



February 13, 2024

RE: Request for Expression of Interest: **24ENGST2 - TAP 7303(623) – Frenchtown Pedestrian Accessibility**

Dear Consultant:

The City of Saint Charles has interest in securing professional services for work associated with:

Frenchtown Pedestrian Accessibility Project

Pedestrian and bicycle improvements in the Frenchtown area of the City of Saint Charles from Fifth Street to Second Street. New sidewalks and adjacent bike lane along Olive Street where none currently exist. Curb bump outs at selected locations on Morgan Street and Decatur Street. Bring existing pedestrian facilities into compliance on Olive Street and Decatur Street. New striping and crosswalks.

Tentative Project Schedule:

Design NTP – May 2024

Final PS&E – January 2026

Bid Opening – April 2026

Construction Completed – December 2026

The estimated total cost of this project is \$1,325,000.00.

To be considered for this project your written response (mail or email, 2 written pages max.) must be received by no later than **2 p.m. on March 4, 2024**. In your letter, please describe why you are interested in the project and why you feel that you are most qualified to complete the proposed project. After all responses are received, City Staff will select the 3 most qualified firms based on scoring of your prequalification packet and your response letter.

**Department of
Engineering**

City of Saint Charles
200 North Second Street
Saint Charles, MO 63301
636.949.3237
www.stcharlescitymo.gov

The prequalification scoring will be based on the following criteria:

- Experience in work required
- Record of the firm accomplishing the work on other projects in the required time
- QA/QC Program
- Recent experience showing accuracy of construction project cost estimates
- Project Management Philosophy and Approach

The selected 3 firms will then be requested to submit a qualifications based Request for Proposal (RFP) on the project. These proposals will be ranked and the project will then be negotiated with the highest rated firm.

Additional information relating to the proposed project scope will be distributed during the RFP stage of this project solicitation including the Project Charter. Staff will not address project specific questions during the expression of interest solicitation but will during the RFP stage.

It is the responsibility of the consultant to ensure their prequalification packet is up-to-date. Updates or supplements to the prequalification packet that are to be considered in the current scoring will be accepted up to one week prior to the EOI submittal deadline. For information regarding the prequalification and consultant selection process, please refer to https://epg.modot.org/index.php/LPA:136.4_Consultant_Selection_and_Consultant_Contract_Management#136.4.1.5_Consultant_Qualification

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 St. Charles. The statement of qualification is not included in the total page count limit.

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.

The DBE PE Goal for this project is: 10%

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.

If your firm would like to be considered for this project, please submit a written Expression of Interest or email to the following contact:

Jonathan Swagman, PE
Project Manager
City of Saint Charles
200 North Second Street, Room 203
St. Charles, MO 63301
jonathan.swagman@stcharlescitemo.gov

We thank you for your interest in working with the City of Saint Charles.

Sincerely,

Jonathan Swagman, PE
Project Manager

Cc: Dan Mann, P.E., City Engineer
Jim Gillam, P.E., Assistant City Engineer – Design

City/County: St. Charles City/St. Charles County, Route: Second Street	
Federal Aid No:	TAP-7303(623)
Location:	Olive Street: 2 nd to 5 th , Decatur Street: 2 nd to 5 th , Morgan Street: 2 nd to 5 th
Proposed Improvement:	New and reconstructed sidewalk, bike climbing lane, curb bump outs, new ADA curb ramps.
Length:	0.63 miles
Approximate Construction Cost:	\$1,100,000.000
DBE Goal Determination:	10%
Consultant Services Required:	The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans, Contract plans. Design services may include traffic counts, right of way plans, surveying, subsurface utility investigation, title research, geotechnical investigations, roadway plans, retaining wall plans, striping plans, public involvement, environmental and historic preservation services/permits, archeological surveys, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic control plans including the preparation of PS&E and final documents, project administration and management.
Other Comments:	
Contact:	Jonathan Swagman, P.E. Project Manager City of St. Charles 200 North Second Street, Room 203 St. Charles, MO 63301 Phone: 636-949-3241 Email: jonathan.swagman@stcharlescitemo.gov
Deadline:	2:00 pm, March 4, 2024
Submit: <ul style="list-style-type: none"> • Letter of interest should not exceed <u>2</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. A digital copy of the letter interest should be received at the email address and by the time specified. • Statement of Qualifications • Affidavit of Compliance with the federal work authorization program • E-Verify Memorandum of Understanding 	



Frenchtown Pedestrian Accessibility Project

Project Location Map



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