportedly having utility facilities in the project area. The COUNTY will have requested utility facility location maps, and these maps shall be provided to the CONSULTANT as soon as they become available. As part of the Topographic Survey task, the CONSULTANT shall utilize the utility location services of the Missouri One Call system (1-800-DIG RITE) or individual utility locators. The CONSULTANT shall use the utility facility location maps to determine that all of the utility facilities in the project limits have been marked by the locators. The CONSULTANT shall also check the field survey data against the location maps.

The CONSULTANT shall determine whether the utility companies' lines are on private easement or within the existing right-of-way. If on private easement, the CONSULTANT shall determine the Book and Page number on which such easement is recorded in the Recorder of Deeds records and present the information on the project plans.

### **6.10 DESIGN CRITERIA**

The design criteria selected by the Engineer of Record (employed by CONSULTANT) and approved by COUNTY shall be noted on the title sheet of the plans. If a deviation from applicable design standards is suggested by the CONSULTANT, a design justification for the revised criteria shall be submitted for approval by COUNTY. The selected criteria, with COUNTY-approved justification, shall be kept on file by both the COUNTY and the Engineer.

In general, the CONSULTANT shall use the following design criteria for this project:

- A. General design criteria shall be that as specified by St. Charles COUNTY, FHWA, MoDOT, and AASHTO. Special attention should be made to the requirements of MoDOT's LPA Manual.
- B. When encroaching or crossing flood hazard areas, the Flood Insurance maps and their supporting maps shall be consulted
- C. The various publications of the Federal Highway Administration in their Hydraulic Engineering Circulars shall be used as appropriate
- D. All traffic control signing and pavement markings shall meet the provisions of the latest version of the "Manual on Uniform Traffic Control Devices" published by the Federal Highway Administration
- E. The design of any municipality owned utility line relocations shall be in accordance with the standards and specifications of the jurisdiction owning the utility line
- F. Bicycle consideration in accordance with "Guide for the Development of Bicycle Facilities" as published by AASHTO.
- G. Pedestrian consideration is of the utmost concern and shall be in accordance with the latest compliance regulations, such as ADAAG, and other standard drawings and details as established by MoDOT.

## 7. PROPOSAL EVALUATION CRITERIA

The COUNTY will evaluate all proposals in accordance with the following evaluation factors. Proposers selected to interview with the COUNTY for this project will have submitted a proposal that conforms to the solicitation, illustrated an exemplary understanding of the project particulars, and demonstrated the resource and project management expertise to complete the project efficiently. For this solicitation, **price will not be a factor** in source selection.

*The following list of evaluation criteria is not presented in any particular order of relevance.*

- A. Proposal demonstrates a clear understanding of the tasks outlined in the [Statement of Work](#) and deliverables defined in the [Project Scope of Services](#).
- B. Proposal shall detail the Proposer's impressions of the **unique characteristics** of this project along with a comprehensive description of the proposed project approach to address these issues.
- C. Proposal lists any **services to be subcontracted**, along with the qualifications and capabilities of the sub-consultant and the past experiences of the Proposer working with the sub-consultant.
- D. Proposal clearly shows that the key personnel have the **technical knowledge and experience** required for the functions, activities, and tasks described in the Statement of Work and Project Scope of Services. The qualifications of the key personnel including length of time with firm, education, and experience on similar projects shall be included.
- E. Complete Proposed Timetable For Submittals (See [Appendix B](#))
- F. Proposal adequately describes the specific tasks and duties for each of the listed key personnel for this project. In addition, the Proposer shall demonstrate that they can dedicate adequate staff hours to complete the requirements according to their proposed timeline.
- G. Proposal defines a set of **QA/QC procedures** for ensuring the quality and timely submission of each of the project deliverables. These processes shall provide clear, logical, and specific plans, with provisions for identifying and correcting deficiencies.
- H. Proposal describes relevant experience **within the past five years** in projects of comparable size, complexity, and similarity to the objectives of this requirement. The Proposer shall submit specific examples of projects, especially those completed under the STP funding program.
- I. Proximity of the engineering firm to St. Charles County
- J. A **minimum of four** professional references will be required. Other local government agency references are preferred.
- K. The corporate philosophy of the Proposer for managing projects of this nature
- L. Completed Audit Clause for Contracts (See [Appendix A](#))

**Exception Sheet**

If the item(s) and/or services proposed in the response to this proposal is in any way different from that contained in this proposal or proposal, the proposer is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the proposer's offer is in total compliance with all aspects of the proposal.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_



# APPENDIX (A): AUDIT CLAUSE FOR CONTRACTS

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE PROPOSAL

## Audit Clause for Contracts

### Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

### Vendor Information

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
(Indicates acceptance of all proposal terms and conditions)

Date: \_\_\_\_\_

## APPENDIX (B): PROPOSED TIMETABLE FOR SUBMITTALS

**General notes about using this form:**

- A. This proposed timetable for submittals should be completed and submitted as part of the CONSULTANT'S proposal. The CONSULTANT will have the opportunity to further refine the proposed number of days after the completion of the interview and/or during contract negotiations.
- B. The CONSULTANT shall allow for a COUNTY *two (2)* week review time for the task review or re-review of any plan or document submittals, as appropriate.
- C. The number of Calendar days between the approval date or the prior Phase and the completion of the current Phase is all inclusive of the COUNTY review time and any necessary re-submittals and re-reviews.
- D. Refer to the [Scope of Services](#) in this RFP for a full description of the particulars for each phase noted below.
- E. A Phase is not complete until COUNTY issues the approval, and said approval shall not be granted until CONSULTANT has submitted or performed complete and accurate work comprising the requirements for the Phase.
- F. The CONSULTANT is highly encouraged to plan for a comment and re-submittal period within each Phase.
- G.

<b>MOTHERHEAD AT WESTWOOD INTERSECTION PROJECT PROPOSED TIMETABLE FOR SUBMITTALS</b>			
<u>PHASE</u>	<u>MAJOR DELIVERABLES</u>	<u>CALENDAR DAYS</u>	<u>START/TRIGGER</u>
<b>Alignment Design Phase</b>	<i>Survey &amp; Base Mapping; Alignment Plan</i>	_____	days after County issues Notice to Proceed
<b>Conceptual Design Phase</b>	<i>Preliminary Hydraulic Report; Conceptual Plans; Engineer's Estimate Public Meeting #1</i>	_____	days after approval of Alignment Design Phase
<b>Preliminary Design Phase</b>	<i>Preliminary Plans; Stormwater Design Report; Engineer's Estimate;</i>	_____	days after approval of Conceptual Design Phase
<b>Right-of-Way Design Phase</b>	<i>Right-of-Way Plans; Right-of-Way Exhibits; Property Descriptions; Summary Spreadsheet</i>	_____	days after Notice to Proceed with Right-of-Way Design Phase from COUNTY
<b>Final Design Phase</b>	<i>Final Plans; Project Specifications; Engineer's Estimate</i>	_____	days after Notice to Proceed with Final Design Phase from COUNTY

**APPENDIX (C): AFFIDAVIT OF WORK AUTHORIZATION**

**AFFIDAVIT OF WORK AUTHORIZATION**

Comes now \_\_\_\_\_ as \_\_\_\_\_ first being duly  
(Name) (Office held)  
sworn, on my oath, affirm \_\_\_\_\_ is enrolled and will  
(Company name)  
continue to participate in a federal work authorization program in respect to employees that will work  
in connection with the contracted services related to **Motherhead at Westwood Intersection  
Project** for the duration of the contract, in accordance with RSMo Chapter 285.530 (2). I also affirm  
that \_\_\_\_\_ does not and will not knowingly employ a  
(Company name)  
person who is an unauthorized alien in connection with the contracted services related to the  
**Motherhead at Westwood Intersection Project** for the duration of the contract.

***In affirmation thereof, the facts stated above are true and correct (the undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo).***

\_\_\_\_\_  
Signature (person with authority)

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_ . I am commissioned as a  
notary (Day) (Month & Year)

Public within the County of \_\_\_\_\_, State of \_\_\_\_\_, and my  
commission expires on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date