



REQUEST FOR STATEMENTS OF QUALIFICATIONS  
To Provide Professional Design Services  
For

Route Z and Interstate Drive Intersection Improvements  
SOQ #21-076  
CMAQ-7304 (615)

Date Issued: February 16, 2021



February 16, 2021

Subject: Request for Statements of Qualifications for Professional Engineering  
Services for Route Z and Interstate Drive Intersection Improvements, SOQ #21-076

Dear Potential Respondent:

Your Firm is being invited to submit a letter of interest and Statement of Qualifications for providing the City of Wentzville professional engineering services for the Route Z and Interstate Drive Intersection Improvements Project.

Firms are to download the Request for Statements of Qualifications (solicitation document) from the City's E-bidding system and submit their Letter of Interest and Statements of Qualifications through the City's E-bidding system. Submissions 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.

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.

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.

The City reserves the right to reject any or all SOQ's, or portions thereof, to waive technicalities or deficiencies in any or all the SOQ'S. The City of Wentzville reserves the right to cancel this Request for SOQ's in part or in its entirety. This Request for SOQ's does not commit the City of Wentzville to award a contract or to pay any costs to Firms in preparation of their SOQ.

Please review the attached for details regarding the City's expectations for qualifications. Thank you in advance for your interest in working with the City of Wentzville.

Sincerely,

Jeffrey D. Lenk  
Director of Finance

**Professional Engineering Services for SOQ #21-076  
Route Z and Interstate Drive Intersection Improvements**

**1. INTRODUCTION**

- a. The City of Wentzville ("City") is seeking a consultant ("Firm") for professional services to design Route Z and Interstate Drive Intersection Improvements ("Project"). The design will be managed by the City of Wentzville, in accordance with MoDOT LPA Program guidelines.
- b. 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.
- c. DBE participation for this project will be required. A DBE goal is set at 14%. DBE Firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://www.modot.gov). We encourage DBE Firms to submit letters of interest as prime consultants for any project they feel can be managed by their Firm.
- d. Non-Discrimination: The Firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. The Firm shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability. The Firm shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for work performed under the terms and conditions of this anticipated contract. A breach of this provision may be grounds for Contract termination.
- e. The City of Wentzville's Bidding Opportunities website shall be the official site for information as related to this Request for Statements of Qualifications (SOQ). Firms are responsible for checking the City's website for the issuance of any addendums.

**2. BACKGROUND AND PROJECT OVERVIEW**

Route Z south of I-70 experiences significant delays and queuing in both the AM and PM peak periods. Improvements are necessary to reduce vehicular delays and queueing on both mainline Route Z and Interstate Drive. Intersection improvements and pavement widening are being proposed at the intersection of Interstate Drive and Route Z to accommodate eastbound to northbound dual left-turn lanes, a dedicated right-turn lane from

southbound Route Z to westbound Interstate Drive, and the setting up of two through lanes on the south leg of southbound Route Z.

Gateway Green Light has already optimized signal timings at this intersection to accommodate the heavy mainline volumes so simple signal timing adjustments alone will not address the current operational issues. Northbound Route Z between the eastbound I-70 ramp terminal and Interstate Drive is also being proposed to be restriped to two lanes to accept the proposed dual left. There is enough pavement for two driving lanes; however, it is anticipated that a new shoulder will need to be constructed which will be determined in future discussions with MoDOT during design.

It is anticipated that these minimal changes will help reduce delays on side streets and reducing queueing on mainline Route Z at both this intersection at Interstate Drive and at the intersections of Peruque Hills Parkway/Peruque Ridge Boulevard and Carlton Glen Parkway.

All roadway design components shall meet current AASHTO, MoDOT, and City of Wentzville design standards. Specific services will include, but not limited to, Agency coordination, geotechnical engineering, survey, utility coordination/relocation and design, environmental work and permitting.

The total design/construction budgetary goal for this project is \$2,400,000. This includes environmental studies, survey, geotechnical investigation, roadway, stormwater quality and detention design, traffic control, erosion control, utility relocation, permanent utility easement documents, temporary construction easement documents, right-of-way documents, specifications, and estimate (PS&E) for Agency approvals and permits, bidding, construction, construction engineering, construction inspection, and other miscellaneous costs.

This SOQ is for Professional Engineering (Project Manager must be a licensed Professional Engineer in the State of Missouri) work necessary to complete approved construction plans, specifications, cost estimates and bid documents for the improvements. Project deliverables will include Concept Design, Preliminary Design, Easement/Right-of-Way plats and description documents, PS&E according to MoDOT LPA Guidelines, and IFB Final PS&E bid documents.

General Design Services Schedule:

SOQ Notice	February 16, 2021
SOQ Questions Deadline	February 26, 2021, 2:00 pm local time
SOQ Due	March 9, 2021, 2:00 pm local time
Interviews (Owner's Option)	Week of March 22nd, 2021
Award of Contract*	April 28, 2021
Notice to Proceed*	
Conceptual Design Plans*	

Public Meeting\*  
Preliminary Design Plans\*  
Right-of-Way Plans  
Right-of-Way Plat and Descriptions\*  
All Applicable Clearances\*  
Final PS&E\*

(\*) Note: Dates subject to change pending release of submittal/meeting dates.  
Additional deadlines may be determined to satisfy submittal date requirements.

All questions concerning this request for statements of qualifications are to be submitted through the City of Wentzville's E-bidding system. For any questions related to navigating the City of Wentzville's E-bidding system please contact:

City of Wentzville  
Alice Winkelman, Procurement Manager  
1001 Schroeder Creek Boulevard  
Wentzville, Missouri 63385  
(636) 639-2026

### **3. SCOPE OF SERVICES**

This project includes the design and preparation of construction documents for the Route Z and Interstate Drive Intersection Improvements project. This project will include the design of roadway improvements at the Route Z and Interstate Drive Intersection that includes: pavement widening, signal modifications and upgrades, utility casings, striping and pedestrian facility modifications with the main focus to improve traffic flow.

#### Exclusions to the Scope of Services

The following items are excluded from this Scope of Services. However, if any of these services are desired they may be negotiated through a separate contract or as a supplemental to this contract:

- Construction Staking
- Full-time Construction Inspection

#### **1) Scoping Meeting**

The design will be performed according to MoDOT standards and specifications along with City of Wentzville Design Criteria. The design drawings, specifications, and cost estimates will be prepared according to MoDOT format.

- a) *Meeting* - Attend a pre-design meeting to discuss all project disciplines and the approach for each. The meeting will review budgets as well as milestones for design and construction. The firm will develop the meeting agenda, facilitate the meeting, document minutes and distribute them to the team.
- b) *Site Walkthrough* - Visit the site to observe and document constraints and opportunities to be considered during the design. This will be held immediately after the Project Meeting.

## 2) Information Gathering

- a) *Obtain Existing Information* - Obtain all existing utility, drainage, right-of-way, and pertinent planning information from the City of Wentzville.
- b) *Topographic and Right-of-Way Survey* - Perform a topographic survey for drainage areas. Coordinate with the utility location service to mark the location of all underground utilities. Potholing shall be performed for critical utilities.
  - Establish Horizontal & Vertical Control: Horizontal and vertical coordinates and datum will be established consistent with Missouri East State Plane Coordinates and reference North America Vertical Datum of 1988.
  - Easement/Right-of-Way Corridor Ownership and Encumbrances: Obtain ownership records and information from St. Charles County and City of Wentzville Records.
  - Utility Locating and Mapping: Coordinate surface locates of all underground utilities and perform potholing of each utility as necessary.
  - Collect and Compile Field Data: A digital terrain model (DTM) will be developed from the field data for which on-foot contours will be created. The one-foot contour mapping will meet or exceed MoDOT accuracy requirements.
  - Prepare Design Base Map: An AutoCAD file containing all visible planimetric features and underground features provided by others within the project boundary will be developed.
  - Survey Control Plan: Prepare a survey control plan according to MoDOT requirements.
- c) *Environmental* - Coordinate any required permits including but not limited to farmland impacts, floodplain/regulatory floodway, FEMA/SEMA buyout, socioeconomic impact, historical, paleontological, threatened/endangered species, migratory birds, hazardous waste, wetlands, noise, cultural resources, public land, etc. If applicable, the firm will be responsible for submitting the Request for Environmental Review (RER) to the MoDOT district contact within 60 days of preliminary engineering (PE) obligation.

- d) *Geotechnical Engineering* - Provide geotechnical borings and evaluation for roadway subgrade, MSE and retaining walls, stormwater structures, and embankment design.

### 3) Conceptual Design (30%)

a) **Conceptual Design Meeting**

*Meeting* - Upon submission of the conceptual design package, the firm will attend a design review meeting with City staff.

b) **Agency Coordination**

As a funding partner associated with the design and construction of this project, the City is required to submit the conceptual design to St. Charles County for review and approval. Any comments from St. Charles County will need to be addressed before the conceptual design is approved.

c) **Conceptual Design Submittal**

Prepare roadway concept design to address grades and intersections on each end of the project and abutting roadways. Roadway conceptual design and drawings for improvements shall including:

- Title Sheet
- Typical Sections
- Plan and Profiles including existing and proposed right-of-way limits, grading limits, and existing utility locations.
- Cross-sections
- Conceptual Cost Estimate

*Hydraulics* - Evaluate the roadway and drainage options developed. The firm will be responsible for providing solutions to meet the current City of Wentzville Engineering Design Criteria for flood protection, channel protection, and water quality.

*Utilities* - Coordinate with utilities for any project-specific information including facility locations and depths. Begin identifying reimbursable and non-reimbursable relocations.

*Lighting* - Coordinate with existing power utility to provide lighting and signal power supplies and LED Dusk-to-Dawn lighting as required.

#### **4) Preliminary Design (70%)**

##### **a) Preliminary Design Meeting**

*Meeting* - Upon submission of the preliminary design package, the firm will attend a design review meeting with City staff.

##### **b) Agency Coordination**

As a funding partner associated with the design and construction of this project, the City is required to submit the preliminary design to St. Charles County for review and approval. Any comments from St. Charles County will need to be addressed before the preliminary design is approved.

##### **c) Preliminary Design Submittal**

Prepare roadway preliminary design and drawings for improvements including:

- Title Sheet
- Typical Sections
- Plan and Profiles including existing and proposed right-of-way limits, grading limits and existing/proposed utility locations.
- Cross-sections
- Storm Sewer Profiles and Culverts
- Traffic Control and Construction Staging
- Erosion Control
- Pavement Markings
- Signal Layouts
- Signing
- Retaining Walls
- Driveway and Subdivision Street Entrances
- Construction Details
- Draft Spec/Bid Book
- Preliminary Cost Estimate
- Working Day Study
- Traffic Studies

*Utilities* - Coordination of relocation requirements will be performed by the firm with assistance from the City. The firm will coordinate relocation and construction



with individual utility companies. The City will coordinate the preparation of utility relocation agreements for reimbursable expenses. Utility relocation plans should be submitted from each utility along with a schedule for relocation.

*Public Meeting* - Firm to attend an open house-style public meeting. The Firm shall provide manpower, exhibits, handouts, and presentation equipment to properly display and present the preliminary design to the public and elected officials.

*Permits and Environmental* – The Firm shall perform services to satisfy DNR, EPA, USACE, and other regulatory agency permits and approvals as required.

*Cost Estimates* - Provide construction cost estimates at various stages as requested by the City.

## **5) Right-of-Way Plans**

### **a) Right-of-Way Design Meeting**

*Meeting* - Upon submission of the right-of-way design package, the firm will attend a right-of-way review meeting with City staff.

### **b) Right-of-Way Submittals**

Prepare right-of-way design and drawings for the development of documents including:

- Right-of-Way Plan Sheets including:
  - Existing right-of-way lines
  - Beginning and ending right-of-way project limits by station
  - Proposed right-of-way and easements
  - Dimensions of the proposed acquisition
  - Names of property owners from the title reports
  - Land survey lines, all property lines, and at least one witnessed land corner tied to the project centerline. For platted areas, plans can alternatively show Lot, Block and Subdivision for each parcel, and tie to any corner of record. Land ties/corners of record are not required for projects requiring temporary easements only.
  - Parcel identification numbers
  - Areas of new land, permanent and temporary construction easements

- Remainder of land holdings on each side of the road
- All improvements/structures acquired or in proximity to the project
- Grading and slope lines
- Entrances (station location, type and surface material)
- Right-of-Way Plats and Descriptions
- Permanent Easement Plats and Descriptions
- Temporary Easement Plats and Descriptions

## **6) Pre-Final Plan Submittal (95%)**

### **a) Pre-Final Design Meeting**

*Meeting* - Upon submission of the pre-final design package, the firm will attend a design review meeting with City staff.

### **b) Agency Coordination**

As a funding partner associated with the design and construction of this project, the City is required to submit the preliminary design to St. Charles County for review and approval. Any comments from St. Charles County will need to be addressed before the preliminary design is approved.

### **c) Pre-Final Design Submittal**

Prepare roadway preliminary design and drawings for improvements including:

- 95% Plans (Including items listed in preliminary and right-of-way design submittal)
- 95% Bid Book
  - Specifications
  - Job Special Provisions
- Engineers Opinion of Probable Cost
- Draft Final Geotechnical Analysis
- Draft Final Working Day Study
- Draft Final Lighting Study/Plan
- Draft Final Traffic Studies

## **7) Final Plans, Specifications & Cost Estimate (100% PS&E)**

### **a) Final Design (100% PS&E) Submittal**

Prepare roadway preliminary design and drawings for improvements including:

- 100% Final Plans
- 100% Bid Book
  - Specifications
  - Job Special Provisions
- Engineers Opinion of Probable Cost
- Final Geotechnical Analysis
- Final Working Day Study
- Draft Final Lighting Study/Plan
- Final Traffic Studies

## **8) Bidding and Construction Phase**

### **a) Bidding Phase**

- Design firm and any other pertinent members of the design team to attend a pre-bid meeting to answer prospective bidder's questions.
- Design firm to provide responses to bidder questions and issue items to incorporate into addendum as necessary.
- Design firm to provide consultation to assist in evaluating bids received.

### **b) Construction Phase**

- The firm will assist the City in administering the terms of the construction contract between the City and their contractor. The firm will endeavor to protect the City against defects and deficiencies in workmanship and materials in work by the contractor responsible. However, the furnishing of such project representation will not make the Firm responsible for the construction methods and procedures used by the contractor or the contractor's failure to perform work in accordance with the contract documents. Specifically, the firm will:
  - Attend and assist the City with a pre-construction conference to discuss project details with the selected contractor.
  - Assist the City with Request of Information (RFIs) by providing responses in a timely manner.
  - Assist the City with review of Shop Drawings and Material Submittals during the course of construction.

## **4. SUBMITTAL REQUIREMENTS**

Discuss the qualifications of your Firm and its ability to provide professional services for the proposed scope of work, project types, and scope delineated above. Qualification submittals shall be not 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 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 E-bidding system.

Particularly, discuss the following elements:

### **4.1 Relevant Experience and Technical Competence of the Firm and Key Personnel.**

Provide a brief history of the Firm identifying the location of the office where the work will be performed and the names and resumes of the project manager and staff to be committed to the project. For each of the key personnel, identify their areas of responsibility and the percentage of their time dedicated to the project. Provide a summary of experience in civil engineering with an emphasis on similar transportation projects, roadway design, traffic control, public interaction, and infrastructure design. Emphasis should be given to projects performed from the local area office using staff proposed as available for this project.

### **4.2 Past Record of Performance**

Include a summary of experience and qualifications with projects (dates, descriptions, locations, and references with contact information) for a minimum of 3 and a maximum of 5 projects. Provide a record of past performance with respect to such factors as control of costs, quality of work and ability to meet time schedules.

### **4.3 Capacity and Capability**

Provide a summary of the capacity and capability of the Firm to perform the work, including any specialized services, within the time limitations fixed for the completion of the project. Provide a narrative of how your Firm will accomplish work in a timely manner. Demonstrate unique capabilities, innovative approaches, technical skills and systems, or special methodologies proposed to accomplish the work efficiently and to a high standard. Specifically, list any work for which you do not have in-house capability, and name the Firm you propose to subcontract for that work. Provide a systematic and methodical description as to how the scope of work will be accomplished in language suitable for inclusion in a legal contract.

### **4.4 Schedule**

Include a bar chart schedule for accomplishing the activities based on a construction notice to proceed date of March 2023. Provide a list of work currently under contract which is not

75% complete with respect to basic professional design services through the bidding phase. Firms are encouraged to consider a realistic timeframe necessary to provide a complete product. Consideration should be made for critical path items along with the ability to identify and remove potential inefficiencies when performing certain tasks.

#### **4.5 Additional Qualifications**

Indicate ability of the Firm to retain workers compensation insurance in at least statutory amounts; and automobile and general liability insurance with umbrella coverage of \$3,000,000 per project naming the City as an additional insured. Indicate your ability to retain professional liability insurance in the amount of \$1,000,000 per claim. Upon selection of Firm, the Firm will be required to complete documents regarding enrollment in the Federal Work Authorization Program and E-verify. See information attached to this Request for Qualifications.

### **5. SELECTION PROCESS AND CRITERIA**

#### **5.1 Prime Engineering Firm**

It is recognized that several engineering firms may wish to combine their resources in responding to this SOQ. An SOQ with such a combination is acceptable, provided that the complete SOQ contains all the required information, and indicates which engineering firm shall be responsible for each of the components that make up the complete set of services. In addition, there must be a prime engineering firm designated to perform all implementation and project management activities such as project scheduling and coordination, communication, issue tracking, service delivery, integration, and implementation. All ongoing support, maintenance, changes and support contracts for the implemented services must be coordinated through a single engineering firm.

#### **5.2 Evaluation Criteria**

An Evaluation Committee will review and evaluate the qualifications of each Firm. The evaluation will be based on information provided related to the selection criteria listed as follows:

- |   |               |
|---|---------------|
| A. Relevant Project Experience, Technical Competence,<br>Capacity and Capability, Key Personnel | (rating x 35) |
| B. Past Record of Performance   | (rating x 35) |
| C. Schedule   | (rating x 30) |

Each of the criteria above will be rated between 10 (excellent) and 0 (poor or non-responsive) and weighted by the number in parenthesis for each above. The final rating will be the total of each rating value for criteria A through C.

### **5.3 Interviews**

Upon review of the Statement of Qualifications using the criteria outlined above, the City may select Firms to interview. Firms may be selected for interviews or questioned for clarification by the Selection Committee; however, the City may choose to proceed without interviewing any Firms.

Firms selected for interviews must include the Project Manager as part of the interview team. This Project Manager will be identified in the SOQ response, and it is the expectation of the City that this manager will lead the actual implementation if a contract is awarded.

### **5.4 Contract Negotiations and Award**

Upon ranking of the interviewed Firms, contract negotiations shall commence. Contract negotiations will require the selected Firm to proceed with the development of a Scope of Work and costs for all the components of the project. If any Firm fails to provide the necessary Scope of Work and cost information for negotiations in a timely manner, does not negotiate in good faith, or cannot perform the Contract for the Project, the City may cancel negotiations with that Firm and commence negotiations with the next ranked Firm. If the City deems there is no Firm that is viable, it will cancel the solicitation.

All aspects of the scope of work and pricing may be subject to negotiation.

- 5.5** The City of Wentzville hereby notifies all Firms that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit a response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Presented as an example; not required with the statement of qualifications



**AFFIDAVIT OF PARTICIPATION IN  
FEDERAL WORK AUTHORIZATION PROGRAM**

Comes now \_\_\_\_\_ as \_\_\_\_\_ first being duly sworn, on my  
(Name) (office held)  
oath, affirm \_\_\_\_\_ is enrolled and will continue to participate in a federal  
(company name)  
work authorization program in respect to employees that will work in connection with the contracted  
services related to the services being provided to the City of Wentzville for the duration of the contract,  
if awarded, in accordance with Section 285.530.2, Revised Statutes of Missouri. I also affirm that  
\_\_\_\_\_ does not and will not knowingly employ a person who is an  
(company name)  
unauthorized alien in connection with the contracted services for the duration of the contract, if awarded.

Attached to this affidavit is documentation of \_\_\_\_\_'s  
(company name)  
participation in a federal work authorization program.

(ATTACH DOCUMENTATION SHOWING THAT COMPANY PARTICIPATES IN FEDERAL WORK  
AUTHORIZATION PROGRAM)

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

State of Missouri )  
 ) ss.  
County of \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
My commission expires: Notary Public

**Presented as information; not required with the statement of qualifications**

**PROOF OF E-VERIFICATION WITH U.S. DEPARTMENT OF HOMELAND SECURITY**

Copy of Memorandum of Understanding