



Date: August 15, 2019

Dear Consultant:

The City of Lake Saint Louis is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 5 pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with the City of Lake Saint Louis. The statement of qualification is not included in the total page count limit.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

We request all letters be received by 12 pm, 09/05/2019 at

City Clerk
City of Lake Saint Louis
200 Civic Center Drive
Lake Saint Louis, MO 63367

RFQ shall be delivered in a sealed envelope with RFQ 05-19 clearly marked on outside.

Sincerely,

Terry Rigdon
Project Manager

<i>City of Lake Saint Louis, Project: Hawk Ridge Trail and Ronald Reagan Drive Improvement Project</i>	
Federal Aid No.:	Project No. STP-5418(616)
Location:	Ronald Reagan Drive from I-64 to Missouri Route N and Hawk Ridge Trail from Ridgeway Drive to Missouri Rout N.
Proposed Improvement:	Resurfacing Ronald Reagan Drive and Hawk Ridge Trail Drive and sidewalk replacement to meet ADA compliance. (See attached pages from grant application)
Length:	1.1 miles
Approximate Construction Cost:	\$ 1,400,000
DBE Goal Determination	18%
Consultant Services Required:	<i>The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way Plans. Design services may include, right of way plans, surveying, geotechnical investigations, ADA compliance survey, subsurface utility exploration, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&E and final documents.</i>
Other Comments:	<i>Submit 4 copies of RFQ</i>
Contact:	<i>Terry Rigdon 307 Parkway Industrial Drive Lake Saint Louis, MO 63367 636.695.4221 trigdon@lakesaintlouis.com</i>
Deadline:	<i>September 05, 2019 at 12:00 pm</i>

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

Experience and Technical Competence-	Max Points 30
Capacity and Capability-	Max Points 25
Availability of staff assigned to project to attend project meetings and meet for on-site consultation-	Max Points 10
Past Record of Performance-	Max Points 25
Outline of consultants QA/QC plan-	Max Points 10



Surface Transportation Block Grant Program

2018 Call for Projects

For the St. Louis Region

Road Project Type

Sponsoring Agency:

Project Title:

Federal Amount Requested:

Applications Due: June 14, 2018 by 4:00 pm



EAST-WEST GATEWAY
Council of Governments

Creating Solutions Across Jurisdictional Boundaries

SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STP-S)
ROAD – PROJECT APPLICATION FORM

Please refer to the STP-S Project Development Workbook and the STP-S Scoring Criteria Guide for more information on the program requirements, available funding, and scoring criteria. The STP-S Project Development Workbook, STP-S Scoring Criteria Guide, and supplement materials are available on the East-West Gateway Council of Governments (EWG) [STP-S Call for Projects](#) web page.

PLEASE NOTE:

This project application form is for the road project type. There are separate project application forms for the other project types, including: bridge, traffic flow, safety, active transportation, transit, and freight/economic development. If your agency is interested in applying for those project types, please obtain the application form from the EWG STP-S Call for Projects web page, or contact EWG staff for more information.

The call for projects begins February 26, 2018 and ends on June 14, 2018 at 4:00 pm. Applications received after the deadline will not be accepted. Submit the completed application and necessary attachments electronically to EWG at stps@ewgateway.org. Please submit one application per email. Electronic copies can also be delivered on a CD or USB drive. You will receive an email confirmation within one business day of submittal. If you do not receive confirmation or have questions about the application, contact EWG staff.

Project sponsors must also submit one (1) hard copy (including attachments) to:

East-West Gateway Council of Governments
Attention: Transportation Planning Department – STP-S
Gateway Tower
One Memorial Drive, Suite 1600
St. Louis, MO 63102-2451

The hard copy must be delivered to EWG or postmarked by the deadline. The information provided in this application is public record.

Project sponsors wanting feedback on applications may submit a preliminary copy by April 20, 2018 to EWG at stps@ewgateway.org. EWG staff will review the applications submitted and will return comments by email by May 10, 2018. If a preliminary application is submitted for feedback, a final application must still be submitted by June 14, 2018.

If you have any questions, contact Jason Lange at 314/421-4220 (MO) or 618/274-2750 (IL), or email at stps@ewgateway.org.

PROJECT CHECKLIST AND SUBMITTAL REQUIREMENTS

The evaluation and scoring of all projects will be based on the answers provided in the application and the attachments submitted. Submit one paper copy and one electronic copy; both versions must include all required signatures and attachments. Save the electronic copy as a PDF file using the following format:
2018STPS_[Sponsor]_[Project Name].pdf.

The materials should be submitted in the following order.

Project Application:

- ☐ **Project application fee** – ½ of one percent of federal funds requested. Make checks payable to “East-West Gateway Council of Governments” or “EWGCOG.”
- ☐ **Completed STP-S application**
- ☐ **Required signatures** – Notification of Title VI & Nondiscrimination Requirements, Financial Certification of Matching Funds, Person of Responsible Charge Certification, Right-of-Way Acquisition Certification Statement (Missouri only), Policy on Reasonable Progress Certification (Missouri only).

Attachment A:

- ☐ **Project location map** – depict the location of the project on a base map such as a town road map, GIS map, aerial photo, or another base map suitable to clearly show the project’s overall location. Provide on an 8 ½ x 11 page. Project location is used by EWG to determine:
 - geographic scale project categorization (i.e., ‘within community’ or ‘outside community’)
 - score for Environmental Justice
 - score for employment density
 - score for intermodal connections (i.e., located in an industrial site area or connected to Primary Highway Freight System)
- ☐ **Detailed cost estimate** – use Estimate of Project Costs excel file provided by EWG.
- ☐ **Letter of permission from facility owner** – provide if sponsor does not own roadway.
- ☐ **Letter of support from match source** – provide if individual, business, other local public agency, or other third-party is providing matching funds.

Attachment B:

- ☐ **Photographs** – attach photo(s) of the current roadway.
- ☐ **Detailed map** – if applicable, provide a map showing:
 - transit routes along or intersecting project limits
 - activity centers along project limits (i.e., a business district, retail center, medical facility, community center, park)
 - schools located within ½ mile of project limits
 - freight facilities along project limits (i.e., intermodal freight facility, major freight generator, logistic center, manufacturing or warehouse industrial land, port)
- ☐ **Typical section** – show details of before and after roadway improvements.
- ☐ **Road condition** – show PASER calculations and include map documenting where pavement was inspected. Photos should be taken to document each location evaluated. The sponsor must perform visual inspection of a section of pavement at a uniform distance for at least every ¼ mile of the project limits. If a project is located outside of a municipal boundary and is greater than one mile in length, perform inspection every ½ mile of the project limits.

Attachment C:

- ☐ **Crash rate and fatal and serious injury crash rate** – use the Safety Calculator sheet in the Safety Supplement excel file provided by EWG. This form calculates the project's total crash rate and the fatal and serious injury crash rate. Input all crashes by severity occurring from 2011-2015 along the project limits.
- ☐ **Summary of crashes** – use the Crash Summary Form sheet in the Safety Supplement excel file provided by EWG. This form is used to log a summary of the individual crashes occurring from 2011-2015 along the project limits. Provide ALL fatal and serious injury crashes AND 10 minor injury and/or property damage only crashes that coincide with proposed countermeasure.
- ☐ **Crash reports** – attach a full crash report for each crash listed in the Crash Summary Form. Number the provided crash reports to match the order they are listed in the summary.
- ☐ **Crash Modification Factor (CMF)** – if project includes safety countermeasures, include CMF sheets from the CMF Clearinghouse website: www.cmfclearinghouse.org.

Attachment D:

- ☐ **Documentation of an approved or adopted plan, ordinance, and/or policy** – do not attach entire plan documents, only include the necessary pages.
- ☐ **Letters of support** – endorsements or petitions from associations, boards, school districts, citizens, businesses, etc. Only attach letters of support that pertain to specific project.
- ☐ **Documentation of public involvement process** – public meeting minutes, newspaper clippings, press announcements, etc.

Attachment E:

- ☐ **Operations and maintenance** – use Operations and Maintenance Form provided by EWG. Only submit one per sponsor.
- ☐ **ITS architecture consistency** – submit ITS Architecture Project Consistency Statement Form provided by EWG if project includes ITS elements or modifies existing ITS.

SUBMITTAL TYPE (CHECK ONE):

- ☐ Preliminary application (for comments) – Due April 20, 2018
- ☐ Final application – Due June 14, 2018

SPONSOR INFORMATION															
Sponsoring agency:															
Secondary sponsor agency (if applicable):															
Chief Elected Official/Chief Executive Director:															
Name:					Title:										
Street address:															
City:				State:				County:				ZIP code:			
Project contact:															
Name:					Title:										
Agency:															
Street address:															
City:				State:				County:				ZIP code:			
Phone Number:					E-mail address:										
Application contact:															
Name:					Phone Number:										
E-mail address:															
PROJECT INFORMATION															
Project title:															
Project status: <input type="checkbox"/> New project <input type="checkbox"/> Continuation of STP-S/CMAQ/TAP project <input type="checkbox"/> Add to existing non-federally funded project					Is this application request for a piece of a larger project (phase) or the entire length of project? <input type="checkbox"/> Phase <input type="checkbox"/> Full project										
If project is a continuation of another project that was previously programmed in the TIP, provide TIP ID # of existing project and also explain this relationship: 															
If this project is a phase of a full project, how many phases are left to complete the project? Briefly explain each phase (i.e., project limits and general improvements): 															
Has your agency previously competed for funds for this specific project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown															
If yes, when?															
Estimated completion (construction) month/year:															

ROADWAY INFORMATION			
Name of street or facility to be improved:			
Does the sponsoring agency own and maintain this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <i>If no, a letter of support for this project is required from the facility owner.</i>			
Project length (miles):			
Project limits – north/west reference point, cross street, or intersection:			
Project limits – south/east reference point, cross street, or intersection:			
Federal functional classification of road (per EWG) ¹ :			
Roadway pavement condition (PASER) ² :			
	CURRENT:	PROPOSED:	
Traffic volumes (AADT):	Year:	Year:	
Speed limit of street:			
Number of through lanes:			
Number of turn lanes:			
Two-way left turn lanes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Typical lane width:			
Outside lane width:			
Shoulder width:			
On-street parking allowed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Curb and gutter?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Sidewalks?	<input type="checkbox"/> One-side <input type="checkbox"/> Both sides <input type="checkbox"/> None	<input type="checkbox"/> One-side <input type="checkbox"/> Both sides <input type="checkbox"/> None	
Sidewalk width:			
Sidewalk condition:	<input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> None	n/a	
On-road bicycle facility ³ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Shared-use path or sidepath?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Shared-use path or sidepath width:			
Located on or intersect transit route?	<input type="checkbox"/> On route <input type="checkbox"/> Intersects route <input type="checkbox"/> No	n/a	

¹ EWG Functional Classification maps: <http://www.ewgateway.org/transportation-planning/roadway-functional-classification/>.

² PASER Manual: http://epdfiles.engr.wisc.edu/pdf_web_files/tic/manuals/asphalt-paser_02_rev13.pdf.

³ On-road bicycle facility includes: bike lanes (separated, buffered, and standard) and shared-lane markings.

LAND ACQUISITION INFORMATION

Status of right-of-way acquisition:

- ☐ All acquired or none needed
☐ In process
☐ Not started

If applicable, list the number of parcels to be acquired (all properties, permanent and/or temporary easements, TSCL, and other rights-of-way):

If any residential or commercial displacements are anticipated, give details on how many and if they are residential and/or commercial:

Right-of-way acquisition by:

Right-of-way condemnation by:

Will the project traverse any public property, such as a public park that has used federal funds (i.e., Land and Water Conservation Funds) in the past?

- ☐ Yes ☐ No ☐ Unknown

UTILITY COORDINATION

Note: Project sponsor must coordinate with utilities prior to construction.

Will the project require the relocation of any utilities?

- ☐ Yes ☐ No ☐ Unknown

If yes, check the appropriate box to select the type of utility. Then give the names of the utility companies.

☐ Electric

☐ Phone

☐ Gas

☐ Water

☐ Cable TV

☐ Storm sewer

☐ Sanitary sewer

☐

☐

Give details concerning potential utility conflicts, problems, or issues:

Utility coordination completed by:

Designed by:

Inspected by:

RAILROAD COORDINATION

Does the project traverse any property owned by a railroad?

☐ Yes ☐ No ☐ Unknown

Is there a railroad within 500' of project limits?

☐ Yes ☐ No ☐ Unknown

Name of railroad:

Number of crossings impacted:

Are the crossings active?

☐ Yes ☐ No

Width of crossing:

What is the crossing type?

- ☐ Timber
☐ Rubberized
☐ Asphalt
☐ Concrete
☐ Other

Describe other:

PROJECT MAINTENANCE

List any regular maintenance tasks anticipated over the next 25 years:

Estimated annual cost to maintain facility and funding source:

AMERICANS WITH DISABILITIES ACT

Under the 1990 Americans with Disabilities Act (ADA), Title II requires public entities with more than 50 employees to complete a self-evaluation and create an effective ADA transition plan⁴.

Does your local public agency have more than 50 employees?

☐ Yes ☐ No ☐ Unknown

If yes, does your agency have an adopted ADA transition plan?

☐ Yes ☐ No ☐ Unknown

If your agency has an ADA transition plan, when was it adopted?

If ADA transition plan is not adopted, when is it expected to be adopted?

⁴ FHWA Questions and Answers about ADA/Section 504: https://www.fhwa.dot.gov/civilrights/programs/ada_sect504qa.cfm.

PROJECT DESCRIPTION

Provide a brief description of the purpose of the project and the scope of work. Be as specific as possible.

PROJECT DEVELOPMENT SCHEDULE

Note: Many stages can occur concurrently.

Activity Description	Start Date (MM/YYYY)	Finish Date (MM/YYYY)	Time Frame (Months)
Receive notification letter	11/2018	11/2018	1
Execute agreement (project sponsor and DOT)			
Engineering services contract submitted and approved*			
Obtain environmental clearances (106, CE-2, etc.)			
Public meeting/hearing			
Develop and submit preliminary plans			
Preliminary plans approved			
Develop and submit right-of-way plans			
Review and approval of right-of-way plans			
Submit and receive approval for notice to proceed for right-of-way acquisition (A-Date)*			
Right-of-way acquisition			
Utility coordination			
Develop and submit PS&E			
District approval of PS&E/advertise for bids*			
Submit and receive bids for review and approval			
Project implementation/construction			

* Finish date must match fiscal year for each milestone shown in **bold** text.

FINANCIAL PLAN

Note: Fiscal years are federal fiscal years (October 1 through September 30). Federal participation for a phase of work must not exceed 80% in Missouri and 75% in Illinois.

Activity	Starting Federal Fiscal Year	Total Phase Cost	STP-S Funds Requested	Sponsor Share	Sponsor Share Percentage
PE / Planning / Environmental Studies	FY				
Right-of-Way	FY				
Implementation	FY				
Construction Engineering	FY				
TOTAL PROJECT COST					
Identify the source(s) of local matching funds, and the amount for each source:					

SAFETY

Project type:

- ☐ Road segment
☐ Intersection

Total number of crashes from 2011-2015 along project limits:

Total crash rate:

Fatal and serious injury crash rate:

Total number of crashes by severity type along project limits:

Fatal (K on the KABCO scale):

Serious injury (A on the KABCO scale):

Minor injury (B and C on the KABCO scale):

Property damage only (O on the KABCO scale):

Are there any undocumented safety issues?

☐ Yes ☐ No ☐ Unknown

If yes, describe the undocumented safety issues:

Does the project include any safety countermeasures?

