



Request for Letters of Interest  
Route 109 at Route BA South Roundabout  
City of Wildwood, Missouri  
Federal Project Number: STP-5602(625)  
TIP Number: 7129-22

Dear Consultant:

The City of Wildwood is requesting the services of a consulting engineering firm to perform professional services for the Route 109 at Route BA South Roundabout Project. If your firm would like to be considered for these consulting services, please submit a Letter of Interest to the City of Wildwood in accordance with the following requirements.

In addition to the Letter of Interest, 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 Wildwood. The Statement of Qualification is not included in the total page count limit for the Letter of Interest. 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 a Letter of Interest as a prime consultant for any project they feel can be managed by their firm. Finally, 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.

The anticipated project schedule is shown in the table below. To ensure this schedule can be met, consultants are required to submit an initial fee proposal within two (2) weeks of the scoping meeting with subsequent revisions due within one (1) week of receiving comments from the City and/or MoDOT. Firms unable to meet these deadlines should not submit a Letter of Interest.

| <b>Item</b>                       | <b>Date</b>                  |
|-----------------------------------|------------------------------|
| Letters of Interest Due:          | September 9, 2021            |
| Short List Announced:             | September 2021               |
| Informal Interviews:              | October 2021                 |
| Selection Announced:              | October 2021                 |
| Scoping Meeting:                  | October 2021 – November 2021 |
| Negotiation:                      | November 2021                |
| Council Authorization:            | December 2021                |
| Contract Execution:               | December 2021                |
| Estimated Notice to Proceed Date: | January 2021                 |
| Preliminary Plans Approved:       | May 2022                     |
| Right of Way Plans Approved:      | July 2022                    |
| All Final Plans Complete:         | June 2023                    |



Please limit your Letter of Interest to no more than ten (10) pages. The submittal shall include the following:

- A statement expressing your firm's interest in the project;
- Key project staff and their qualifications;
- Current workload and availability of key staff throughout the project;
- Project approach;
- Details of other similar projects your firm has taken through final design in the recent past;
- Contact information should be provided for similar projects completed for other agencies; and
- DBE Utilization Plan

Pursuant to the Brooks Act for Consultant Selection the Letters of Interest will be scored based on the following criteria:

- Overall Experience and Technical Competence – 30 points
  - Project Manager has appropriate qualifications and has successfully managed similar projects (10 points)
  - Technical Leads have appropriate qualifications and have successfully performed on similar projects (10 points)
  - Plan for sub-consultants to contribute meaningfully to this project (10 points)
- Project Approach – 40 points
  - Statements concerning Project Team availability appear realistic (15 points)
  - Proposed project approach demonstrates a thorough understanding of the MoDOT/City of Wildwood needs. (25 points)
- Past Record of Performance – 30 points
  - Prior projects presented are representative of the technical challenges of the project being solicited (15 points)
  - Prior projects include federal-aid projects for Missouri Local Public Agencies and/or the City of Wildwood (15 points)

From the Letters of Interest received, a short list of teams will be invited for informal interviews with the selection committee. Additional details and ground rules for the informal interviews will be provided to the invited firms after the short list is announced. Scores from the Letters of Interest will comprise 30% of each firm's interview score.

If your firm would like to be considered for the consulting services, please e-mail your Letter of Interest to Dan Rahn, Assistant City Engineer, at [dan@cityofwildwood.com](mailto:dan@cityofwildwood.com) as a PDF file. Any mailed or hand-delivered hard copy submittals will be discarded. All Letters of Interest must be received by 3:00 p.m., local time, on September 9, 2021 to be considered for this project. Questions regarding this solicitation shall be submitted by email to the project contact above no later than 9:00 a.m. on September 1, 2021. Failure to comply with the requirements of this request may negatively impact the evaluation of the consultant's Letter of Interest.



| <b><i>City of Wildwood / Route 109 and Route BA South Roundabout</i></b> |  |
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| Federal Aid No.:   | STP-5602(625)  |
| Location:  | Intersection of MO 109 and MO BA (South)   |
| Proposed Improvement:  | New Roundabout with Shared Use Path  |
| Length:  | 0.1 Miles  |
| Approximate Construction Cost:   | \$1,320,000  |
| DBE Goal Determination   | 16%  |
| Consultant Services Required:  | The engineering responsibilities may include but are not limited to: preparation of Conceptual plans, Preliminary plans, Contract plans, and Right of Way plans. Design services may include surveying; title reports; geotechnical investigations; traffic studies and reports; ADA compliant sidewalks/pedestrian trails; storm sewer design; intersection design; roadway design; public involvement; environmental and historic preservation services/permits; contract documents; construction documents; assistance with bidding process; construction support (Construction RFI's and questions about the plans and specs, review of shop drawings, review of mix designs, site visits as necessary); utility coordination/permits and traffic controls. Design to include preparation of PS&E and final documents. This RFQ does not include any construction phase inspection or materials testing. |
| Other Comments:  | Consultant services may include a traffic study with modeling, to develop recommendations for future improvements to Route 109 from Clayton Road to Route BA South.  |
| Contact:   | Daniel P. Rahn, PE, CFM<br>Assistant City Engineer / Department of Public Works<br>City of Wildwood<br>All questions shall be submitted via email to:<br><a href="mailto:dan@cityofwildwood.com">dan@cityofwildwood.com</a><br>Phone inquiries not accepted.   |
| Deadline:  | 3:00 pm, Thursday September 9, 2021  |
| Submit:  | Letter of Interest should not exceed 10 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. A PDF of the Letter of Interest should be received by the time specified.  |