



424 N. Sappington Road Glendale, Missouri 63122 (314) 965-3600 fax (314) 965-4772

August 26, 2026

Dear Consultant,

The City of Glendale, Missouri is requesting the services of a consulting engineering firm to perform the professional services described for the E. Essex Ave Phase 2 project as described in the attached. 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 six (6) pages. This letter should include any information which might help us in the selection process, such as the people or team you 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. The Statement of Qualification is not included in the total page count limit.

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-compliant. DBE firms are required to be listed in the MRCC directory to be considered

We request all electronic or printed submittals be received by 1:00 p.m., local time September 17, 2026, emailed to tjones@glendalemo.org, or mailed to Glendale City Hall, 424 N. Sappington Road, Glendale, MO 63122.

Best regards,

A handwritten signature in black ink, appearing to read "Terry Jones".

Terry Jones
Public Works Superintendent
City of Glendale
tjones@glendalemo.org



424 N. Sappington Road Glendale, Missouri 63122 (314) 965-3600 fax (314) 965-4772

City of Glendale
424 N. Sappington Road
Glendale, MO 63122

Request for Qualifications for

Engineering Services

E. Essex Ave Phase 2 Project STBG 4900(659)

August 26, 2026

Questions Deadline: 10:00 a.m., September 10, 2026

Proposal Due: 1:00 p.m., September 17, 2026

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SECTION 1. INTRODUCTION AND PROJECT DESCRIPTION

The City of Glendale, Missouri (City) has secured Federal Aid funding through the Surface Transportation Block Grant (STBG) Program administered by the East-West Gateway Council of Governments, the Missouri Department of Transportation (MoDOT), and the Federal Highway Administration (FHWA) for improvements to E. Essex Avenue between N. Sappington Road and Devon Road. The project is identified as E. Essex Avenue Phase 2.

The total estimated project cost, including Preliminary Engineering (PE), Right-of-Way (ROW), Construction Engineering (CE), and Construction, is approximately \$2.33 million. Construction of the proposed improvements, estimated at \$1.7m, is currently anticipated during calendar year 2030.

The city is seeking qualifications from consulting engineering firms to provide professional engineering services necessary to advance the project through preliminary engineering, environmental clearance, right-of-way acquisition, final design, bidding, construction engineering, and project closeout.

E. Essex Avenue between N. Sappington Road and Devon Road is a two-lane minor collector roadway approximately 0.30 miles in length. The corridor currently exhibits deteriorated pavement conditions, limited pedestrian infrastructure, inadequate roadway drainage, and traffic calming needs. The project is intended to improve roadway conditions, pedestrian accessibility, stormwater management, and overall safety for motorists, pedestrians, and adjacent residents.

