



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

11/16/2023

RE: Request for Qualifications: (STBG-7302(702)) Hoff Rd. – Phase 2 Project

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 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. **Please limit your letter of interest to no more than 3 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 the project, the backgrounds of those individuals, and other projects your company has recently completed or are now active, previous federally-funded project experience, and STP-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.

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

We request all letters be received by **2:00 p.m.** local time on **December 20, 2023**. Submittals shall be clearly labeled **Hoff Rd. – Phase 2 Project (TIP 6904-20)**

Submit information to:

**Christine Grabin, Purchasing Agent**  
**100 North Main Street**  
**O'Fallon, MO 63366**  
**[cgrabin@ofallon.mo.us](mailto:cgrabin@ofallon.mo.us)**  
**Phone 636-379-5527**

Any questions regarding the project may be submitted to the City (using the same contact info for the interest submittals). We request any questions be submitted no later than **2:00 PM** local time on **December 15<sup>th</sup>, 2023**

Sincerely,

City of O'Fallon

Thomas J. Kelley  
Project Manager

Attachment

City/County - St. Charles		Route - Hoff Rd.	
Federal Aid No: STBG-7302(702)			
Location: Hoff Rd. Progress West Ln. and City Limits near Misty Meadow Ln.			
Proposed Improvement:		Reconstruction of Hoff Road, beginning north of Progress W Lane and ending north at the termination of the City of O'Fallon City Limits. The project will include the re-alignment of the intersection of Hoff Road and Kenmar Ct., installation of storm sewers and a fully reconstructed pavement section for the entire length of the project. The purpose of the project is to improve the conditions for the vehicles traveling on Hoff Road by improving an intersection with a difficult curve, as well as widening the roadway to add a two-way left-turn lane. The project will also include a shared use path that can be utilized by workers in the developed industrial area.	
Length:		4,400 ft (0.8 mi)	
Approximate Construction Cost:		\$ 3,288,600	
DBE Goal Determination:		10 %	
Professional Services OJT		Not required	
Consultant Services Required:		<p>Major Project scope items include:</p> <ul style="list-style-type: none"><li>• Reconstruction of Roadway</li><li>• Realignment of Kenmar Ct and Hoff Rd intersection.</li><li>• Installation of storm sewers</li><li>• Multi Use Path</li><li>• Utility relocations</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, 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</p>	

	<p>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> <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, traffic engineer to look at signal geometrics and design, 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> </ul>
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	<ul style="list-style-type: none"> <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>
Other Comments:	
Contact:	<i>Thomas Kelley, Project Manager</i> <i>100 North Main Street</i> <i>O'Fallon, MO 63366</i> <i>636-379-5492</i> <i>tjkelley@ofallon.mo.us</i>

Deadline:	December 20, 2023
<ul style="list-style-type: none"> <li>Submit: Letter of interest should not exceed 3 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. One copy of the letter interest should be received as a PDF document via email by the time specified.</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 -	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.

### Consultant Selection Rating Sheet (Example)

City: O'Fallon  
Route: Hoff Rd – Progress West Ln to City Limit  
Project: Hoff Rd – Phase 2  
Date:

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

Rater Comments: