



July 1, 2026

Dear Consultant:

The **City of Webster Groves** 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. Limit your letter of interest to no more than 20 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 each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. 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 Webster Groves**. 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.

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.

We request all letters be received by 5 pm, (07/21/2026) at **4 E Lockwood Ave., Webster Groves, MO 63119**.

Sincerely,

Paul Receniello

Paul Receniello
Technical Construction Project Manager

Attachment

City of **WEBSTER GROVES**

145 E. WAYMIRE AVE. | WEBSTER GROVES | MISSOURI | 63119

WEBSTERGROVES.ORG



CITY HALL

314.963.5300

314.963.7561

SOLICITATION NO.: Request for Qualifications (RFQ)

BUYER: Gregory Donovan

PHONE NO.: (314)-963-5300

E-MAIL: receniello@webstergrovesmo.gov

TITLE: TAP -4900(656) High School to Middle School ADA – Lockwood & Selma to Chestnut & Colebrook – Replace Sidewalk (6') – Curb Ramps – Crossing Improvements

ISSUE DATE: 07/07/2026

RETURN QUALIFICATIONS NO LATER THAN: JULY 21st 2026 AT 5:00 PM CENTRAL TIME

VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type **Solicitation Number** and **End Date** on the lower left-hand corner of the envelope or package. Delivered sealed qualifications must be in the Webster Groves City Hall (4 E Lockwood Ave) by the return qualifications date and time. **For online submissions please send to bids@webstergrovesmo.gov**

(U.S. Mail)

RETURN QUALIFICATIONS TO: ATTN: SINAN ALPASLAN
CITY OF WEBSTER GROVES
DEPARTMENT OF FINANCE
4 E LOCKWOOD AVE
WEBSTER GROVES MO 63119

ORIGINAL CONTRACT PERIOD: Date of Award through Project Completion

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

City of Webster Groves, Public Works Department
4 E Lockwood Ave / 145 E Waymire Ave
Webster Groves, Missouri

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFQ shall govern in the event of a conflict with their qualifications. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract/Agreement is signed and issued by an authorized official of the City of Webster Groves, a binding contract shall exist between the offeror and the City of Webster Groves.

SIGNATURE REQUIRED

VENDOR NAME	
MAILING ADDRESS	
CITY, STATE, ZIP CODE	
CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) ___ Corporation ___ Individual ___ State/Local Government ___ Partnership ___ Sole Proprietor ___ IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE

City of WEBSTER GROVES

4 E. LOCKWOOD AVE. | WEBSTER GROVES | MISSOURI | 63119

1. INTRODUCTION AND GENERAL REQUIREMENTS

INTRODUCTION:

This document constitutes a request for competitive, sealed qualifications for the provision of Professional Engineering Services – “High School to Middle School ADA – Lockwood & Selma to Chestnut & Colebrook – Replace Sidewalk (6”) – Curb Ramps – Crossing Improvements” for the City of Webster Groves (hereinafter referred to as City) as set forth herein.

The City is requesting proposals from qualified professionals or firms to provide Preliminary Design, Right-of-Way Plans, Final Plans, Specifications and Estimates for the above-mentioned project for the Department of Public Works.

Selection of a Professional Engineering contractor shall be in accordance with Missouri State Statutes.

Organization - This document, referred to as Request for Qualifications (RFQ), is divided into the following parts:

- 1) Introduction and General Information
- 2) Scope of Services
- 3) Qualifications Submission Information
- 4) Selection Criteria
- 5) Exhibits A – F

Terminology/Definitions: Whenever the following words and expressions appear in a RFQ document or any addendum thereto, the definition or meaning described below shall apply.