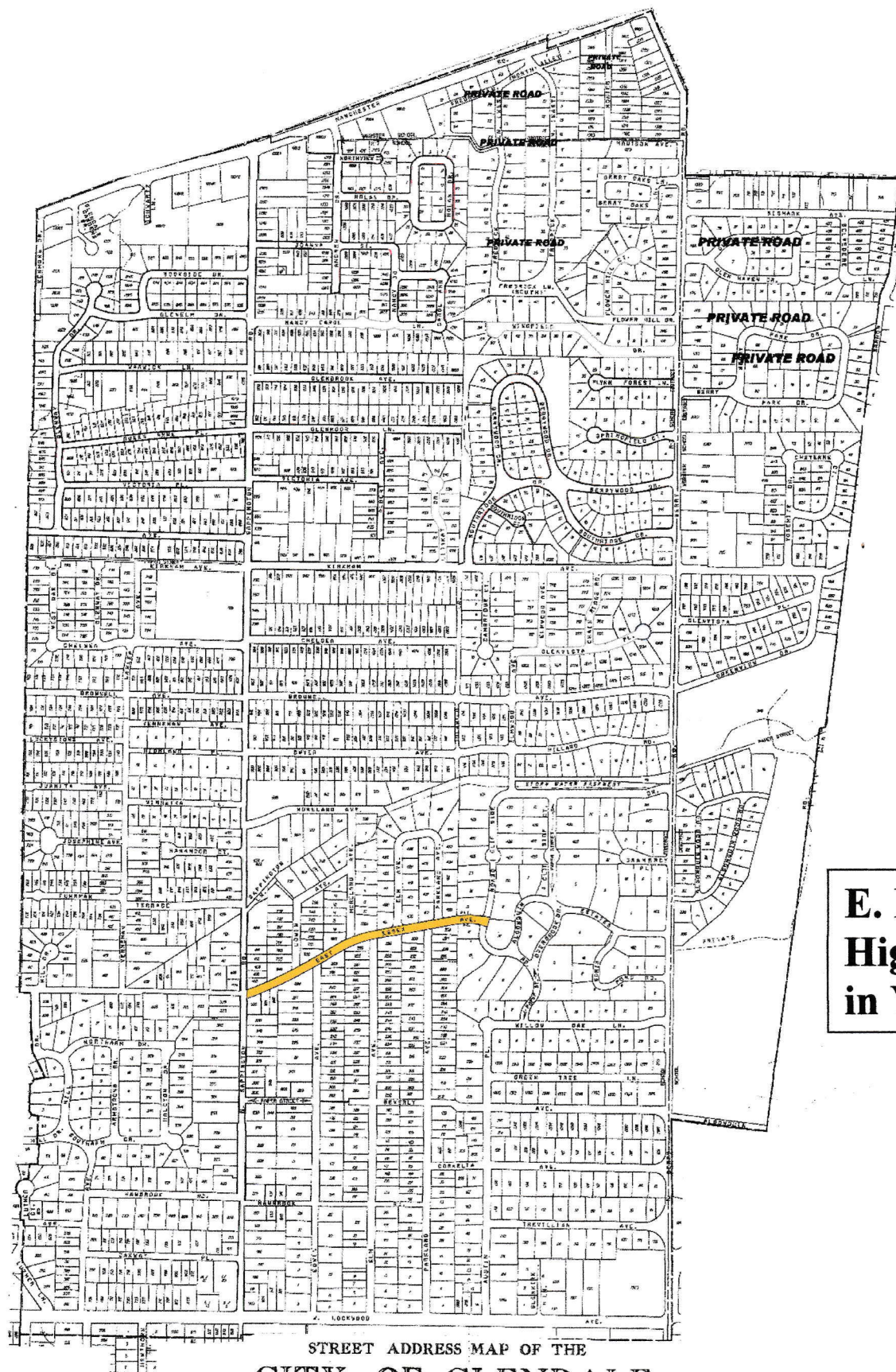
Anticipated improvements include pavement milling and asphalt overlay, full-depth and partial-depth pavement repairs, as-needed roadway profile corrections, construction of ADA-compliant sidewalks and sidewalk ramps, installation of new concrete curb and gutter, driveway and walkway adjustments, construction of a new stormwater collection system, traffic calming measures, pedestrian safety enhancements, and associated pavement markings, signage, utility relocations, and restoration work.

A significant component of the project involves the design and construction of a new stormwater collection system. The corridor currently lacks a formal storm sewer system, and improvements are anticipated to include storm sewer pipe, curb inlets, and related drainage infrastructure necessary to improve roadway drainage and reduce localized flooding concerns. The city anticipates utilizing MSD Proposition S funding and other available funding sources to assist with implementation of stormwater improvements.

Traffic calming and pedestrian safety improvements are anticipated to include an ADA-compliant raised pedestrian crossing at the intersection of E. Essex Avenue and Moreland Avenue, speed tables at selected locations along the corridor, and a mini-roundabout at the intersection of E. Essex Avenue and Devon Road. The consultant shall evaluate these concepts and incorporate the improvements into the final design as approved by the city.

The selected consultant shall be familiar with all applicable federal, state, and local requirements associated with federally funded transportation projects, including but not limited to MoDOT Local Public Agency (LPA) requirements, FHWA requirements, ADA compliance, environmental review and permitting requirements, utility coordination, and right-of-way acquisition procedures.

A copy of the Transportation Improvement Program (TIP) application can be obtained from the East/West Gateway Council of Governments or found on the City of Glendale's website at www.glendalemo.org.



**E. Essex Ave
Highlighted
in Yellow**

STREET ADDRESS MAP OF THE
CITY OF GLENDALE
MISSOURI

PROJECT DEVELOPMENT SCHEDULE

Note: many stages can occur concurrently.

