



Request for Letters of Interest  
Old State Road Shared Use Path  
City of Wildwood, Missouri  
Federal Project Number: TAP-5500(688)  
TIP Number: 7169-22

Dear Consultant:

The City of Wildwood is requesting the services of a consulting engineering firm to perform professional services for the Old State Road Shared Use Path 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.

Item	Date
Letters of Interest Due:	March 1, 2022
Selection Announced:	March 8, 2022
Scoping Meeting:	March 15, 2022
Negotiation:	April 2022
Council Authorization:	May 2022
Contract Execution:	June 2022
Estimated Notice to Proceed Date:	June 2022
Preliminary Plans Approved:	September 2022
Right of Way Plans Approved:	September 2022
All Final Plans Complete:	June 2023

Please limit your Letter of Interest to no more than five (5) 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
- 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 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)

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 March 1, 2022 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 February 22, 2022. 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 / Old State Road Shared Use Path</i></b>	
Federal Aid No.:	TAP-5500(699)
Location:	Old State Road from Old State Place to Nantucket Island Drive, with connection to Waterfront Way
Proposed Improvement:	New Shared Use Path
Length:	0.36 Miles
Approximate Construction Cost:	\$1,080,000
DBE Goal Determination	16% (Sixteen Percent)
Consultant Services Required:	<p>This project includes the following major scope elements:</p> <ul style="list-style-type: none"> <li>• 10' wide shared use path</li> <li>• Stormwater/Drainage Improvements</li> <li>• ADA Compliant Crosswalk(s)</li> </ul> <p>Specific consultant scope items may include:</p> <ul style="list-style-type: none"> <li>• Section 106 Documentation and Application</li> <li>• Threatened and Endangered Species Documentation and application</li> <li>• Preliminary Plans</li> <li>• Right-of-Way Plans</li> <li>• Final Plans</li> <li>• Job Special Provisions</li> <li>• Construction Cost Estimates</li> <li>• Coordination with St. Louis County Department of Transportation</li> <li>• Coordination with Metropolitan St. Louis Sewer District(MSD)</li> <li>• Utility Coordination</li> <li>• Permitting through St. Louis County</li> <li>• Topographic, planimetric, utility and right-of-way surveys</li> <li>• Shared Use Path Design</li> <li>• Assistance with Public Engagement</li> <li>• Retaining Wall Design</li> <li>• Culvert Design</li> <li>• Geotechnical Investigation</li> <li>• Drainage Structure Design</li> <li>• Water Quality Design</li> </ul>
Other Comments:	none



Contact:	Daniel P. Rahn, PE, CFM Assistant City Engineer / Department of Public Works City of Wildwood All questions shall be submitted via email to: <a href="mailto:dan@cityofwildwood.com">dan@cityofwildwood.com</a> Phone inquiries not accepted.
Deadline:	3:00 pm, Thursday March 1, 2022
Submit:	Letter of Interest should not exceed five (5) 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.