- Addendum/Amendment means a written, official modification to an RFQ.
- Attachment applies to all forms which are included with an RFQ to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- Qualifications, end date and time and similar expressions mean the exact deadline required by the RFQ for the receipt of sealed qualifications.
- Offeror means the supplier, vendor, person, or organization that responds to an RFQ by submitting qualifications with prices to provide the equipment, supplies, and/or services as required in the RFQ document.
- Buyer means the procurement staff member of the Purchasing Division. The contact person as referenced herein is usually the buyer.
- Contract means a legal and binding agreement between two or more competent parties, for consideration for the procurement of equipment, supplies, and/or services.
- Contractor means a supplier, offeror, person, or organization who is a successful offeror as a result of an RFQ and who enters into a contract.
- Exhibit applies to forms which are included with an RFQ for the offeror to complete and submit with the sealed qualifications prior to the specified end date and time.
- Request for Qualifications (RFQ) means the solicitation document issued by the Purchasing Division to potential offerors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes all exhibits, attachments, and addendums thereto.
- May means that a certain feature, component, or action is permissible, but not required.

- Must means that a certain feature, component, or action is a mandatory condition.
- Shall have the same meaning as the word must.
- Should means that a certain feature, component and/or action are desirable but not mandatory.

SCHEDULE OF ACTIVITIES:

DATE	ACTIVITY
July 14, 2026	Close of written <i>Requests for Additional Information</i>
July 17, 2026	Written responses to <i>Requests for Additional Information</i> sent to all
July 21, 2026	Request for Qualifications is due at 5:00 p.m. CST
September 1, 2026	Tentative Contract Start Date
*The above dates are target dates and are subject to change by the City of Webster Groves.	

QUALIFICATIONS SUBMISSION:

Qualifications may be submitted in a sealed envelope at the purchasing office **or** uploaded electronically on the City’s E-bidding website. No fax or e-mail qualifications will be accepted. Sealed qualifications must be delivered to the Finance Department 4 E Lockwood Ave, Webster Groves 63119 by the closing date and time. Qualifications received after the appointed time will be determined non-responsive and will not be opened. Sealed qualifications must be submitted in three (3) copies, one of which must be an original and so marked. The qualifications must be in sealed envelopes and marked in bold letters “**RFQ 25PW04-26 – High School to Middle School ADA – Lockwood & Selma to Chestnut & Colebrook – Replace Sidewalk (6’) – Curb Ramps – Crossing Improvements.**”

Submission Instructions:

Sealed proposal must be received by **Tuesday July 21st** at the following address:

**Attn: Sinan Alpaslan
City of Webster Groves
Department of Finance
4 E. Lockwood Ave
Webster Groves, MO 63119**

The envelope must be clearly marked “**RFQ 25PW04-26 – High School to Middle School ADA – Lockwood & Selma to Chestnut & Colebrook – Replace Sidewalk (6’) – Curb Ramps – Crossing Improvements**”

Alternatively electronic proposals meeting the submission requirements above can be sent via email to bids@webstergrovesmo.gov by the proposal deadline.

The bid submittal will be accepted in either hard copy or electronically. There is no need to do both. However, whichever method is used should result in a complete submittal in and of itself. Any incomplete submittals will be rejected and considered as returned to sender.

QUESTIONS/CLARIFICATIONS OF THE REQUEST FOR QUALIFICATIONS:

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail or fax to the name below. You are encouraged to submit your questions via e-mail.

Paul Receniello, Technical Construction Project Manager/Engineer

Phone: (314) 963-5357

E-mail: receniello@webstergrovesmo.gov

Any oral responses to any question shall be unofficial and not binding on the City of Webster Groves. An Addendum to this RFQ providing the City of Webster Groves' official response will be issued if necessary to all known prospective offerors. Questions must be submitted no later than **5:00 p.m. on 07/14/2026**.

This written *Request for Additional Information* will take place of the normal Pre-Qualifications Conference.

VALIDITY OF QUALIFICATIONS:

Offerors agree that qualifications submitted will remain firm for a period of ninety (90) calendar days after the date specified for the return of qualifications.

REJECTION OF QUALIFICATIONS:

The City of Webster Groves reserves the right to reject any or all qualifications received in response to this RFQ, or to cancel the RFQ if it is in the best interest of the City of Webster Groves to do so. Failure to furnish all information requested in this RFQ may disqualify the qualifications. Any exceptions to the requirements specified must be identified in the qualifications.

WITHDRAWAL OF QUALIFICATIONS:

Any offeror may withdraw their qualifications at any time prior to the scheduled closing time for the receipt of qualifications. However, no qualifications will be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for the receipt of qualifications.

ALTERATION OF SOLICITATION:

The wording of the City of Webster Groves solicitation may not be changed or altered in any manner. Offerors taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their qualifications; such exceptions will be evaluated and accepted or rejected by the City of Webster Groves, whose decision will be final.

RESPONSE MATERIAL OWNERSHIP:

All material submitted regarding this RFQ becomes the property of The City of Webster Groves. Any person may review qualifications after the Agreement has been issued, subject to the terms of this solicitation.

INCURRING COSTS:

The City of Webster Groves shall not be obligated or be liable for any cost incurred by offerors prior to issuance of an Agreement. All costs to prepare and submit a response to this solicitation shall be borne by

the offeror.

COLLUSION CLAUSE:

Any agreement or collusion among offerors and prospective offerors to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the qualifications of such offerors void.

CONTRACT DOCUMENTS:

The final agreement between the City of Webster Groves and the offeror will include by reference:

- Offeror's Response to the RFQ
- The City Issued RFQ with any addendums

Any changes, additions or modifications hereto will be in writing and signed by the City Manager. No other individual is authorized to modify the agreement in any manner.

FUNDS:

Financial obligations of the City of Webster Groves payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting Contract will become null and void, without penalty to the City of Webster Groves.

MISSOURI LICENSURE AND CERTIFICATE OF AUTHORITY:

Offeror certifies that it is currently in compliance, and agrees to maintain compliance for the duration of the agreement/contract, with all licensure requirements of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects (hereinafter referred as APEPLSPLA) to practice in Missouri as a professional engineer as provided under Chapter 327 of the Missouri Revised Statutes. To the extent required by Section 327.401 of the Missouri Revised Statutes, offeror understands and agrees that the person personally in charge and supervising the professional engineering services of offeror under the agreement/contract shall be licensed and authorized to practice engineering in Missouri, and the offeror will keep and maintain a valid certificate of authority from APEPLSPLA.

2. SCOPE OF SERVICES

PERIOD OF SERVICES:

This project has a timeframe with expected commencement of work shortly after Council approval of Award of Contract in July-August 2026, and total duration of the project extending through Federal Fiscal Year 2029.

SCOPE OF SERVICES:

The project limits are as follows: Beginning at East Lockwood Avenue and Selma Avenue adjacent to Webster Groves High School, extending west along Selma Ave and south along Big Bend Boulevard to Edgar Road, east along East Jackson Road, north along Selma Avenue, west along South Forest Avenue, north along Colebrook Avenue, terminating near the rear of Hixson Middle School.

Schedule of events are as follows:

July 14 – Close of written requests for additional information

July 17 – Written responses to requests for additional information sent to all stakeholders

July 21 – Request for Qualifications due

September 1 – Tentative Contract Start Date

The purpose of this project is to improve pedestrian accessibility, ADA compliance, pedestrian safety, and connectivity within the school and residential corridor through the design and construction of accessible sidewalk, curb ramp, crossing, and related pedestrian infrastructure improvements eligible under the Federal Transportation Alternatives Program (TAP).

1. DESIGN SERVICES

The Consultant shall provide complete engineering and design services necessary for TAP-funded project delivery in accordance with MoDOT and federal requirements.

Task 1 – Preliminary Engineering

- Advance conceptual improvements to preliminary design
- Develop:
 - Preliminary horizontal and vertical layouts
 - ADA curb ramp details
 - Sidewalk grades and profiles
 - Drainage concepts
 - Pedestrian crossing improvements
- Identify right-of-way and easement needs

Task 2 – Environmental Documentation & Permitting

- Coordinate TAP environmental documentation requirements for RER
- Assist with:
 - Categorical Exclusion (CE) documentation
 - Historic/environmental coordination
 - Utility coordination
 - Stormwater permitting requirements
 - Floodplain review if applicable
- Coordinate agency review comments and approvals

Task 3 – Final Design & Construction Documents

Prepare final construction documents in accordance with MoDOT and City standards including:

Plans

- Cover sheet

- Typical sections
- Demolition plans
- Sidewalk and ADA ramp plans
- Grading and drainage plans
- Traffic control plans
- Pavement marking/signage plans
- Utility adjustment coordination
- Erosion control plans
- Construction details

Specifications

- Technical specifications
- MoDOT standard specifications references
- ADA compliance requirements
- Material specifications

Quantities & Estimates

- Final engineer's estimate
- Bid item tabulations
- Quantity calculations

Task 4 – ADA Compliance Documentation

- Prepare ADA compliance documentation
- Verify design conformance with:
 - ADA accessibility guidelines
 - Public Right-of-Way Accessibility Guidelines (PROWAG)
 - MoDOT ADA standards
- Provide curb ramp design matrices and slope analyses

Task 5 – Right-of-Way & Utility Coordination

- Identify temporary/permanent easement needs
- Coordinate with utility providers for conflicts and relocations
- Prepare exhibits and legal descriptions if required

Task 6 – Bid Phase Assistance

- Prepare bid-ready documents
- Assist City during bidding by:
 - Responding to contractor questions
 - Issuing addenda
 - Assisting with bid tabulation review
 - Reviewing contractor qualifications
 - Assisting with award recommendations

2. CONSTRUCTION SERVICES

The Consultant shall provide construction administration and observation services necessary to ensure compliance with project plans, specifications, ADA requirements, and TAP funding obligations.

Task 1 – Construction Administration

- Conduct preconstruction meeting
- Review contractor submittals and shop drawings
- Respond to Requests for Information (RFIs)
- Coordinate with City staff and contractor
- Review contractor schedule and pay applications

Task 2 – Construction Observation & Inspection

- Provide periodic or full-time construction observation as required
- Observe:
 - Sidewalk removals

- Concrete placement
- ADA curb ramp construction
- Detectable warning installation
- Traffic control
- Erosion control measures
- Pavement restoration
- Verify construction conforms to plans and specifications

Task 3 – ADA Compliance Verification

- Perform field measurements and slope verification
- Confirm:
 - Running slopes
 - Cross slopes
 - Landing dimensions
 - Ramp transitions
 - Detectable warning placement
- Document ADA compliance for project closeout

Task 4 – Materials Testing Coordination

- Coordinate or review required materials testing
- Review concrete testing reports and certifications
- Maintain construction documentation records

Task 5 – Change Order & Pay Application Review

- Review contractor pay applications
- Evaluate proposed change orders
- Prepare construction change documentation
- Monitor construction budget status

Task 6 – Final Inspection & Project Closeout

- Conduct substantial completion inspection
- Prepare punch list
- Verify completion of corrective items
- Prepare final record drawings/as-builts
- Assist with final TAP reimbursement documentation
- Provide project closeout certifications and final acceptance documentation

TAP GRANT COMPLIANCE REQUIREMENTS

All services shall comply with applicable federal, state, and local requirements including but not limited to:

- Transportation Alternatives Program (TAP) requirements
- Federal Highway Administration (FHWA) requirements
- Missouri Department of Transportation (MoDOT) Local Public Agency (LPA) procedures
- Americans with Disabilities Act (ADA)
- Public Right-of-Way Accessibility Guidelines (PROWAG)
- Buy America requirements
- DBE participation requirements
- Federal wage rate requirements (Davis-Bacon), if applicable
- NEPA/environmental compliance requirements

DELIVERABLES

The Consultant shall provide the following deliverables as applicable:

- Existing conditions report
- ADA assessment inventory
- Conceptual exhibits
- Preliminary and final plans

- Technical specifications
- Engineer's cost estimates
- TAP grant application support materials
- Bid documents
- Construction observation reports
- ADA compliance documentation
- Record drawings/as-built plans
- Final project closeout documentation

QUALIFICATIONS SUBMISSION INFORMATION

SUBMISSION OF QUALIFICATIONS:

On-line Qualifications - If a registered offeror is responding electronically through the City of Webster Groves Bidding System website, the registered offeror should submit completed exhibits, forms, and other information concerning the qualifications as an attachment to the electronic qualifications. The registered offeror is instructed to review the RFQ submission provisions carefully to ensure they are providing all required information.

The exhibits and forms provided herein can be saved into a word processing document, completed by a registered offeror, and then sent as an attachment to the electronic submission. Other information requested or required may be sent as an attachment. Be sure to include the solicitation/bid number, company name, and a contact name on any electronic attachments.

In addition, a registered offeror may submit the exhibits, forms, etc., through mail or courier service. However, any such submission must be received prior to the specified end date and time.

If a registered offeror submits an electronic and hard copy qualifications response and if such responses are not identical, the offeror should explain which response is valid. In the absence of an explanation, the City of Webster Groves shall consider the response which serves its best interest.

Hard Copy Qualifications - If the offeror is submitting qualifications via the mail or a courier service or is hand delivering the qualifications, the offeror should include completed exhibits, forms, and other information concerning the qualifications. The offeror is instructed to review the RFQ submission provisions carefully to ensure they are providing all required information.

Recycled Products - The City of Webster Groves recognizes the limited nature of our resources and the leadership role of government agencies in regard to the environment. Accordingly, the offeror is requested to print the qualifications double-sided using recycled paper, if possible, and minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding. Lengthy qualifications may be submitted in a notebook or binder.

The offeror should include three (3) additional copies along with their original qualifications. The front cover of the original qualifications should be labeled "original", and the front cover of all copies should be labeled "copy". In case of a discrepancy between the original qualifications and the copies, the original qualifications shall govern.

Open Records - Pursuant to section 610.021, RSMo, the offeror's qualifications shall be considered an open record after a contract is executed or all qualifications are rejected. At that time, all qualifications are scanned into the Purchasing Division imaging system.

The scanned information will be available upon request from the Finance Department. Therefore, the offeror is advised not to include any information in the qualifications that the offeror does not want to be viewed by the public, including personal identifying information such as social security numbers.

In preparing qualifications, the offeror should be mindful of document preparation efforts for scanning purposes and storage capacity that will be required to image the qualifications and should limit qualifications content to items that provide substance, quality of content, and clarity of information.

To facilitate the evaluation process, the offeror is encouraged to organize their qualifications into sections that correspond with the individual evaluation categories described herein. The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the City of Webster Groves is under no obligation to solicit such information if it is not included with the qualifications. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the qualifications.

The qualifications should be page numbered.

The signed page one from the original RFQUAL and all signed addendums should be placed at the beginning of the qualifications.

Each section should be titled with each individual evaluation category and all material related to that category should be included therein.

Questions Regarding the RFQUAL – Except as may be otherwise stated herein, the offeror and the offeror's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFQUAL, the solicitation process, the evaluation, etc., to the buyer of record indicated on the first page of this RFQUAL. Inappropriate contacts to other personnel are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer.

The buyer may be contacted via e-mail or phone as shown on the first page.

Only those questions which necessitate a change to the RFQUAL will be addressed via an addendum to the RFQUAL. Offerors are advised that any questions received less than ten (10) calendar days prior to the RFQUAL opening date may not be addressed.

Joint Venture or Co-Counsel Response – If the qualifications are being submitted in conjunction with another entity or law firm (similar to a joint response, joint venture, or co-counsel), there can be only one (1) response submitted in response to the RFQUAL by the entities/firms involved. Therefore, only one (1) entity/firm must be designated as lead and must be designated as the official offeror for purposes of submitting the qualifications. Such lead offeror and contractor, if awarded the contract, must be the only party officially signing and submitting the qualifications as well as serving as the official signatory for the joint venture or co-counsel.

MINIMUM REQUIRED SUBMITTALS:

- A brief description of the firm (Exhibit A)
- The qualifications and background of the firm (Exhibit A)
- A summary of any arrangements that will be made with any other firm for assistance on the work (Exhibit D)
- A list of key personnel to be involved in the work (Exhibit C)
- A list of similar work performed for other municipalities or agencies, including a description of work and the name of the municipality or agency, and the action taken as a result of the work. A list of references should be included. (Exhibit B)
- Discussion explaining why the firm believes the City of Webster Groves would benefit from selecting the firm to do the work. (Exhibit D)
- A description of the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work. (Exhibit D)

MISCELLANEOUS SUBMITTAL INFORMATION:

Affidavit of Work Authorization and Documentation - Pursuant to section 285.530, RSMo, if the offeror meets the section 285.525, RSMo, definition of a “business entity” (<http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>), the offeror must affirm the offeror’s enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The offeror should complete Exhibit E, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. Exhibit E must be submitted prior to an award of a contract.

The offeror should complete and submit Exhibit F, Miscellaneous Information.

Business Compliance - The offeror must be in compliance with the laws regarding conducting business in the City of Webster Groves. The offeror certifies by signing the signature page of this original document and any addendum signature page(s) that the offeror and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The offeror shall provide documentation of compliance upon request by the Purchasing Division. The compliance to conduct business in the state shall include, but not necessarily be limited to:

Registration of business name (if applicable) with the Secretary of State at <http://sos.mo.gov/business/startBusiness.asp>

Certificate of authority to transact business/certificate of good standing (if applicable)

Taxes (e.g., city/county/state/federal)

State and local certifications (e.g., professions/occupations/activities)

Licenses and permits (e.g., city/county license, sales permits)

Insurance (e.g., worker’s compensation/unemployment compensation)

SELECTION CRITERIA

CRITERIA:

After determining that a qualification satisfies the mandatory requirements stated in the RFQUAL, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the qualifications in accordance with the criteria stated below.

- Experience and Technical Competence – 40 Max Points
- Capacity and Capability – 30 Max Points
- Past Record of Performance – 30 Max Points

EVALUATION PROCESS:

After receipt of the qualifications, a review committee appointed by the City Manager at least one member who is registered as a Professional Engineer in the state of Missouri shall evaluate the qualifications and select as a general rule, not less than three firms for interview.

After interviews are conducted, the review committee shall select a firm for negotiation of terms of an agreement/contract. The services in the agreement/contract shall substantially conform to those described in the RFQ. Modifications may be made to accommodate budget limitations or to address related issues not considered in the original scope of work.

COMPETITIVE NEGOTIATION OF QUALIFICATIONS:

The offeror is advised that under the provisions of this Request for Qualifications, the Finance Department reserves the right to conduct negotiations of the qualifications received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

Negotiations may be conducted in person, in writing, or by telephone.

Negotiations will only be conducted with potentially acceptable offeror. The Finance Department reserves the right to limit negotiations to those qualifications which received the highest rankings during the initial evaluation phase. All offerors involved in the negotiation process will be invited to submit a best and final offer if necessary.

Terms, conditions, methodology, or other features of the offeror's qualifications may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the qualifications.

The mandatory requirements of the Request for Qualifications shall not be negotiable and shall remain unchanged unless the Finance Department determines that a change in such requirements is in the best interest of the City of Webster Groves.

AGREEMENT/CONTRACT:

When agreement on a detailed scope of services and fee schedule is reached, a formal agreement/contract will be prepared and submitted to City Council for approval. If an agreement/contract cannot be reached, the City will terminate negotiations and select an alternate firm for negotiations.

EXHIBIT A

OFFEROR INFORMATION

The offeror should provide the following information about the offeror's organization:

Provide a brief company history, including the founding date and number of years in business as currently constituted.

Describe the nature of the vendor's business, type of services performed, etc. Identify the vendor's website address, if any.

Provide a list of and a short summary of information regarding the vendor's current contracts/clients.

List, identify, and provide reasons for each contract/client gained and lost in the past two (2) years.

City Location of Project: <u>Webster Groves, Missouri</u>	
Federal Aid No:	TAP -4900(656)
Location:	Lockwood Ave., Selma Ave., Chestnut Ave., Colebrook Ave., S Forest Ave.
Proposed Improvement:	High School to Middle School ADA – Lockwood & Selma to Chestnut & Colebrook – Replace Sidewalk (6') – Curb Ramps – Crossing Improvements
Length:	1.6 miles
Approximate Construction Cost:	\$ 1,073,000
DBE Goal Determination:	0%
Consultant Services Required:	<i>Engineering responsibilities may include, but are not limited to: preparation of Conceptual, Preliminary, Contract, and Right-of-Way plans; preparation and submittal of required permits; surveying; geotechnical investigations; public involvement; environmental and historic preservation services/permits; utility coordination/permits; contract documents; assistance with bidding; construction support/inspection; traffic control design; and preparation of PS&E and final documents.</i> <i>Construction Phase services include coordinating with the contractor on behalf of the City, assisting with the preconstruction conference, performing periodic site inspections,</i>

	<i>preparing change orders, reviewing shop drawings, conducting material testing and inspections, being present during critical operations, providing full-time inspection support with the City, preparing reports, and participating in the final inspection.</i>
Other Comments:	
Contact:	Name: Paul Receniello Address: 145 E Waymire Ave., Webster Groves, MO 63119 Phone: 314-963-5357 Email: receniello@webstergrovesmo.gov
Deadline:	July 21, 2026
• Submit: Letter of interest should not exceed 20 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>3</u> copies of the letter interest should be received at the address and by the time specified.	

EXHIBIT B

CURRENT/PRIOR EXPERIENCE

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: _____ (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For :)	
Name of Reference Company/Client:	
Address of Reference Company/Client:	
Reference Contact Person Name, Phone #, and E-mail Address:	
Title/Name of Service/Contract	
Dates of Project Initiation and Project Completion:	
If service/contract has terminated, specify reason:	
Description of Services Performed, such as: ✓ What the offeror did ✓ How the offeror did it ✓ Results ✓ Additional Detail	
Personnel Assigned to Service/Contract (include all key personnel and identify role):	

EXHIBIT C

EXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed)

Title of Position: _____	
Name of Person:	
Educational Degree (s): include college or university, major, and dates	
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed.	
# of years' experience in area of service proposed to provide:	
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	
Describe this person's responsibilities over the past 12 months.	
Previous employer(s), positions, and Dates	

Staffing Methodology

Describe the person's planned duties/role proposed herein:	
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EXHIBIT D

WORK TO BE PERFORMED

The offeror should use this Exhibit, or any format desired, to present a written plan for performing the requirements specified in this Request for Qualifications.

EXHIBIT E

NOTICE TO OFFERORS

Sections 285.525 To 285.550 RSMo.

Pursuant to section 285.530 (1) RSMo., No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. {RSMo 285.530 (2)}

An Employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. **The E-verify system issues a Memorandum of Understanding once enrollment is complete; the City of Webster Groves requires a copy of this document be attached to the Work Authorization Affidavit.** The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. {RSMo 285.530 (4)}

For offerors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at:
<http://www.dhs.gov/e-verify>

EXHIBIT F

MISCELLANEOUS INFORMATION

Employee/Conflict of Interest:

Offerors who are elected or appointed officials or employees of the City of Webster Groves or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror's organization is currently an elected or appointed official or an employee of the City of Webster Groves or any political subdivision thereof, please provide the following information:	
Name and title of elected or appointed official or employee of the City of Webster Groves or any political subdivision thereof:	
If employee of the City of Webster Groves or political subdivision thereof, provide name of City or political subdivision where employed:	
Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the City of Webster Groves or political subdivision thereof:	_____ %

Registration of Business Name (if applicable) with the Missouri Secretary of State

The offeror should indicate the offeror's charter number and company name with the Missouri Secretary of State. Additionally, the offeror should provide proof of the offeror's good standing status with the Missouri Secretary of State. If the offeror is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

<i>Charter Number (if applicable)</i>	<i>Company Name</i>
If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:	