



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

12/10/21

RE: Request for Qualifications 22-002: **STP-7302(685) Main Street Phase 2**

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, 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 22-002 STP-7302(685) Main Street Phase 2” 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

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:

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STP-7302(685) Main Street Phase 2

City/County <u>St. Charles</u>	Route <u>Main St.</u>
Federal Aid No: STP-7302(685)	
Location: Main St. between Pitman Rd. and Terra Ln.	
Proposed Improvement:	Roadway resurfacing, sidewalk/pedestrian improvements to meet ADA compliance
Length:	0.25 mi
Approximate Construction Cost:	\$1,459,000.00
DBE Goal Determination:	12%
Professional Services OJT	Not required
Consultant Services Required:	<p>Major Project scope items include:</p> <ul style="list-style-type: none"> • Resurface Main St., from Pitman Road to Terra Ln. • ADA Improvements • Sidewalk/Path Pedestrian & Bike Improvements • Utility relocations, if required. <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, 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 all necessary environmental clearances as necessary

	<ul style="list-style-type: none"> • 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, basic intersection geometrics, 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. • 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 from MoDOT. • 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 two (2) on-site visits during construction during critical portions of work, to ensure compliance.
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<p>Other Comments:</p>	<p>Interviews and/or presentation <u>may</u> be required as part of the consultant selection process.</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, and the Missouri Department of Transportation 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>
<p>Contact:</p>	<p><i>Ruth Field, Project Manager 100 North Main Street O’Fallon, MO 63366 636-379-5407 Rfield@ofallon.mo.us</i></p>
<p>Deadline:</p>	<p>January 7, 2022 @ 12:00 pm</p>
<p>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 22-002 STP-7302(685) Main Street Phase 2” to:</p> <p>Julie Moellering, Purchasing Agent 100 North Main Street O’Fallon, MO 63366 jmoellering@ofallon.mo.us. Phone 636-379-5527</p> <ul style="list-style-type: none"> • 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. 	

ADDITIONAL PROJECT INFORMATION:

The main purposes of this project are (1) to improve the pedestrian facilities in the immediate vicinity to increase access and usability for the residents of the City and (2) to repair and resurface Main Street in O'Fallon, MO., from the intersection of Main St./Pitman Road to just north of E. Terra Lane, where the City jurisdiction begins. Please see the attached map.

Main St. is considered one of the primary thoroughfares in the City of O'Fallon. As a historic district in the City, there are many areas of interest and use to the residents, including parks, schools and other civic resources/functions (parades, etc.). It is home to a thriving commercial district, with many and varied businesses in the area. As such, there are a substantial portion of residents who can and do utilize the sidewalks in the area. The City sees this project as an opportunity to further emphasize the walk-ability/bike-ability of the City.

At various points along Main St., there are also several intersections and driveways/approaches to private businesses/residential areas along the length of the road which require ADA-compliant ramps/landing pads/sidewalks. As part of this project, the required upgrades to bring these items into compliance with ADA law and regulations would be installed. There is enough room on the east side of Main St. to convert the existing sidewalk to an 8' shared use path, along with a 2' wide brick stamped pattern, to emphasize the historic nature of the area. On the west side, the existing 4'-0" wide sidewalk will be converted to a 5'-0" wide sidewalk for the entirety of the project limits. Areas that are currently ADA compliant will not be renovated as part of this project. There is a substantial portion of residents who use the sidewalks in the area, as there are many businesses and City functions (parades, etc.) that occur along this route. These upgrades would allow the City to better serve the pedestrian needs of a sizable portion of residents.

In addition to the pedestrian improvements, the current asphalt surface is deteriorated in several places along the length of this road and other projects in the vicinity have required cuts to be made and patched. This has lead to an uneven surface and a rough ride for residents using this road. The plan is to mill 2" of the existing asphalt off of the road, and replace it with a new 2" asphalt surface course, either utilizing Superpave or Asphalt with reinforcing fibers, due to the high levels of traffic. If there are areas where full-depth repairs are required due to base failure or another cause, those will be addressed as well.

PROJECT DEVELOPMENT SCHEDULE			
<i>Note: many stages can occur concurrently.</i>			
Activity Description	Start Date (MM/YYYY)	Finish Date (MM/YYYY)	Time Frame (Months)
Receive notification letter	10/2020	10/2020	1
Execute agreement (project sponsor and DOT)	12/2021	01/2022	2
Engineering services contract submitted and approved*	02/2022	03/2022	2
Obtain environmental clearances (106, CE2, T&E, etc.)	06/2022	08/2022	2
Public meeting/hearing	08/2022	09/2022	1
Develop and submit preliminary plans	04/2022	08/2022	4
Preliminary plans approved	08/2022	10/2022	2
Develop and submit right-of-way plans	10/2022	02/2023	4
Review and approval of right-of-way plans	02/2023	04/2023	2
Submit and receive approval for notice to proceed for right-of-way acquisition (A-Date)*	05/2023	06/2023	1
Right-of-way acquisition	06/2023	02/2024	9
Utility coordination	06/2023	02/2024	9
Develop and submit PS&E	02/2024	04/2024	3
District approval of PS&E/advertise for bids*	04/2024	06/2024	2
Submit and receive bids for review and approval	07/2024	08/2024	2
Project implementation/construction	09/2024	05/2024	8
* Finish date must match fiscal year for each milestone shown in bold text.			

PROJECT MAP



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:
Project:
Date:

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

Rater Comments: