



100 NORTH MAIN STREET
O'FALLON, MISSOURI 63366
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www.ofallon.mo.us

February 9, 2024

RE: Request for Qualifications: **CMAQ-7302(703) Tom Ginnever Ave and N. Cool Springs Intersection Improvements - Roundabout**

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. A page is defined as 8-1/2 by 11 inches single sided.**

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, project approach, the backgrounds of those individuals, and other projects your company has recently completed or are now active, previous federally-funded project experience, and CMAQ-specific experience.

A 12% DBE goal has been set by MoDOT for this project. 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 the 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 submittals be received by 2:00 p.m. local time **February 29, 2024**. Letter of interest shall not exceed three pages total.

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 a envelope labeled:

**RFQ #24-019 Tom Ginnever Ave and N. Cool Springs Road Intersection Improvements
CMAQ-7302(703) to:**

Christine Grabin, Purchasing Agent
City of O'Fallon
100 N Main St.
O'Fallon MO 63366

Any questions regarding the project may be submitted to the City to my attention at:
ptalimonchuk@ofallon.mo.us or 636-379-5513.

Sincerely,

Paul Talimonchuk,
Project Manager
Engineering Department
City of O'Fallon



Attachment

City/County <u>St. Charles</u> Route: <u>Tom Ginnever/N Cool Springs Inter</u>	
Federal Aid No: CMAQ-7302(703)	
Location: Tom Ginnever Ave/N. Cool Springs Rd Intersection, O’Fallon, MO	
Proposed Improvement:	Construction of a roundabout including pedestrian improvements.
Length:	
Approximate Construction Cost:	\$1,264,000
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"> • Roundabout design • ADA Improvements • Sidewalk/Pedestrian 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, traffic control plan design, 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 • 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, traffic engineer to look at signal geometrics and design, conceptual

	<p>improved drainage design, conceptual traffic control plan, and cost estimate</p> <ul style="list-style-type: none"> • 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.
Other Comments:	<ul style="list-style-type: none"> • Interviews and or presentations may be required as part of the selection process. • Funding for this project will be through the East West Gateway council of Governments (EWGCOG). Therefore all regulations and processes regarding the utilization of this funding source will apply per the Local Public Agency (LPA) manual.

	<ul style="list-style-type: none"> It is anticipated that this project will require full Federal oversight by the FHWA.
Contact:	<i>Paul Talimonchuk</i> <i>100 North Main Street</i> <i>O'Fallon, MO 63366</i> <i>636-379-5513</i> Ptalimonchuk@ofallon.mo.us
Deadline:	
<ul style="list-style-type: none"> Submittal: 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 original copy of the letter interest and all supporting documentation with a copy of all documents contained on a flash/thumb drive delivered in an envelope labeled; "RFQ #24-019 Tom Ginnever Ave and N Cool Springs Rd Intersection Improvements , CMAQ-7302(703)" to: Christine Grabin, Purchasing Agent Finance Department City of O'Fallon 100 N Main St. O'Fallon MO 63366 Please note that the Consultant is still responsible to ensure that their Letter of Interest and supporting documentation is in full possession by the City by the deadline noted above to be considered eligible for consideration. 	

