



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

March 08, 2024

RE: Request for Qualifications: 24-010 Sports Park Greenway Improvements, TAP-5401(724)
TIP#7335-26

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, 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.

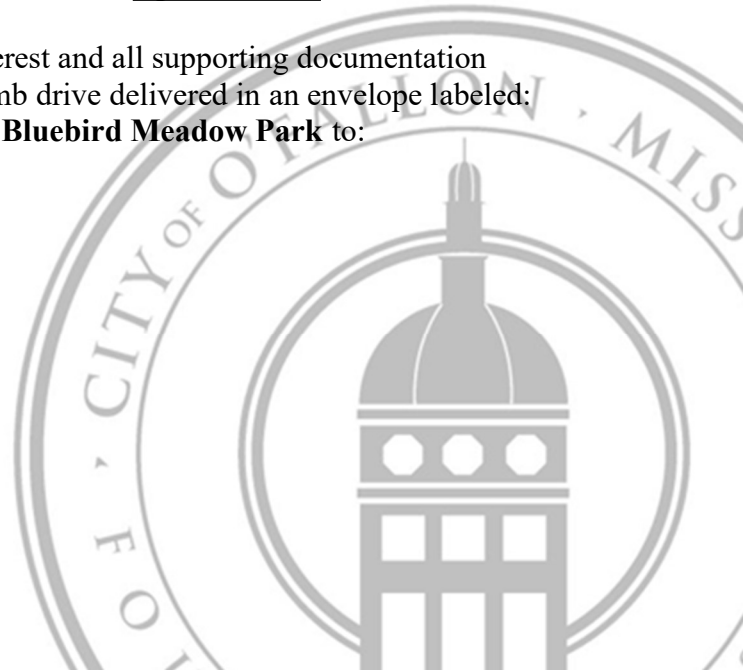
It is required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

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.

Letters of interest shall be submitted by **12:00 PM** local time on **April 4th 2024**.

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 #24-010 Dardenne Greenway: Sports Park to Bluebird Meadow Park** to:

City of O'Fallon
Attn: Christine Grabin, Purchasing Agent
100 North Main Street
O'Fallon, MO 63366



Any questions regarding the project may be submitted to the City to my attention at:
lthomas@ofallon.mo.us or at 636-379-3659. We request any questions be submitted no later than
12:00 PM local time on **April 1st 2024.**

Sincerely,

City of O'Fallon

A handwritten signature in blue ink that reads "L. Thomas". The signature is written in a cursive style with a large initial "L" and a clear "Thomas" following.

Lillian Thomas,
Project Manager

Attachment

City/County <u>St. Charles</u>	Route <u>Varies</u>
Federal Aid No: N/A	
Location: Dardenne Greenway, from Bluebird Meadow Park to Sports Park/Hwy K	
Proposed Improvement:	Extension of the Dardenne Greenway, 12' wide trail.
Length:	1.5 miles
Approximate Construction Cost:	\$2,700,000.00
DBE Goal Determination:	N/A
Professional Services OJT	Not required
Consultant Services Required:	<p>Major Project scope items include:</p> <ul style="list-style-type: none"> • 12' Trail • Pedestrian and Vehicular Bridges • Traffic Impact Study-See attached for more information • Storm Water/Creebank • Lighting, as required • Utility relocations, as required • Landscape architecture • Graphic design <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, traffic impact study (TIS), right of way plans, easement documents, surveying, geotechnical investigations, retaining wall design, storm water drainage design, bridge design, landscape design, wayfinding signage design, public involvement, contract documents, cost estimating, assisting with the bidding process, construction support as needed, utility coordination and traffic controls including the preparation of plans, specifications and estimates (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• Prepare and submit all documents related to the Traffic Impact Study (TIS)• Attend meetings related to the Traffic Impact Study (TIS)• 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 improved drainage design, conceptual traffic control plan, and cost estimate• Prepare landscape plans that include proposed plant material, hardscape, bicycle and trail amenities and other greenway features• Prepare signage plans for wayfinding, interpretive and regulatory signs, including graphic design of wayfinding content based on sign templates to be provided by Owner• 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
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	<ul style="list-style-type: none"> • 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
Other Comments:	
Contact:	<p><i>Lillian Thomas 100 North Main Street O'Fallon, MO 63366 636-379-3659 lthomas@ofallon.mo.us</i></p>
Deadline:	
<ul style="list-style-type: none"> • 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 original copy of the letter of interest and all supporting documentation with a copy of all documents contained on a flash/thumb drive to be delivered in a sealed envelope labeled: "RFQ #24-010 Dardenne Greenway -Sports Park to Bluebird Meadow Park" to: <p style="margin-left: 40px;">City of O'Fallon Attn: Christine Grabin, Purchasing Agent 100 North Main Street O'Fallon, MO 63366</p>	

