

September 4, 2020

Dear Consultant:

The City of Wentzville 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. Discuss the qualifications of your firm and its ability to provide professional services for the proposed scope of work and project type. Qualification submittals shall not be more than ten single-sided pages total in length; cover letter and table of contents are not included in the page count; copies of licenses are not included in the page count. List the general information of your firm, including the legal name, mailing address, location, phone number, and email address of your firm's contact person for this solicitation. The firm will upload its submittal documents into the City of Wentzville's E-bidding system.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://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.

Firms are to download the Request for Statements of Qualifications from the City of Wentzville's E-bidding system. Submission of qualifications will be accepted until the date and time listed in the E-bidding system. All questions are to be submitted through the E-bidding system by the date and time listed in the E-bidding system.

Sincerely,

Jeffrey Lenk  
Director of Finance

City/County: Wentzville, Missouri (St. Charles County) Route: Peine Road	
Federal Aid No:	STP-7304 (612)
Location:	Peine Road – Stewart Springs Drive to Forest Way Drive
Proposed Improvement:	3-Foot Shoulder Addition, Resurfacing, Curve Corrections, Striping, and Signage.
Length:	1.54 Miles
Approximate Construction Cost:	\$1,946,000
DBE Goal Determination:	10%
Consultant Services Required:	See Request for Statements of Qualifications
Other Comments:	
Contact:	Name: Alice Winkelman, Procurement Manager Address: 1001 Schroeder Creek Blvd Wentzville, Missouri 63385 Phone: (636) 639-2026 Email: Alice.Winkelman@Wentzvillemo.org
Deadline:	September 25, 2020, at 2:00 pm
Firms are to download the Request for Statements of Qualifications from the City of Wentzville's E-bidding system. Submission of qualifications will be accepted until the date and time listed in the E-bidding system. All questions are to be submitted through the E-bidding system by the date and time listed in the E-bidding system. Qualification submittals shall not be more than ten single-sided pages total in length; cover letter and table of contents are not included in the page count; copies of licenses are not included in the page count.	

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

Relevant Project Experience, Technical Competence,	
Capacity and Capability, Key Personal -	(Rating x 30)
Past Record of Performance -	(Rating x 30)
Schedule -	(Rating x 30)
Proximity and Familiarity -	(Rating x 10)