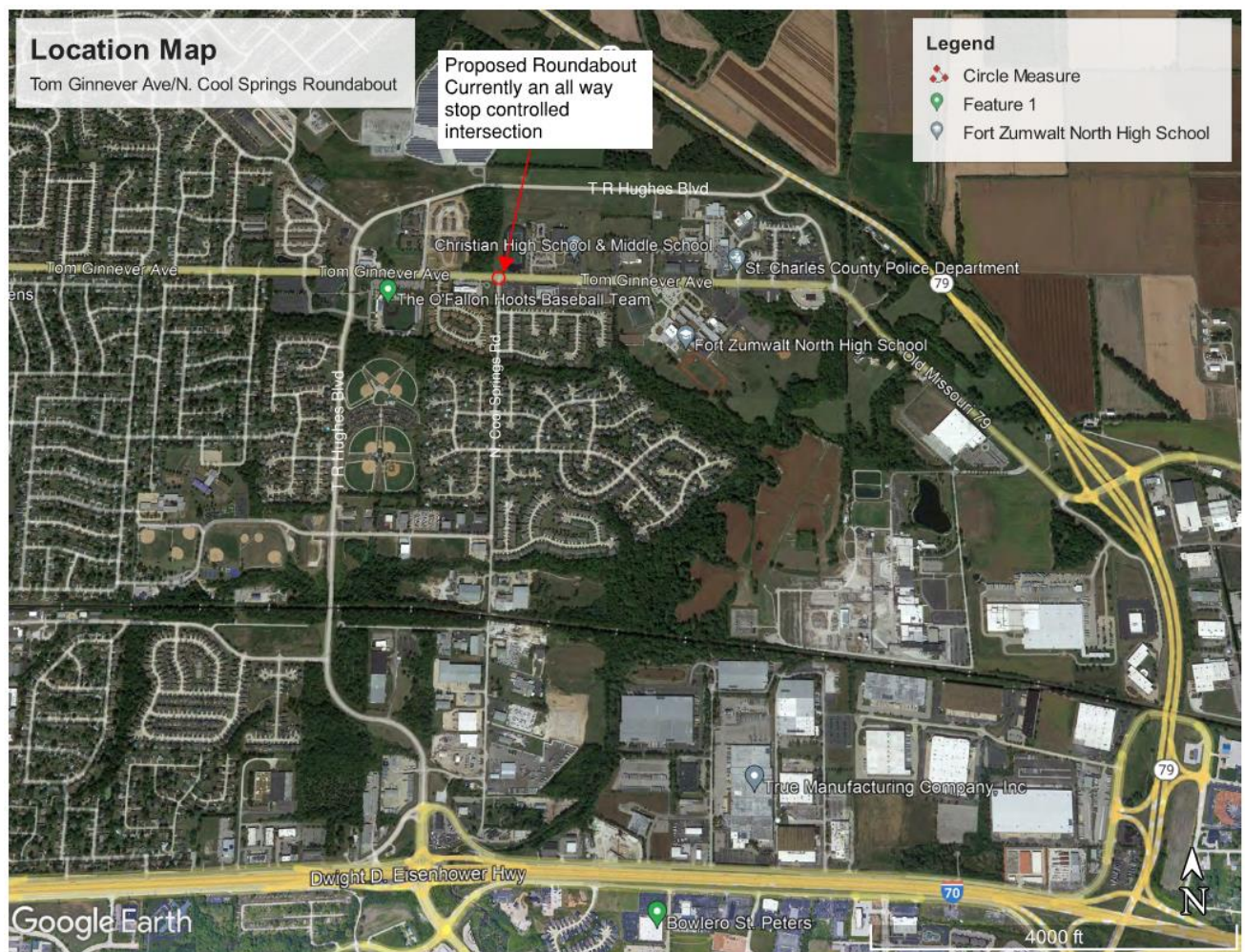
ADDITIONAL PROJECT INFORMATION

The proposed project includes construction of a roundabout at the intersection of Tom Ginnever Ave and N Cool Springs Rd, currently a three-way stop-controlled intersection, to address traffic flow issues and improve emissions.

The proposed roundabout will also include pedestrian improvements including high visibility crosswalks to provide a pedestrian route across Tom Ginnever Ave and N Cool Springs Rd at the roundabout. The sidewalk on the south side of Tom Ginnever Ave adjacent to the roundabout within the project limits would be increased to a 10' wide shared use path. The sidewalk on the north side will be reconfigured as necessary to accommodate a crosswalk connecting the proposed 10' shared use path on the south side of Tom Ginnever Ave.

Tom Ginnever Ave is a five lane minor arterial with two through lanes in each direction plus a center left turn lane. The current configuration of an all way stop intersection along this route is inefficient and provides a poor level of service. There are two high schools, the St. Charles County Police Department, and a church on Tom Ginnever within 0.5 miles of the intersection. Under Current conditions of a full stop controlled intersection all vehicles are required to make a full stop along the five-lane minor arterial roadway regardless of the presence of any vehicles on N Cool Springs Rd. The intersection sees heavy volumes at the AM peak, PM peak and during the school dismissal peaks. The proposed roundabout would provide a highly desirable level of service compared to its current three-way stop controlled configuration.

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	10/2023	10/2023	1
Execute agreement (project sponsor and DOT)	11/2023	01/2024	2
Engineering services contract submitted and approved*	01/2024	03/2024	2
Obtain environmental clearances (106, CE-2, etc.)	03/2024	12/2024	9
Public meeting/hearing	03/2025	03/2025	1
Develop and submit preliminary plans	03/2024	12/2024	9
Preliminary plans approved	01/2025	02/2025	1
Develop and submit right-of-way plans	02/2025	04/2025	3
Review and approval of right-of-way plans	04/2025	06/2025	2
Submit and receive approval for notice to proceed for right-of-way acquisition (A-Date)*	06/2025	06/2025	1
Right-of-way acquisition	06/2025	12/2025	6
Utility coordination	02/2025	12/2025	10
Develop and submit PS&E	06/2025	01/2026	7
District approval of PS&E/advertise for bids*	01/2026	02/2026	2
Submit and receive bids for review and approval	03/2026	04/2026	2
Project implementation/construction	05/2026	05/2027	12
* Finish date must match fiscal year for each milestone shown in bold text.			



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.

Consultant Selection Rating Sheet (Example)

City: O'Fallon
Route: Tom Ginnever Ave/N Cool Springs Rd Intersection
Project: Tom Ginnever Ave and N Cool Springs Rd Intersection CMAQ-7302(703)
Date:

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

Rater Comments: