



100 NORTH MAIN STREET
O'FALLON, MISSOURI 63366
636.240.2000
FACSIMILE 636.978-4144
www.ofallon.mo.us

2/23/2021

RE: Request for Qualifications: Lake St. Louis Blvd. – Phase 3 Project

Dear Consultant:

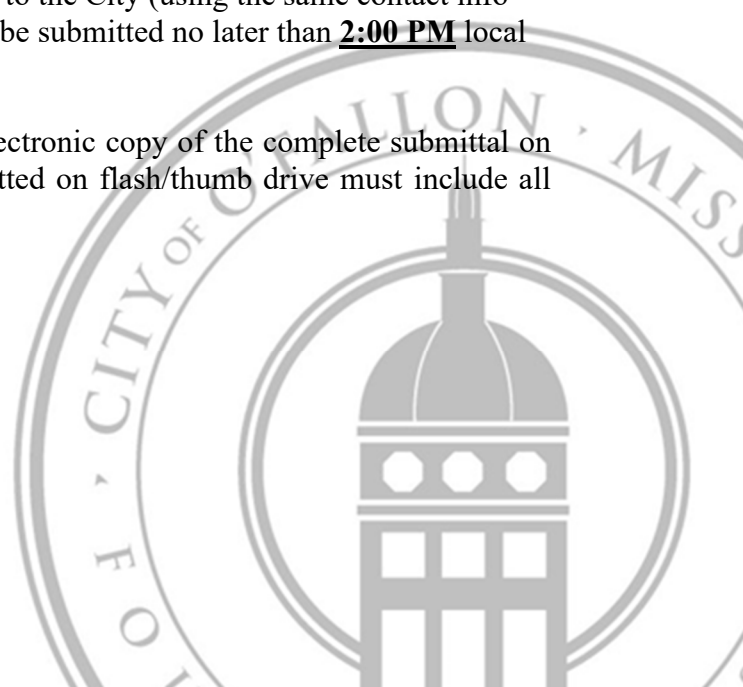
The **City of O'Fallon** is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. **Please limit your letter of interest to no more than 3 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 the project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

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.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest. These documents are not included in the total page count limit.

Any questions regarding the project may be submitted to the City (using the same contact info for the interest submittals). We request any questions be submitted no later than **2:00 PM** local time on **March 12, 2021**.

In total, one (1) unbound paper copies and one (1) electronic copy of the complete submittal on flash/thumb drive must be submitted. The file submitted on flash/thumb drive must include all attachments and signatures, where applicable



Sealed proposals must be received by the City of O’Fallon, Missouri; Purchasing Office, 100 North Main Street, O’Fallon, Missouri 63366 prior to March 19, 2021 at 12:00 P.M. (prevailing central time). Submittals shall be clearly labeled **RFQ #21-023 Lake St. Louis Blvd. – Phase 3 Project**

It is the responsibility of the proposer to ensure that their proposal is received in the Purchasing Office, prior to the deadline. Companies mailing proposals should allow ample mail delivery time to ensure timely receipt of their proposals. Proposals received after the deadline for receipt will not be opened or considered. Proposals must be clearly identified as a proposal for the City of O’Fallon, Missouri “**RFQ # 21-023 Lake St. Louis Blvd-Phase 3 Project**” and must show such information on the outside of the envelope. Proposals will not be accepted by facsimile or email transmittal. *Do not staple or submit proposal in any type of binder; binder clips are acceptable.*

To make deliveries (including deliveries of the proposal for this project), the delivery vendor or bidder may hand deliver the proposal during City Hall hours of Monday – Friday 9:00 am – 3:30 pm utilizing the East Entrance only. Mailed proposals are accepted with regular mail service each day.

Any deliveries made during Monday – Friday 8:00 am – 9:00 am and 3:30 pm – 5:00 pm, the delivery vendor must call (636) 240-2000 when they arrive at City Hall. The delivery is to be left outside the building while City staff are inside watching. Once the bidder or delivery driver steps away from the package, City staff will open the door to take safe delivery of the package. Do not leave deliveries at City Hall without confirmation from City staff. Proposals will be opened and evaluated in private by City staff.

Late submittals will not be accepted. Qualification responses should be prepared simply and economically, providing a straightforward and concise description of the Respondent’s capabilities for satisfying the requirement of this RFQ. Emphasis should be on completeness and clarity of content.