Additional Project Information

This project will provide trail connectivity through a 1.5 mile portion of the Dardenne Greenway from Bluebird Meadow Park to Sports Park/Route K. The project includes a new minimum 12' wide shared use path to connect Bluebird Meadow Park to Sports Park. Also included is upgrading the existing path 8' wide path in Sports Park to 12' wide, providing a bike repair kiosk, landscaping, signage and other amenities to create an inviting trailhead in Sports Park, two pedestrian bridges, a vehicular bridge and addressing storm water and creek bank concerns. In addition, the project will look at connecting existing segments of the path on Route K at Sports Park, extending the path to the east under Route K at Schote Creek and providing a path on the Route K bridge over Dardenne Creek. A traffic impact study will be conducted to determine the impact to traffic and safety on Route K as outlined below.

Anticipated Project Schedule

Below is the tentative schedule for this project. All dates are approximate.

Contract Schedule

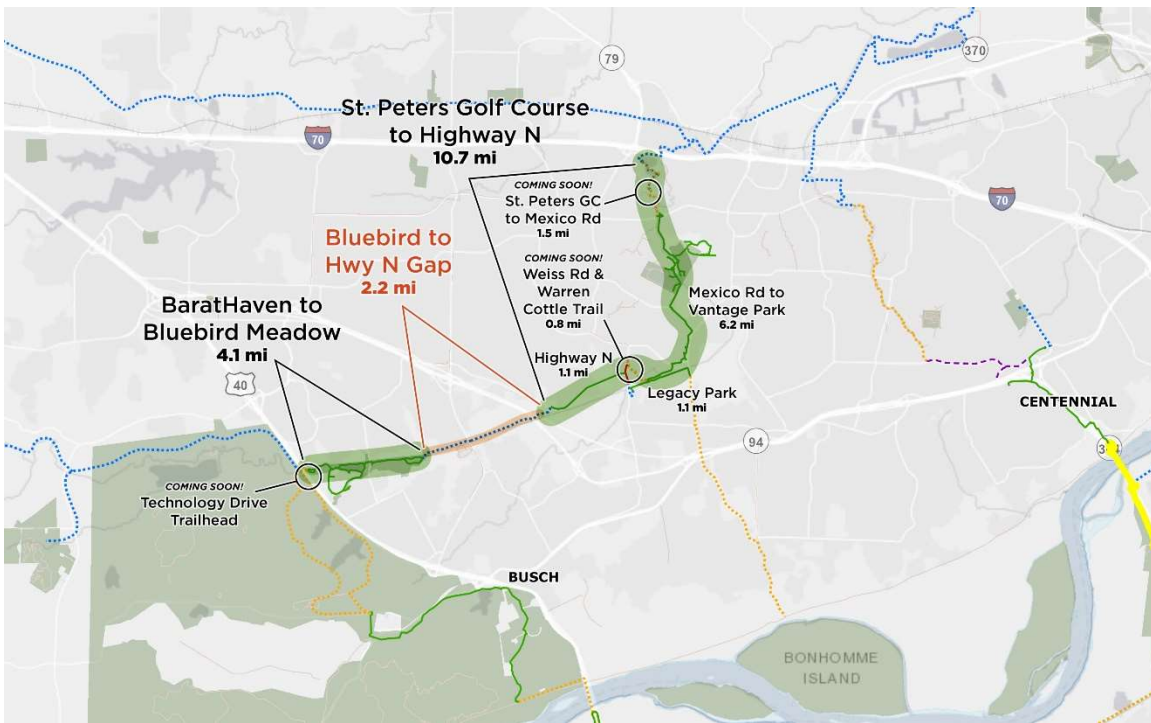
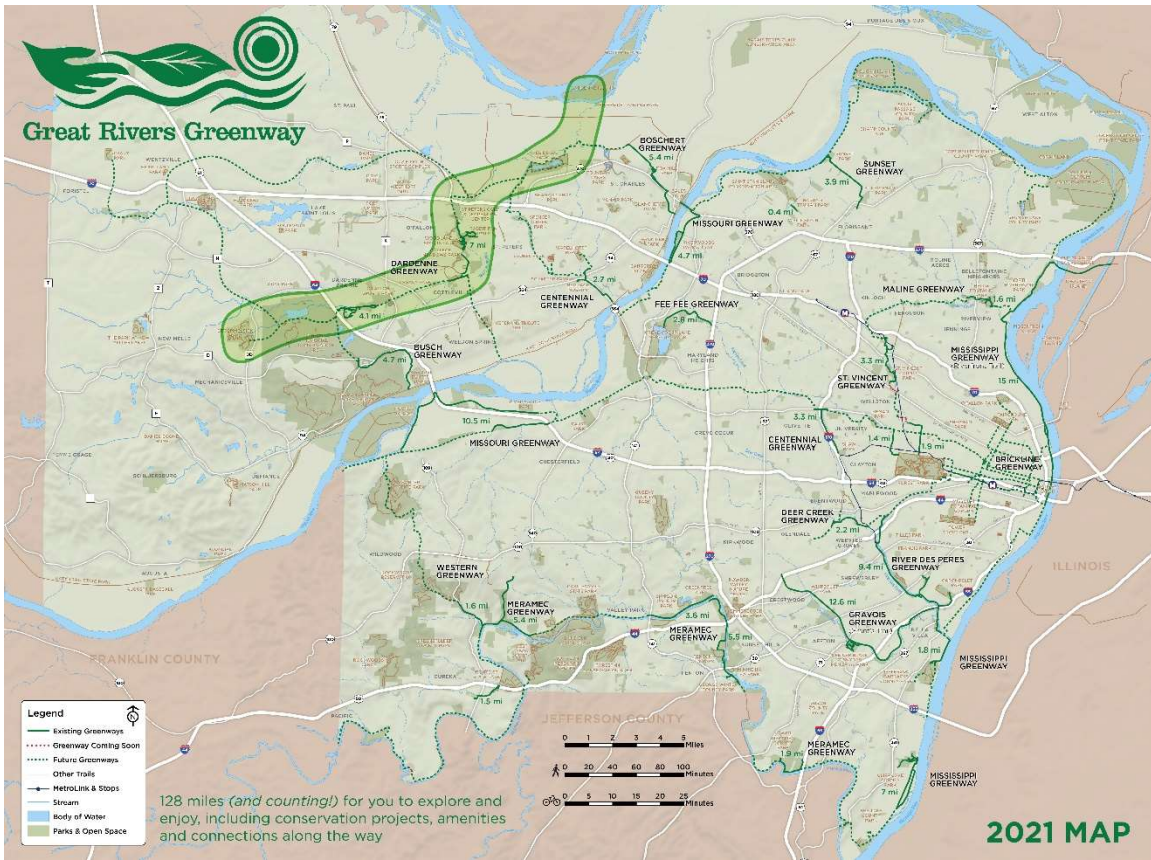
April 2024	Notice to Proceed on Design

Design

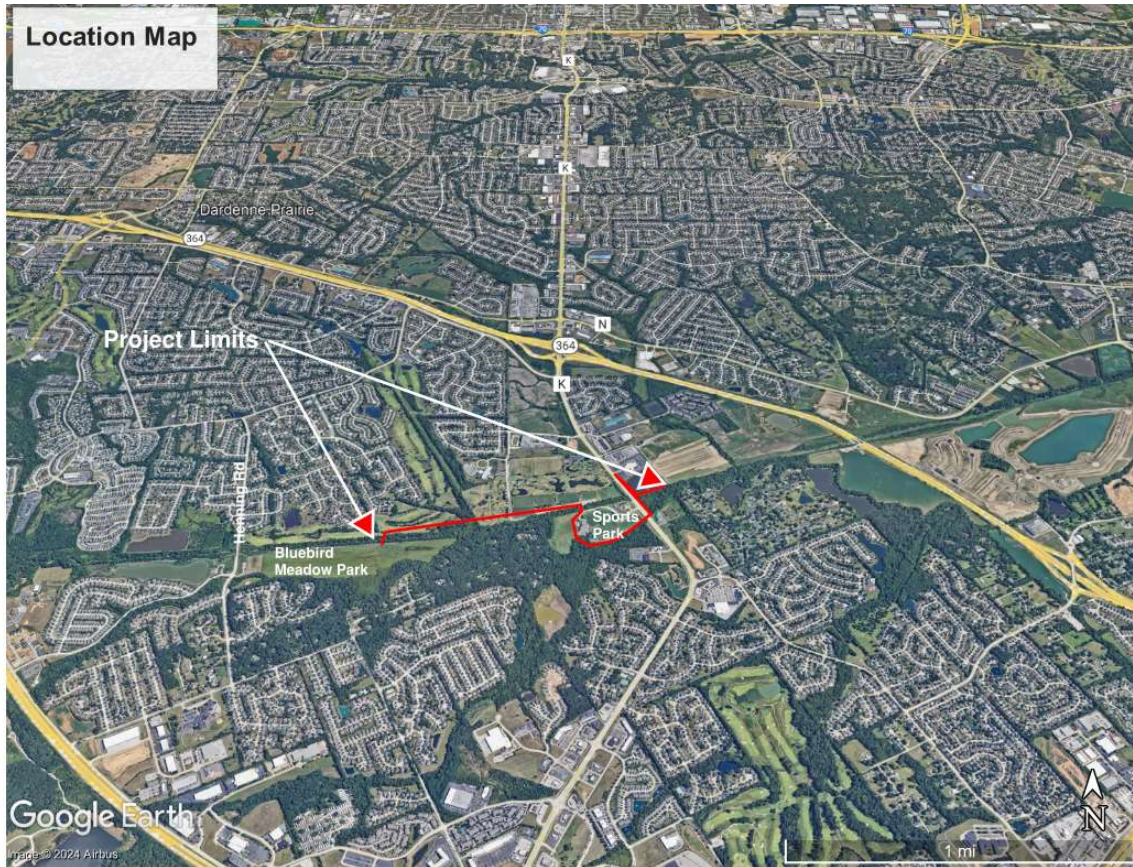
June 2024	Solid Construction Estimate Due (for budgeting in 2025)
August 2024	Conceptual (30%) Plans due / Easements identified
January 2025	Preliminary Plans Due (75%) / Easement Documents due
November 2025	Specifications Due for review
December 2025	Final PSE Due
January 2026	Bidding

Dardenne Greenway Project

Dardenne Greenway is a major component of the regional network of greenways under development in the St. Louis region since 2000 and is envisioned as one of the principal greenways bisecting St. Charles County. The Dardenne Greenway project from Bluebird Meadow Park to Sports Park/Route K is part of a larger effort to complete the Dardenne Greenway from I-64 in O'Fallon to I-70 in St. Peters and will help close an existing 2.2-mile gap between existing built sections of trail. Future connections will extend the greenway from Route K along the north bank of Dardenne Creek to the existing shared use path on the north side of Route N in Cottleville.



Project Location Map



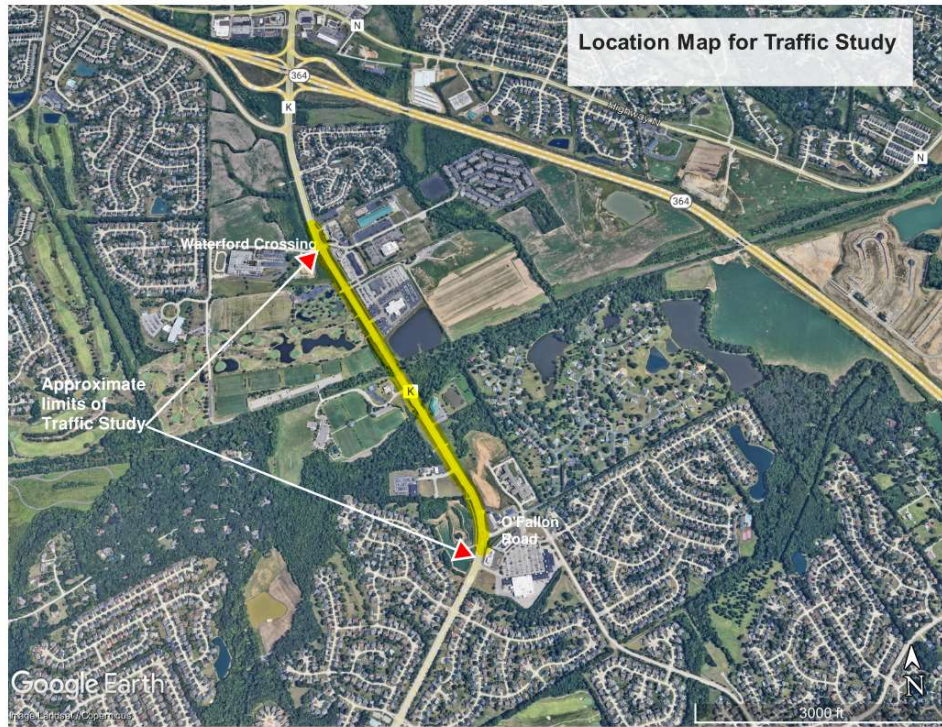
Proposed Traffic Study

The traffic study will look at the impact to traffic and safety on Hwy K between Waterford Crossing and O'Fallon Road in coordination with the Missouri Department of Transportation as a result of putting a shared use path on the existing bridge structure over Dardenne Creek.

The scope of the study will be as follows:

- Establish design criteria
- Collect traffic data on Hwy K between Waterford Crossing and O'Fallon Road intersections
- Evaluate the existing bridge structure and lane configuration to determine if providing a trail on the bridge is feasible
- Evaluate traffic impacts of the proposed improvements
- Evaluate safety impacts of the proposed improvements
- Coordinate with MoDOT to determine viability of this alternative

Location Map for Traffic Study



Potential Path Alignment on Route K bridge crossing Dardenne Creek



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. Please focus attention to project methodology with a large focus on project approach.

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: Sports Park Greenway Improvements
Project: Dardenne Greenway Improvements: Sports Park to Bluebird Meadow Park
Date:

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

Rater Comments: