

CITY OF BROOKFIELD, MISSOURI
Request for Proposals (RFP) 2026-05
Professional Engineering Services – Wood Street Crossing Rehabilitation (Elk Creek)

1. Introduction

The City of Brookfield, Missouri ("City") is soliciting proposals from qualified engineering firms to provide professional engineering services for the evaluation, design, and permitting of improvements at the Wood Street crossing over Elk Creek.

The project is driven by observed roadway distress and long-term performance concerns at the existing crossing. The City seeks a comprehensive, engineered solution that addresses both the crossing structure and the roadway approaches to ensure durability, hydraulic performance, and public safety.

2. Project Background and Problem Statement

The City has experienced ongoing roadway settlement at the Wood Street crossing over Elk Creek, most notably on the west approach to the existing culvert system. This condition presents as a noticeable dip in the roadway, resulting in reduced ride quality and recurring citizen complaints.

Preliminary observations suggest the issue may be attributable to a combination of factors, including aging culvert infrastructure, inadequate drainage capacity, and underlying soil instability or loss of support due to water infiltration.

The City is seeking professional engineering services to evaluate existing conditions, determine the root cause of the roadway settlement, and develop a design solution that corrects both the structural crossing and the approach deficiencies.

Replacement of the existing culvert system with a reinforced concrete box culvert is anticipated; however, the final configuration shall be determined based on engineering analysis and site conditions.

3. Project Description

The project consists of evaluating and designing a permanent crossing solution at Wood Street and Elk Creek. Based on preliminary information, the crossing may involve a single-cell reinforced concrete box culvert with an approximate span of ten (10) feet and an overall crossing length between thirty (30) and forty (40) feet, including wingwalls.

The selected firm shall confirm or refine these assumptions through appropriate analysis and investigation.

The final design shall address:

- Hydraulic capacity and flow conveyance
- Structural integrity and load capacity
- Scour protection and erosion control
- Roadway approach stability and settlement mitigation
- Constructability within a municipal self-perform framework

4. Scope of Services

The selected firm shall provide a complete set of engineering services necessary to advance the project from evaluation through final design and permitting.

A. Existing Conditions Evaluation

- Site reconnaissance and data collection
- Topographic survey sufficient for design
- Identification of utilities and potential conflicts
- Evaluation of existing culvert condition and performance
- Assessment of roadway settlement and contributing factors

B. Geotechnical Investigation

- Subsurface exploration sufficient to evaluate soil conditions
- Recommendations for foundation design and roadway support
- Identification of any undercut, stabilization, or geotextile needs

C. Hydraulic and Hydrologic Analysis

- Development of hydrologic and hydraulic models (e.g., HEC-RAS or equivalent)
- Determination of appropriate structure size and configuration
- Evaluation of performance under applicable storm events (minimum 25-year; higher return periods encouraged)
- Overtopping analysis and roadway impact

D. Structural Design

- Design of culvert structure (anticipated reinforced concrete box culvert or equivalent)
- Design of headwalls and wingwalls
- Design in accordance with AASHTO standards (HL-93 loading)
- Scour analysis and design of appropriate protection measures

E. Roadway Approach Design

- Design of roadway profile corrections to eliminate settlement/dip
- Subgrade stabilization recommendations

- Base and compaction specifications
- Transition design to ensure a smooth and durable approach

F. Permitting and Regulatory Coordination

- Identification of required permits and approvals
- Preparation of submittals for applicable agencies, including:
 - U.S. Army Corps of Engineers
 - Missouri Department of Natural Resources
 - Floodplain or local regulatory authorities (if applicable)
- Coordination with the City during the permitting process

G. Construction Documents

- Preparation of complete, sealed construction drawings
- Technical specifications suitable for municipal construction
- Construction sequencing and staging recommendations
- Opinion of probable construction cost

H. Construction Phase Support

- Review of shop drawings and submittals, including precast culvert systems
- Responses to Requests for Information (RFIs)
- Clarification of plans and specifications as needed
- Periodic site visits at key stages of construction to observe general conformance with design intent
- Assistance with evaluation of unforeseen field conditions

These services are intended to provide design support and general conformance with design intent only and do not include full-time inspection or responsibility for contractor means and methods.

5. Construction Approach

The City intends to self-perform portions of construction using its Street Department, including demolition, excavation, backfill, and roadway restoration where feasible.

The design shall reflect this approach by emphasizing:

- Constructability with municipal resources
- Clear and practical construction sequencing
- Efficient installation methods

The use of precast structural components is strongly preferred to reduce construction duration and complexity.

6. Deliverables

The selected firm shall provide:

- Hydraulic and hydrologic analysis report
- Geotechnical recommendations
- Final construction drawings (sealed by a Missouri-licensed professional engineer)
- Technical specifications
- Engineer's opinion of probable construction cost
- Permit documentation and supporting materials

All deliverables shall be suitable for immediate use in construction.

7. Project Schedule

The City intends to proceed expeditiously. The selected firm shall be prepared to begin work upon authorization and complete design and permitting within approximately 60 to 90 days.

Proposals shall include a project schedule identifying key milestones.

8. Proposal Submission Requirements

Proposals shall be concise, well-organized, and demonstrate the firm's understanding of the project and its ability to deliver a practical, constructible, and cost-effective solution aligned with the City's intent to self-perform portions of the work.

To ensure consistency in evaluation, proposals shall be organized in the following format:

A. Cover Letter

A brief cover letter summarizing the firm's interest in the project and identifying the primary point of contact.

B. Firm Qualifications and Experience

A summary of the firm's qualifications, including experience with similar culvert, bridge, or small crossing projects. Emphasis should be placed on projects involving hydraulic analysis, box culvert design, and work performed for municipalities of similar size and capacity.

C. Project Team

Identification of key personnel assigned to the project, including roles, responsibilities, and relevant experience. Indicate the project manager and engineer of record.

D. Project Understanding and Approach

A narrative describing the firm's understanding of the project, including:

- Anticipated causes of the roadway settlement and drainage issues
- Approach to evaluating existing conditions
- Methodology for hydraulic analysis and structural design
- Considerations for constructability with municipal forces

E. Project Schedule

A proposed project schedule identifying major milestones, including field investigation, preliminary design, final design, and permitting. The City's target is completion within approximately 60–90 days from Notice to Proceed.

F. Fee Proposal

A lump sum fee proposal with a breakdown by major task, including but not limited to:

- Field investigation and survey
- Geotechnical services
- Hydraulic and structural design
- Permitting coordination
- Construction documents
- Optional construction-phase services (if proposed)

Clearly identify any assumptions or exclusions.

G. References

Provide a minimum of three (3) references for similar projects, including contact name, title, organization, and phone or email.

H. Exceptions

Identify any exceptions or deviations from the requirements outlined in this RFP.

Submission Format

Detailed submission instructions and requirements are provided in Section 11.

9. Evaluation Criteria

Proposals will be evaluated based on:

- Experience – 25%
- Approach – 25%
- Team – 15%
- Schedule – 10%
- Cost – 25%

The City may request additional information or conduct interviews as part of the selection process.

10. General Terms and Insurance Requirements

The selected firm must be licensed to perform engineering services in the State of Missouri and shall maintain insurance coverage meeting the following minimum requirements:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 combined single limit
- Workers' Compensation: Statutory limits, with Employer's Liability of not less than \$1,000,000
- Professional Liability (Errors & Omissions): \$1,000,000 per claim

The City of Brookfield shall be named as an additional insured on the Commercial General Liability and Automobile Liability policies.

Proof of insurance shall be provided prior to execution of any agreement.

11. Proposal Submission and Timeline

A. Procurement Schedule

The City anticipates the following schedule for this solicitation:

- RFP Issued: May 6th, 2026
- Deadline for Questions: May 27th, 2026
- Responses to Questions Issued: May 29th, 2026
- Proposals Due: June 7th 2026 by 5:00 PM
- Proposal Review Period: June 17th, 2026
- Selection and Notice of Intent to Award: June 17th, 2026
- City Council Approval: June 23rd, 2026
- Notice to Proceed: June 24th, 2026

The City reserves the right to modify this schedule as necessary.

B. Questions and Clarifications

All questions regarding this RFP shall be submitted in writing via email to:

Greg Zahner
Street Department Director
gzahner@brookfieldcitymo.gov

&

Brandon Roberts
City Manager
broberts@brookfieldcitymo.gov

Questions must be received by the stated deadline. Responses will be distributed to all known proposers.

C. Proposal Submission Requirements

Proposals shall be submitted electronically in PDF format.

Submission Instructions:

- Email to: sdixon@brookfieldcitymo.gov
- Phone: 660.258.3377
- Subject Line: "*RFP – Wood Street Crossing Engineering Services.*"
- Deadline: June 7th, 2026, by 5:00 PM CST

Late submissions will not be considered.

D. Proposal Format

To ensure consistency, proposals should be organized in the following order:

1. Cover Letter
2. Firm Qualifications and Experience
3. Project Team and Key Personnel
4. Project Understanding and Approach
5. Project Schedule
6. Fee Proposal (clearly separated or labeled)
7. References

Proposals should be concise and focused on the firm's ability to deliver a practical and constructible solution.

E. Selection Process

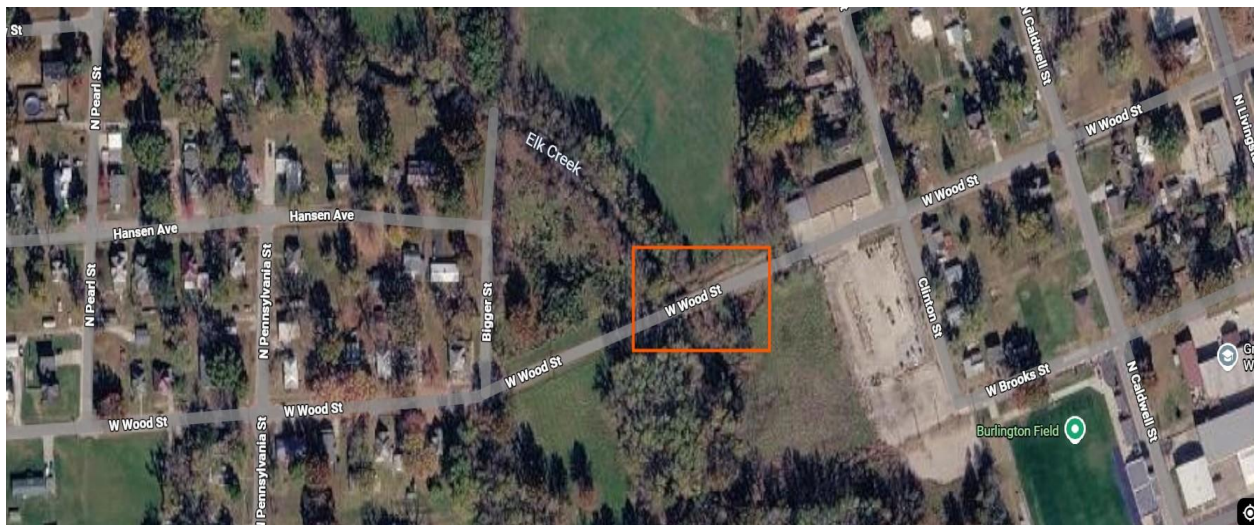
The City will evaluate proposals based on the criteria outlined in this RFP. The City may:

- Select a firm based solely on written proposals
- Request additional information
- Conduct interviews with one or more firms

Additional Terms

The City reserves the right to accept or reject any or all proposals and to waive informalities as deemed in its best interest. Any agreement resulting from this solicitation will be subject to approval by the City Council.

ATTACHMENT 1: Site location (coordinates) attachment materials are provided for reference only. The selected firm shall verify all field conditions



Location: 39.786233, -93.080246