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August 20, 2021

Dear Consultant:

The City of O'Fallon, MO 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 five 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 most updated and accurate 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 O'Fallon. The statement of qualification is not included in the total page count limit (but should also not be lengthy).

Please ensure that relevant, similar projects are included as part of the evaluation process.

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 DBE goal for this request is 14%.**

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 submittals be received by 12:00 pm local time, September 3, 2021, via email.

Sincerely,

Chris Clercx  
Sr. Project Manager

Attachments

<b>City/County O'Fallon, MO / St. Charles County – DARDENNE GREENWAY CONNECTOR</b>	
Federal Aid No:	TAP-5407(619), TIP#7161-22
Location:	Dardened Creek Greenway located adjacent to Technology Dr approximately 2,562 lf southeast of the intersection of Phoenix Pkwy
Proposed Improvement:	See attached information
Length:	+/-1,000 feet of total path section
Approximate Construction Cost:	\$ 1,034,835.00
DBE Goal Determination:	14%
Consultant Services Required:	See attached General Scope of Work
Other Comments:	<p>Interviews and/or presentation <u>may</u> be required as part of the consultant selection process.</p> <p><b>Project Schedule for Consultant Selection:</b></p> <ul style="list-style-type: none"> <li>• Letters of Interest due – September 3, 2021 @ 12:00PM</li> <li>• Staff short list and notify consulting firms – September 10, 2021</li> <li>• Interviews and/or presentations (if needed) – week of September 13, 2021</li> <li>• Final selection and notification – week of September 13, 2021</li> <li>• Negotiate scope and fee – September 20-27, 2021</li> <li>• City Council Approval – October 14, 2021</li> <li>• Notice to Proceed – Late October 2021</li> </ul> <p>(see the last page of this RFQ for a continuation of project dates)</p> <p>Funding will through the East West Gateway Council of Governments (EWGCOG). Therefore all regulations and processes regarding the utilization of these funding sources will apply such as the Local Public Agency (LPA) manual.</p> <p>It is anticipated that this project will require full Federal oversight by FHWA.</p> <p>Stakeholders include City of O'Fallon, St. Charles County, Great Rivers Greenway, and the Missouri Department of Transportation and all stakeholders will be involved throughout the project. It will be essential to coordinate</p>

	closely with these stakeholders throughout the duration of the project.
Contact:	Name: Chris Clercx, Sr. Project Manager Address: 100 North Main St 63366 Phone: 636-379-5490 Email: <a href="mailto:cclercx@ofallon.mo.us">cclercx@ofallon.mo.us</a>
<b>Deadline:</b>	<b>September 3, 2021 @ 12:00 PM CDT/CST.</b>
<ul style="list-style-type: none"> <li>Submit: Letter of interest should not exceed five pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. The City strongly prefers to receive the Letter of interest electronically, in PDF format, via email to:  Julie Moellering, Procurement Agent <a href="mailto:jmoellering@ofallon.mo.us">jmoellering@ofallon.mo.us</a>. Phone 636-379-5527</li> <li>In the event that files cannot be emailed, the City will accept a thumb drive, or a link to a safe cloud file location to download the file. Please note that the Consultant is still responsible to ensure that their Letter is in full possession by the City in order to be eligible.</li> </ul>	

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 -	15	Max Points
Past Record of Performance –	15	Max Points
Capacity and Capability -	15	Max Points
<u>Completeness, Professionalism and Clarity of LOI/SOQ -</u>	<u>5</u>	<u>Max Points</u>
Total Allowable Points	50	Maximum

**Background/General Project Information**

The St. Charles Greenway Master Plan, currently adopted by the City of O'Fallon and supported by Great Rivers Greenway & St. Charles County, depicts an important regional connection occurring within the proposed project area. That area is located along the Dardenne Creek Greenway that extends under Technology Dr and Interstate 40/64 approximately 2650 lf southeast of Phoenix Parkway intersection. The project improvements include but not limited to the following:

- Pedestrian Bridge-Approximately 200 lf in length and 10 lf wide for the main deck of the structure to traverse across Dardenne Creek.
- 10' shared use path sections
  - One section that extends under the existing bridges of I64 and Technology Dr and terminating at the property line of the August Busch Wildlife Conservation Area and left for a future tie in point. This will include the evaluation of best practices for path installations due to potential flooding of this area
  - Connection to the existing Barat Haven trail system
  - Connection to the existing trail system of the high density residential development north east of the project
  - Allow for future connectivity that would extend to Barat Haven Pkwy
- Trailhead Parking lot that will connect to Technology Dr. The parking area will be evaluated for use of pavement, pervious pavement, or combination of both similar to the existing parking lot located along the Dardenne Greeway in Bluebird Park for the parking lot area and spaces
  - This will include the evaluation of best practices for installations due to potential flooding of this area
  - The alignment needs to be evaluated to maintain access to an existing billboard located in close proximity to the project limits
- Design signage and wayfinding to stay consistent with current GRG standards and branding
- Connectivity of the proposed improvements to align with and connect the existing O'Fallon South Bike Loop located along Technology
- Potential improvements for pedestrian and bicycle rest areas such as benches and bike racks. No restrooms are anticipated on this project.

## **General Scope of Work and Qualifications**

Submitting firms must have extensive experience with the designing and preparation of plans for projects involving work of this nature. They must also have extensive experience working with Federal Highway, MoDOT, US Army Corp of Engineers, Department of Natural Resources, and Missouri Department of Conservation as there will be continued coordination with all agencies for the project.

Submitting firms should also have significant experience and understanding of the Transportation Alternatives Program funding mechanism, and working for and with City Municipalities for the preparation of plans as may be associated with path improvement projects along state owned properties. It is expected that the firm develop plans and specifications that are in a MoDOT format.

The submitting firm must be dedicated to meeting or exceeding the schedule, provided in this letter of interest, and must have the available capacity to dedicate the needed staff to meeting the schedule within their daily workload. The established fee would be based on the consultant dedication of time to complete the task during standard workday hours. The City is asking for competent firms who can anticipate the needs of the project upfront, and provide a complete project. There are critical dates that need to be adhered to. Firms will be asked during this process if the anticipated schedule can be met as part of the contract.

Tasks included, but are not limited to:

- Preparation and submittal of all required Environmental Clearances and/or NEPA Reports. This includes, but not limited to, Section 106, Threatened and Endangered species, etc.
- Preparation of and Submittal of all documents to the appropriate permitting agencies (including but not limited to the water, sewer, fire, school districts, USACE, DNR, and MoDOT permitting)
- Firm is expected to be aware of all of the required submittals, or seek MoDOT's or other agencies input for any uncommon requirements or permits.
- Survey work, including location survey for any new ROW acquired, and assistance with conveying any right-of-way to MoDOT will be evaluated based on need or MODOT requirements. Its anticipated these would be shown as additional services while in the negotiation process to determine fee.
  - Subsurface exploration may be needed for certain utilities to be identified.
- Geotechnical investigation and reports for the proper design needs of the bridge and any other aspect of the proposed improvements. It is expected that the firm may have to hire a geotechnical agency as their subcontractor if they can not do this work in house
- Construction materials testing will not be required at the time of this request. The City anticipates providing the proper quality assurance testing for this project
- Preliminary design, including ADA accessibility. Firm should be expected to submit preliminary design to MoDOT, City, and other permitting agencies or utilities for comments, and should incorporate comments.

- Parking lot lighting, signage (may include highway signage), landscaping, and aesthetic enhancement design.
- Bridge design and coordination with specific MoDOT bridge personnel should be anticipated. It is anticipated that the firm can obtain the record drawings of the existing bridges as needed from MODOT, and incorporate those into the final plan set, with the proposed improvements to the bridge incorporated.
- Right of Way plans, plats, legal descriptions. The City anticipates most of the ROW will be donated by the adjacent property owners, but additional easements may still be needed. Firm may also be asked to assist with developing deeds to transfer any final City-owned ROW to the State, towards the end of the project as needed.
- Preparation of Final plans, estimates, and specifications, to meet MoDOT standards. Includes preparation of Job Special Provisions to be included with City's boilerplate documents.
  - It is assumed that the firm will prepare typical sections, detailed 'B' sheet/quantities, plan sheets, profile sheets, provide reference and coordinate points, special sheets, phasing plans, ROW sheets (as needed), erosion control sheets, lighting sheets, signing sheets, pavement marking sheets, culvert section sheets, bridge drawings, and cross sections.
- Cost estimates to be updated at various milestones. Minimum timeframe would be conceptual design, preliminary design, initial PS&E submittal, final 100% PS&E submittal
- Consultant will be asked to discuss the bids with the City, as part of the award of the bid to a contractor.
- Utility coordination and Plans of Adjustment. The consultant is expected to make all submittals and coordinate adjustments with all applicable utility companies. This includes MODOT ITS coordination
- Possible services to Conduct one (1) Open House Public Meeting (with City staff as co-hosts). It is possible this task may not be needed but consultant should anticipate one if MoDOT or other agency insists it is needed.
- Meetings with stakeholders, Council, others. It is likely that there will be routine meetings (potentially monthly) with MoDOT and City staff, and others, to go over status updates. The consultant will be expected to create agendas and meeting minutes, and to attend the meetings.

Tasks that are NOT anticipated to be performed by the consultant at this time include, but are not limited to:

- Performing a traffic study
- Perform direct right-of-way negotiation with property owners. The current owner has committed to donating the right-of-way via a record plat to the City which is already underway, so there may only need to be some coordination to ensure the improvements line up with the platted areas.

- Bid services (hosting). It is assumed that MoDOT or the City will actually bid the project.
- Construction inspection services. It is anticipated that City staff will perform construction inspection services. It is anticipated that the construction contractor will perform staking and layout services, after the contract is awarded.

### **Tentative Project Schedule**

Notice to Proceed	Late November 2021
Preliminary Engineering	November 2021-January 2022
ROW approval	March 2022-10/2022
Final PSE Preparation	November 2022
Final PSE Approval (MoDOT)	December 2022
Utility relocation	January 2023
Advertise for Construction	January 2023
Contract approval for Construction	April 2023
Notice to Proceed for Construction	June 2023
Completion	June 2024