☐ Yes ☐ No ☐ Unknown

If yes, identify the safety countermeasure(s) proposed, its Crash Modification Factor (CMF), and the CMF ID below (i.e., installation of safety edge treatment – CMF: 0.923 – CMF ID: 4303):

Countermeasure	CMF	CMF ID

MULTIMODAL

Describe the existing conditions of the bicycle/pedestrian environment where the proposed facility will be constructed:

Does the proposed project incorporate any of the following bicycle-related improvements?

- ☐ Separated bike lane/cycle track/protected bike lane
- ☐ Shared-use path/trail
- ☐ Arterial sidepath
- ☐ Buffered bike lane
- ☐ Standard bike lane (not buffered)
- ☐ Marked shared roadway (shared-lane markings, "sharrow")
- ☐ Paved shoulder
- ☐ Wayfinding, bicycle racks or parking, or other end of trip facilities
- ☐ Other
- ☐ None

Describe other:

Does the project incorporate any innovative bicycle treatments (i.e., pavement colorings, bike boxes, bike detection)?

- ☐ Yes ☐ No ☐ Unknown

If yes, describe:

Does the proposed project incorporate any of the following pedestrian-related improvements?

- ☐ New sidewalks
- ☐ Sidewalk reconstruction
- ☐ Construction of new curb ramps
- ☐ Curb ramp reconstruction
- ☐ Sidewalk/roadway separation
- ☐ Pedestrian signals/push buttons/beacons
- ☐ Marked crosswalks
- ☐ Midblock crossings
- ☐ Wayfinding, furniture, or other end of trip facilities
- ☐ Pedestrian-scale lighting
- ☐ Other
- ☐ None

Describe other:

If the project incorporates any safety, traffic calming, or design improvements, describe the improvements (i.e., improvements at a rail-grade crossing, road diets, bulb-outs, median barriers, center islands, roadway markings, improved signage and signals):

Does the project improve access to transit stops, stations, park-and-ride lots, or other major transit facilities?

☐ Yes ☐ No ☐ Unknown

If yes, identify the bus route and/or transit facility:

Does the project incorporate improvements to existing transit stops or stations (i.e., ADA landing pads, benches, shelters)?

☐ Yes ☐ No ☐ Unknown

If yes, identify the improvements:

Does the project provide direct access to a school?

☐ Yes ☐ No ☐ Unknown

Is the project within ½ mile of a school?

☐ Yes ☐ No ☐ Unknown

If yes, identify the school(s):

Does the project provide direct access to an activity center, employment center, or community resource (i.e., a business district, retail center, medical facility, community center, park)?

☐ Yes ☐ No ☐ Unknown

If yes, identify all activity centers, employment centers, and/or community resources (planned or existing) that the project directly serves:

SYSTEM RELIABILITY

Does the project include management and operations strategies that optimize the performance of the road (i.e., ITS technologies, traffic operational improvements)?

☐ Yes ☐ No ☐ Unknown

If yes, explain the strategy and how it improves the reliability of the transportation system:

INTERMODAL CONNECTIONS

Is the project located within an industrial site area (per St. Louis Regional Freight Study)?

☐ Yes ☐ No ☐ Unknown

If yes, what is the name of the industrial site area (i.e., Broadway-Arsenal, Earth City, GM Plant)?

Is the project adjacent to or does it directly impact an intermodal freight facility, major freight generator, logistic center, manufacturing and warehouse industrial facility, or port?

☐ Yes ☐ No ☐ Unknown

If yes, identify the facility, major freight generator, or port:

Identify any commercial vehicle countermeasures proposed, and explain how the project provides improvement to the movement of freight to and from the facility, major freight generator, or port:

ENVIRONMENT

Does the project incorporate any of the following green infrastructure improvements?

- ☐ Bioswales
- ☐ Rain gardens
- ☐ Pervious pavements
- ☐ Pervious strips
- ☐ Green bulb-outs
- ☐ Solar powered fixtures
- ☐ Other
- ☐ None

Describe other:

If green infrastructure elements are included, describe its relationship to this project:

ATTACHMENT A - PROJECT LOCATION MAP