Activity Description	Start Date (MM/YYYY)	Finish Date (MM/YYYY)	Time Frame (Months)
Receive award notification letter from EWG	10/2026	10/2026	1
Execute agreement (project sponsor and DOT)	11/2026	11/2026	1
Engineering services contract submitted and approved*	11/2026	12/2026	2
Environmental review process – NEPA classification and clearance	01/2027	09/2027	9
Public meeting/hearing	09/2027	09/2027	1
Develop and submit preliminary plans	01/2027	06/2027	6
Preliminary plans approved	08/2027	09/2027	2
Develop and submit right-of-way plans	06/2027	09/2027	4
Review and approval of right-of-way plans	10/2027	10/2027	1
Submit and receive approval for notice to proceed for right-of-way acquisition (A-Date)*	11/2027	12/2027	2
Right-of-way acquisition	03/2028	03/2029	12
Utility coordination	01/2028	06/2029	18
Develop and submit PS&E	10/2028	03/2029	6
District review and approval of PS&E*	05/2029	10/2029	6
Advertise for bids/bid letting/bid concurrence	10/2029	11/2029	2
Start implementation or construction/open to traffic	03/2030	08/2030	6

* Finish date must match fiscal year for each milestone shown in bold text.

FINANCIAL PLAN

Note: federal participation for a phase of work must not exceed 80% in Missouri for all phases of work and 80% in Illinois for construction/construction engineering phase only. In Illinois, PE and ROW must be paid with local funds.

Phase of Work ⁵	Starting Federal Fiscal Year ⁶	Total Phase Cost	STP-S Funds Requested	Sponsor Share	Sponsor Share Percentage
PE / Planning / Environmental Studies	FY 2027	\$ 325,000	\$ 227,500	\$ 97,500	30.00%
Right-of-Way (ROW)	FY 2028	\$ 95,000	\$ 66,500	\$ 28,500	30.00%
Construction Engineering	FY 2030	\$ 200,000	\$ 140,000	\$ 60,000	30.00%
Construction / Implementation	FY 2030	\$ 1,711,629	\$ 1,198,140	\$ 513,489	30.00%
TOTAL PROJECT COST		\$ 2,331,629	\$ 1,632,140	\$ 699,489	30.00%

Identify the source(s) of local matching funds (e.g., state DOT, city, county, county road board, county motor fuel tax, private entity), and the amount for each source:

City of Glendale; OMCI reimbursement through MSD

SECTION 2. SCOPE OF SERVICES

The City of Glendale, Missouri is requesting qualifications from consulting engineering firms to provide professional engineering and construction engineering services necessary to successfully deliver the E. Essex Avenue Phase 2 Project. The services identified herein represent the minimum anticipated scope and shall not be construed as a complete listing of all tasks necessary to complete the project in accordance with applicable federal, state, and local requirements.

The consultant shall develop a project schedule demonstrating its ability to complete all engineering, permitting, right-of-way, utility coordination, bidding activities, CE services, and materials testing in accordance with the project funding schedule established by the city and funding partners. Construction of the proposed improvements is currently anticipated during calendar year 2030.

The selected consultant shall provide all professional services necessary to successfully complete the project, including but not limited to the following:

City of Glendale, E. Essex Ave Phase 2 – N. Sappington Rd to Devon Rd	
Federal Aid No:	E. Essex Ave Phase 2 STBG-4900(659) TIP No. 7509-27
Location:	E. Essex Ave – N. Sappington Rd to Devon Rd
Proposed Improvement:	Resurfacing, ADA Upgrades, Addition of Sidewalks, Stormwater Improvements
Length:	0.3 Miles
Approximate Construction Cost:	\$1.7M
DBE Goal Determination:	0 %
Consultant Services Required:	Design of the Following: • ADA Sidewalk and Curb Ramps • Asphalt Overlay • Base Repairs • Street Profile Corrections • Construction of new stormwater inlets and pipe • Safety Improvements • RRFB at Intersection with Moreland Ave • Concrete Curb & Gutter Specific consultant scope items include: • Section 106 Documentation and Application • Threatened and Endangered Species Documentation and Application • Preliminary Plans • Right-of-Way Plans • Final Plans • Job Special Provisions • Construction Estimates • Coordination with the Missouri Department of Transportation (MoDOT)

	• Coordination with the Metropolitan St. Louis Sewer District (MSD) • Pavement Design • Obtain Floodplain Permit (if necessary) • Utility Coordination • Property Acquisition (if necessary) • Miscellaneous Pick-Up Survey Work (as necessary) • Utility Marking Services • Roadway Design • Sidewalk Design • Striping Plan • Retaining Wall Design • Geotechnical Investigation (if necessary) • Subsurface Utility Investigation (if necessary) • Drainage Structure Design • Water Quality Design • Utility Coordination • Pavement Cores • Topographic Surveying • Property Surveys • Compilation of Bid Documents • Compile and Submit Plans, Specifications and Estimates (P, S & E) • Management of the Bidding Process • Compile and Submit Concurrence in Award Request • Contract Processing and Execution • Compile and Submit Construction Notice to Proceed Request • Construction Engineering • Materials Testing • Property Acquisition • Public Involvement
Other Comments:	None
Contact:	Terry Jones Public Works Superintendent 314-968-8157 tjones@glendalemo.org
Deadline:	Questions Deadline: 10am, Sept 10, 2026 Submission Deadline: 1pm, Sept 17, 2026
•Submit: Letter of interest should not exceed six (6) pages total. The total number of pages includes the Cover Letter. A page is defined as 8-1/2 by 11 inches and printed on one side. If submitting a printed SOQ, three (3) copies should be received at the address, and by the time specified.	

