



100 NORTH MAIN STREET  
O'FALLON, MISSOURI 63366  
636.240.2000  
FACSIMILE 636.978-4144  
[www.ofallon.mo.us](http://www.ofallon.mo.us)

12/7/21

RE: Request for Qualifications 22-005: Sommers Road Widening and Improvements

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 in the attachments. 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. The City of O'Fallon plans to utilize consulting engineering firm(s) for five (5) projects beginning in the year 2022. The City may award multiple projects to a single firm or select different firms for each project. **Please limit your letters of interest to no more than 3 pages per project.** 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, previous federally-funded project experience, CMAQ, STP and MODOT Cost Share-specific experience.

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. **DBE goals are listed on the attachments.**

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(s) of Interest. These documents are not included in the total page count limit.

We request all letters be received by **12:00 p.m. local time on January 7, 2022.** Letter of interest should not exceed three pages total. A page is defined as 8-1/2 by 11 inches and printed on one side.

The City requires one original copy of the letter of interest and all supporting documentation with a copy of all documents contained on a flash/thumb drive delivered in an envelope labeled “RFQ 22-005 Sommers Road Widening and Improvements” to:

Julie Moellering, Purchasing Agent  
100 North Main Street  
O’Fallon, MO 63366  
jmoellering@ofallon.mo.us.  
Phone 636-379-5527

Sincerely,



**Paul Talimonchuk**  
Project Manager  
Engineering Department  
City of O’Fallon



Office: 636.379.5513  
Email: [ptalimonchuk@ofallon.mo.us](mailto:ptalimonchuk@ofallon.mo.us)

Any questions regarding the project may be submitted to the City to my attention. We request any questions be submitted no later than **12:00 PM** local time on **December 31, 2021**

### Attachments:

<b>Sommers Road Widening and Improvements .....</b>	<b>3</b>
<b>BROOKS ACT CONSULTANT SELECTION INFORMATION .....</b>	<b>9</b>

# Sommers Road Widening and Improvements

<b>City/County</b> <u>St. Charles</u>	<b>Route</b> <u>Sommers Road</u>
Federal Aid No: No Current Federal Aid	
Location: Sommers Rd 500' North of landing Place to 100' North of Hwy DD	
Proposed Improvement:	Road Widening/Improvements, Pedestrian Improvements, Resurfacing.
Length:	1.1 mi
Approximate Construction Cost:	\$1,479,801.00
DBE Goal Determination:	0%
Professional Services OJT	Not required
Consultant Services Required:	<p>Major Project scope items include:</p> <ul style="list-style-type: none"> <li>• Resurfacing and road widening</li> <li>• ADA Improvements</li> <li>• Sidewalk/Path Pedestrian &amp; Bike Improvements</li> <li>• Utility relocations, if required.</li> </ul> <p>The engineering responsibilities may include but are not limited to the following:</p> <p>The preparation of Conceptual plans, Preliminary plans, Contract plans. Design services may include, right of way plans, surveying, geotechnical investigations, 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&amp;E and final documents.</p> <ul style="list-style-type: none"> <li>• Preparation and submittal all necessary environmental clearances as necessary</li> <li>• Preparation of all permitting required</li> </ul>

	<ul style="list-style-type: none"><li>• Conduct topographic and ROW surveys at the project intersections and prepare electronic deliverables</li><li>• Prepare concept engineering plans (30%) that include horizontal alignment, vertical alignment, basic intersection geometrics, conceptual improved drainage design, conceptual traffic control plan, and cost estimate</li><li>• Prepare ROW plans (70%) and associated legal documents for the City to obtain required easements and ROW needed for the project</li><li>• Prepare all ROW and easement exhibits, legal descriptions, and all other work associated to acquisition.</li><li>• Prepare draft final plans (95%) and contract documents for bidding. Submit draft final plans and contract documents.</li><li>• Provide final construction plans (incl. comprehensive traffic control plans) and contract documents for bidding</li><li>• Prepare and submit all required documentation for Plans Specs and Estimates (PS&amp;E) approval from MoDOT.</li><li>• Provide exhibits, material, and staff and open house style public meeting</li><li>• Facilitate utility coordination by sending plans to utility companies</li><li>• Provide shop drawing review and clarification of plans during the construction phase services</li><li>• Attend coordination meetings as required.</li><li>• Attend two (2) on-site visits during construction during critical portions of work, to ensure compliance.</li></ul>
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## Sommers Road Widening and Improvements Project Packet

