

March 26, 2025

Subject: Request for Statements of Qualifications for Professional Engineering
Services for Wentzville Parkway & West Meyer Road Improvement Project,
SOQ #25-177, STP-7304(620)

Dear Potential Respondent:

Your Firm is being invited to submit a letter of interest and Statement of Qualifications for providing the City of Wentzville professional engineering services for the Wentzville Parkway (Crossroads Drive to Schroeder Creek Blvd) & West Meyer Road (Wentzville Parkway to .5 miles west) Improvement Project.

Firms are to download the Request for Statements of Qualifications (solicitation document) from the City's E-bidding system and submit their Letter of Interest and Statements of Qualifications through the City's E-bidding system. Submissions of qualifications will be accepted until 2 p.m. local prevailing time April 11, 2025. All questions are to be submitted through the E-bidding system by April 4, 2025.

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.

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 of 10%. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

The City reserves the right to reject any or all SOQ's, or portions thereof, to waive technicalities or deficiencies in any or all the SOQ'S. The City of Wentzville reserves the right to cancel this Request for SOQ's in part or in its entirety. This Request for SOQ's does not commit the City of Wentzville to award a contract or to pay any costs to Firms in preparation of their SOQ.

Please review the attached for details regarding the City's expectations for qualifications. Thank you in advance for your interest in working with the City of Wentzville.

Sincerely,

Jeffrey D. Lenk
Director of Finance

City/County: Wentzville/ St. Charles County Route: Wentzville Pkwy/ W. Meyer Road	
Federal Aid No:	STP-7304(620)
Location:	Wentzville Parkway & W Meyer Road
Proposed Improvement:	Pavement Rehabilitation (Pavement Replacement), Safety Improvements for Signals, Pavement Markings and Pedestrian Facility Improvements
Length:	Approx. 1.9 miles
Approximate Construction Cost:	\$3.16 million
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 and Right of Way Plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&E and final documents.
Other Comments:	
Contact:	Name: Kobey Phelps Address: 1001 Schroeder Creek Blvd Wentzville, MO 63385 Phone: 636-327-5101 Email: kobey.phelps@wentzvillemo.gov
Deadline:	
<ul style="list-style-type: none"> • Submit: Letter of interest should not exceed 10 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

Experience and Technical Competence -	(Rating X 30)
Capacity and Capability -	(Rating X 30)
Past Record of Performance -	(Rating X 30)
Proximity and Familiarity	(Rating X 10)

Each of the criteria above will be rated between 10 (excellent) and 0 (poor or non-responsive) and weighted by the number in parenthesis for each above. Final rating will be the total of each rating value for criteria A through D.