SECTION 3. SOQ CONTENT AND SUBMISSION REQUIREMENTS

The Statement of Qualifications (SOQ) shall include sufficient information to demonstrate the Consultants qualifications, experience, and ability to successfully perform the requested services. At a minimum, the SOQ shall include:

- A cover letter identifying the firm's primary contact and expressing its interest in the project
 - General information regarding the firm's qualifications and technical capabilities
 - The qualifications and experience of the proposed Project Manager and key personnel
- Information demonstrating the firm's capacity, availability, and ability to meet the anticipated project schedule
 - The firm's understanding of the city's needs and proposed technical approach
- A record of past performance
 - Descriptions of prior projects of similar scope and complexity, including experience with federally funded Missouri Local Public Agency projects
 - Client references for similar projects.
- Submittals shall be limited to 6 pages printed on one side only. The total number of pages includes the cover letter.

SOQ's can be submitted to the city in either electronic or printed form. Electronic submissions should be emailed to Public Works Superintendent Terry Jones at tjones@glendalemo.org. If submitting via printed form, then three (3) copies of the SOQ shall be mailed to Terry Jones, Public Works Superintendent, 424 N. Sappington Road, Glendale, MO 63122. Electronic and paper submissions are due by 1:00 p.m. local time on September 17, 2026. Qualifications submitted after this date and time will not be eligible for consideration.

SECTION 4. EVALUATION CRITERIA

The city is following a Qualifications Based Section process. It is the city's intent to secure the most qualified firm to assist with the Project.

Members of city staff will evaluate and select those firms deemed to be the most highly qualified to perform the requested services and may choose to interview one, all, or none of the applicants as may be in the best interest of the city. If interviews are to be held, selected firms will be notified as to place, time, date, and purpose of the interview.

Once a preferred firm is identified, a detailed scope of services and associated fee will be negotiated. If the city is unable to come to an agreement over contract terms, including fee, with the preferred firm, the city reserves the right to reject the highest-rated firm and enter negotiations with the next highest rated firm. The city desires to have a service agreement in place for consideration by the Board of Aldermen at the October 5, 2026, meeting and is hopeful to provide the firm a Notice to Proceed (NTP) the following day.

The names of all firms providing an SOQ and those, if any, selected for interviews shall be public information. At the conclusion of the selection process, the contents of all SOQ's become public information. Firms that have not been selected will be notified in writing after the conclusion of the selection process. Firms are advised that all submittals will be evaluated to determine the firm deemed most qualified to meet the needs of the city.

Evaluation Criteria	Max Points 100
Overall Experience and Technical Competence General Firm Information (5) Project Manager Qualifications (10) Key Personnel Qualifications (10)	25
Capacity and Capability Demonstrate Understanding of City's Needs (10) Technical Approach (20) Project Schedule and Team Availability (15)	45
Past Record of Performance Prior Projects are Similar in Scope and Technical Challenges (15) Prior Projects, Including Federal -Aid Projects for Missouri Local Public Agencies (15)	30

SECTION 5. MISCELLANEOUS

The selected Applicant shall be required to enter a written contract with the City. The final contract is subject to approval of the City Board of Aldermen. This RFQ and the Proposal will be incorporated as part of the contract. In addition, the applicable terms and conditions listed in this section will be incorporated into any contract awarded as a result of this RFQ. In submitting a Proposal, the Applicant agrees to the terms and conditions in this section, unless a statement is made to the contrary. Acceptance of any proposed alternate language, terms and conditions is at the sole discretion of the City, and the incorporation of any submittal which attempts to include proposed alternate language and/or terms and conditions of the contract is not a modification of the contract without the express written consent of the City.

1. Incurring Costs

This Request for Qualifications does not commit the City to award a contract or to pay for any cost incurred by successful or unsuccessful Applicants in the preparation of their response to this request.