Other Comments:	<p>Interviews and/or presentation <u>may</u> be required as part of the consultant selection process.</p> <p>Funding will through the St. Charles County Road Board. There is no federal participation at this time, but federal funds may be sought for construction; therefore all regulations and processes regarding the utilization of federal and state funding sources will apply such as the Local Public Agency (LPA) manual.</p> <p>Currently this project does not require federal oversight, but the City plans to apply for federal construction funding. If obtained, it is anticipated that this project will require full Federal oversight by FHWA.</p> <p>Stakeholders include City of O’Fallon, St. Charles County Road Board, Sommerlin subdivision developer and all stakeholders will be involved throughout the project. It will be essential to coordinate closely with these stakeholders throughout the duration of the project.</p>
Contact:	<p><i>Paul Talimonchuk, Project Manager</i>  <i>100 North Main Street</i>  <i>O’Fallon, MO 63366</i>  <i>636-379-5513</i>  <i>Ptalimonchuk@ofallon.mo.us</i></p>
Deadline:	January 7, 2022 @ 12:00 PM
<ul style="list-style-type: none"> <li>• Submit: Letter of interest should not exceed Three pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. The City requires one original copy of the letter of interest and all supporting documentation with a copy of all documents contained on a flash/thumb drive delivered in an envelope labeled “RFQ 22-005 Sommers Road Widening and Improvements” to:</li> </ul> <p>Julie Moellering, Purchasing Agent  100 North Main Street  O’Fallon, MO 63366  <a href="mailto:jmoellering@ofallon.mo.us">jmoellering@ofallon.mo.us</a>.  Phone 636-379-5527</p>	

- 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.

## Sommers Road Widening and Improvements Project Packet

### ADDITIONAL PROJECT INFORMATION:

The intention of this project to standardize Sommers Road for the entire length of the project limits, including the installation of a cohesive and complete pedestrian infrastructure to aid with movement in the area.

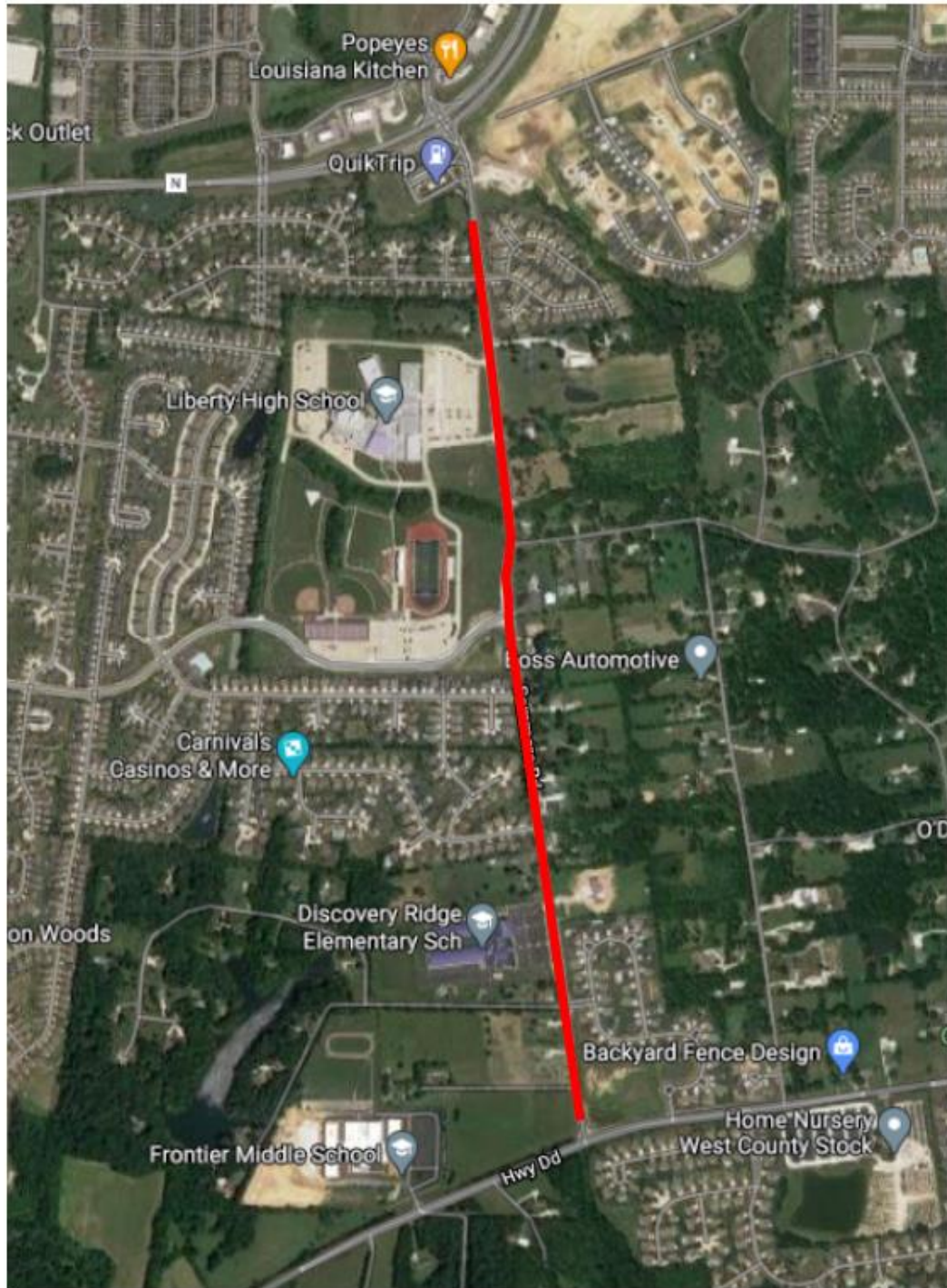
This includes:

- (1) Widening as are of Sommers Road between Discovery Ridge Elementary School and Oakhurst Parkway to be a 3-lane roadway. This will occur in concert with the widening being done south of Oakhurst Parkway as part of the Sommerline Subdivision Development. Completion of this widening will make Sommers Road a 3-lane roadway for its duration.
- (2) Installation of sidewalks between any remaining sections of Sommers Road which do not currently have them (both sides). This includes the east side of Sommers Road between Highway DD and Oakhurst Parkway, the east side of Sommers Road between Paul Renaud Blvd. and existing sidewalk stub north of Oakhurst Parkway. The missing section of sidewalk on the west side of Sommers Road between Highway DD and Discovery Ridge Elementary School will be completed as part of the Sommerline Development.
- (3) Install curb and gutter in concert with new sidewalk sections where it is required, rebuild approaches or driveways where it would be required, mill and overlay Sommers Road for the entire project limits, provide Superpave Asphalt Overlay surface, acquire any ROW/PUE/TCE required to complete the project, and contract with an Engineering firm to provide a design and specifications for the project.

SOMMERS ROAD  
PROJECT DEVELOPMENT SCHEDULE

Activity Description	Start Date (MM/YYYY)	Finish Date (MM/YYYY)	Time Frame (Months)
Receive notification letter	Oct-21	Oct-21	0
Execute agreement (project sponsor and DOT)	Nov-21	Jan-22	3
<b>Engineering services contract submitted and approved*</b>	<b>Feb-22</b>	<b>Apr-22</b>	<b>3</b>
Obtain environmental clearances (106, CE2, 7&E, etc.)	May-22	Jun-22	2
Public meeting/hearing	Jun-22	Jun-22	1
Develop and submit preliminary plans	Apr-22	Aug-22	4
Preliminary plans approved	Sep-22	Sep-22	1
Develop and submit right-of-way plans	Sep-22	Dec-22	4
Review and approval of right-of-way plans	Jan-23	Mar-23	3
<b>Submit and receive approval for notice to proceed for right-of-way acquisition (A-Date) *</b>	<b>Jan-23</b>	<b>Mar-23</b>	<b>3</b>
Right-of-way acquisition	Apr-23	Dec-23	8
Utility coordination	Apr-22	Dec-23	20
Develop and submit PS&E	Jan-24	Feb-24	2
<b>District approval of PS&amp;E/advertise for bids*</b>	<b>Feb-24</b>	<b>Apr-24</b>	<b>2</b>
Submit and receive bids for review and approval	Apr-24	May-24	2
Project implementation/construction	Jun-24	Dec-24	6

**PROJECT LOCATION**



# BROOKS ACT CONSULTANT SELECTION INFORMATION

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.

## BROOKS ACT CONSULTANT SELECTION INFORMATION

### Consultant Selection Rating Sheet (Example)

**City:** O'Fallon  
**Route:** Main St. – Phase I – Pitman Rd. to S. of R/R Tracks  
**Project:** Main St. Phase I Project STP-7302(675)  
**Date:**

<b>Consultant</b>	<b>Experience &amp; Technical Competence (Max. points=30)</b>	<b>Capacity &amp; Capability (Max. points=30)</b>	<b>Past Record of Performance (Max. points=30)</b>	<b>Total 90</b>

**Rater Comments:**