Sincerely,

Thomas J. Kelley
Project Manger
City of O’Fallon, MO

Attachment

City/County <u>St. Charles</u>	Route <u>Lake St. Louis Blvd.</u>
Location: Lake St. Louis Blvd. - South of Paul Renaud Blvd. to Laurel Willow Dr.	
Proposed Improvement:	Construction of New Roadway and all items required within ROW
Professional Services OJT:	Not required
Consultant Services Required:	<p>Major Project scope items include:</p> <ul style="list-style-type: none"> • Design of Roadway • Design of Drainage systems • Design of ADA Improvements • Conduct topography survey and all other survey needs for design <p>The engineering responsibilities may include but are not limited to the following:</p> <p>The preparation of Conceptual plans, Preliminary plans, Contract plans to include MoDOT style B-sheets. Design services may include, right of way plans, surveying, geotechnical investigations, retaining wall design, storm water drainage design, public involvement, contract documents, assisting with the bidding process, construction support as needed, utility coordination and traffic controls including the preparation of PS&E and final documents.</p> <ul style="list-style-type: none"> • Preparation and submittal of all necessary environmental clearances • Preparation of all permitting required • Conduct topographic and ROW surveys at the project intersections and prepare electronic deliverables • Prepare concept engineering plans (30%) that include horizontal alignment, vertical alignment, intersection geometrics, traffic engineer to look at signal geometrics and design, conceptual improved drainage design, conceptual traffic control plan, and cost estimate • Prepare ROW plans (70%) and associated legal documents for the City to obtain required easements and ROW needed for the project • Prepare all ROW and easement exhibits, legal descriptions, and all other work associated to acquisition. • Prepare draft final plans (95%) and contract documents for bidding. Submit draft final plans and contract documents.

	<ul style="list-style-type: none"> • Provide final construction plans (incl. comprehensive traffic control plans) and contract documents for bidding • Prepare and submit all required documentation for Plans Specs and Estimates (PS&E) approval. • Provide exhibits, material, and staff and open house style public meeting • Facilitate utility coordination by sending plans to utility companies • Provide shop drawing review and clarification of plans during the construction phase services • Attend coordination meetings as required. • Attend a minimum of two (2) on-site visits during construction during critical portions of work, to ensure compliance.
Contact:	<i>Thomas Kelley, Project Manager 100 North Main Street O'Fallon, MO 63366 636-379-5481 tjkelley@ofallon.mo.us</i>
Deadline:	March 19, 2021
Submit: Letter of interest should not exceed 3 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side.	

Anticipated Contract and Design Schedule

Proposals Received:	March 2021
Seleciton committee review and ranking based on qualifications:	March 2021
Negotiate scope of work and price:	April 2021
City Council Meeting for Approval:	May 2021
Notice to Proceed for Design:	June 2021
Solid Construction Estimate Due:	September 2021
Conceptual Plan (30%) to City for review/Easements identified as needed:	September 2021
Preliminary Plans and Specifications Due (75%)/Final Easement Documents Due:	December 2021
Final PS&E and any Additional ROW Due for Review and Approval:	December 2022
Anticipated Completion Date of Design:	January 2023

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design- MoDOT.

Experience and Technical Competence -	30	Max Points
Capacity and Capability -	30	Max Points
Past Record of Performance -	30	Max Points

O’Fallon Rubric for Evaluating Consultants

Point Range Legend

30 – 21 = excellent 20 – 11 = adequate 10 – 1 = fair 0 = inadequate

Experience & Technical Competence

Rate the qualifications of employees designated to this specific job, for example, assigning between 30 and 21 points for the most qualified personnel. Those rated between 20 and 11 points are considered good but lack extensive experience in the particular type of service desired. A value of 10 or less points is assigned to firms with well-qualified personnel who have no experience in the proposed area of work.

Capacity & Capability

Evaluate the consulting firm for experience on similar and related types of work it has performed. For example, assigning between 30 and 21 points is for many years of established practice in the proposed type of work and related studies. A value of between 20 and 11 points may be assigned for above average experience, while 10 or less points may be given for experience adequate to perform the contract. The points for a firm with little operating experience in the selected field may be reduced further. Reduce the rating for a level of personnel inadequate to handle the firm’s indicated workload. The submitted schedule will also be evaluated as part of this portion of the rankings.

Past Record of Performance

Rate the adequacy of firms that have previously performed work under contract in related fields, assigning a maximum and reducing the points for less experience.

Consultant Selection Rating Sheet (Example)

City: O’Fallon
Route: Lake St. Louis Blvd. Ph. 3 – Paul Renaud Blvd. to Laurel Willow Dr.
Project: Lake St. Louis Blvd. Ph. 3
Date:

Consultant	Experience & Technical Competence (Max. points=30)	Capacity & Capability (Max. points=30)	Past Record of Performance (Max. points=30)	Total 90

Rater Comments: