

September 23, 2011

Iowa DOT Office of Systems Planning
ATTN: Ms Jennifer Kolacia
800 Lincoln Way
Ames, Iowa 50010

RE: STP-E-7955(607)--8V-52
Sunset Street Wide Sidewalk
Consultant Selection Process

Dear Ms Kolacia:

The City of University Heights is requesting your review and approval to begin negotiations with our selected consultant, Shive-Hattery, Inc, for the above referenced project. In accordance with Step 5 on the Federal-Aid Consultant checklist (Attachment A to I.M. 3.305) we are providing the requested information below. We are currently planning on an April 2012 letting date, which puts the Concept Statement submittal at October 18, 2011. Please contact me if you have any questions, or need further information on the interview process.

Proposed Scope of Work

Please refer to the enclosed document which indicates the proposed scope of work that was laid out in advance of our consultant interview process.

Estimate of Consultant Costs

The Request for Regional or Metropolitan Transportation Enhancement Funds (Form 24004) was submitted to the Office of Systems Planning in August 2011. The estimated project costs related to consultant work were as follows:

Preliminary Engineering:	\$33,000
Construction Engineering	\$23,000

Pre-Qualified Firms Considered

1. Ament, Inc	Cedar Rapids, Iowa
2. Shive-Hattery, Inc	Iowa City, Iowa
3. Shoemaker Consulting Engineers	Iowa City, Iowa
4. VJ Engineering	Coralville, Iowa

Consultant Selection Process

As the council member with oversight of the city's streets and sidewalks projects, I consulted the "Prequalification for DOT work" list on the DOT website to find firms located in our area (the Cedar Rapids/Iowa City corridor) and contacted the four listed above. One, Shoemaker Consulting Engineers, declined to be considered due to their current workload.

I conducted phone or in-person interviews with representatives of each of the three firms: Jane Pate of Ament, Inc; Kevin Prom and Eric Munchel of Shive-Hattery, and Ron O'Neill of VJ Engineering. These representatives also looked at the project site in person.

I asked the firms about their experience designing sidewalks and trails in accordance with DOT standards, and if their firm could handle drainage issues. We talked about interaction with adjacent property owners which will involve notifications, meetings, communication and easements. I asked about their survey experience and told them about utilities that would need to be moved, like electric service lines and fire hydrants. We discussed record keeping, observation and testing. Because University Heights is a small town with limited resources, timely filing of pay applications in order to receive reimbursements is important, so I stressed this.

I concluded that all of these firms were well qualified to perform the services our project requires. I couldn't say that one was the "most" qualified. My recommendation to the council was to choose VJ Engineering, and my reason was that it would give the city an opportunity to deal with a firm other than Shive-Hattery. Shive Hattery Inc has served on a fee basis as our city engineers for many decades, and the city has been well satisfied with their work. But some firms are not interested in being considered because "you'll just choose Shive-Hattery anyway" and I felt that choosing a different firm would have laid that argument to rest.

But the whole council gets to decide and vote on these things and their consensus at our July council meeting was that Shive-Hattery has a lot of experience dealing with the City of University Heights and is already very familiar with the project site. There was a motion to hire Shive-Hattery as the consulting engineering firm and I joined the others for a unanimous vote in favor of this.

DBE Goal

At this time, no DBE goal has been set for the project.


Sincerely,

Pat Yeggy, University Heights City Council Streets and Sidewalks
319.338.6252
pat.yeggy@university-heights.org

Enc. Scope of Services

Cc: Louise From, Mayor
Chris Anderson, City Clerk