2. Confidentiality

The City shall follow the Missouri Sunshine Law, Chapter 610 of the Missouri Revised Statutes, therefore all documentation, submittals, bids, contracts, and other documentation submitted to the City in response to this Request for Qualifications may be subject to disclosure pursuant to Missouri Law. The Applicant must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure. Any Applicant claiming such an exemption must also state in its proposal that the Applicant agrees to hold harmless, indemnify and defend the City and its agents, officials and employees in any action or claim brought against the City for its refusal to disclose such materials, trade secrets or other proprietary information to any party making a request. Any Applicant failing to include such a statement shall be deemed to have waived its right to an exemption from disclosure.

3. Logo

The City's logo should not be used in responding to this RFQ.

4. Conflict of Interest

Applicants shall disclose all business interests or family relationships with any City officer or employee who was, is, or will be involved in the selection, negotiation, drafting, signing, administration, or evaluation of the selected vendor's performance. As used in this section, the term "Applicant" shall include any employee of vendor who was, is, or will be involved in the negotiation, drafting, signing, administration, or performance of an agreement. As used in this section, the term "family relationship" refers to the following: spouse or domestic partner; any dependent parent; parent-in-law, child, son-in-law, or daughter-in-law; or any parent, parent-in-law, sibling, uncle, aunt, cousin, niece, or nephew residing in the household of a civic leader, elected official, City officer or employee described above.

5. Non-Discrimination

The Applicant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensations; and selection of training, including apprenticeship. Applicant shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability. Applicant shall incorporate the foregoing requirements of this paragraph in all its subcontracts for work performed under the terms and conditions of an anticipated contract. A breach of this provision may be grounds for contract termination.

6. Governing Law

The successful Applicant shall have a valid business license, hold all applicable certifications, and agree to maintain them throughout the terms of the anticipated agreement. Applicant shall at all times observe and comply with all Federal and State laws, all local laws, ordinances, and regulations existing at the time of or enacted subsequent to the execution of an agreement which, if in any manner, affect the prosecution of the work. Applicant shall indemnify and save harmless the City, its officers, agents, representatives, and employees against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by himself, his employees, or his sub-contractors.

7. Indemnification and Immunity Retention

Applicant covenants and agrees to indemnify, defend and hold harmless the City, its board members, officers, employees, and agents from and against any and all liabilities, losses, damages, costs and expenses of any kind (including, without limitation, reasonable attorneys' fees) which may be suffered by, incurred by or threatened against the City, or its board members, officers, employees or agents on account of or resulting from injury, or claim of injury, to a person or property arising from the Applicant's actions or omissions in relation to this RFQ, the anticipated agreement or arising out of the Applicant's actions or omissions relating to this RFQ or the anticipated agreement, or arising out of the Applicant's breach or failure to perform any term, covenant, condition required by the anticipated agreement.

By execution and performance of the anticipated Agreement, the City does not intend to, nor shall it be deemed to have waived or relinquished any immunity or defense on behalf of the City, and the City's board members, officers, directors, servants, employees, agents, successors or assigns.

8. Applicant's Declaration

Applicant will not be permitted to use, to its advantage, any omission or error in this Request for Qualifications, the specifications, requirements, or the contract documents and the City reserves the right to issue new instruction for such error or omission if originally specified. Through a submittal, Applicant states that they have examined the information and conditions surrounding the operation of the service contemplated by the Proposal, and is familiar with the requirements as to the equipment, supplies, and labor of such undertaking; and that Applicant has carefully prepared, examined and checked the Proposal

to ascertain that no mistake or error is contained in the Proposal; and the Applicant will make no claim for correction or modification after the closing time for the receipt of the submittals.

9. Binding Effect

The anticipated agreement for services contained in this Request for Qualification shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns.

10. Award of Contract

The award of the contract, if it is awarded, will be made to the most qualified Applicant(s). Services under the anticipated contract will be performed on an "as needed" basis, the City does not guarantee the use of an anticipated contract during the contract term. The award of the anticipated contract will not be determined solely on price, but as a review of the Applicant in its entirety. The City will notify the Applicant(s) after proposal receipt what information, if any, is required. The City reserves the right to reject any or all submittals and to waive any irregularities therein. The successful Applicant will be notified by letter mailed to the address shown on the proposal response that their proposal has been accepted and that they have been awarded the contract.

11. Agreement and Term

It is the intent of the City to enter into single or multiple agreement(s) with selected Applicant(s). The selected Applicant(s) will enter into a written contract(s) (the "Agreement") with the City of Glendale with the terms and conditions set forth herein and provide service at the rates submitted in the accepted Proposal. The resulting contract(s) will be subject to termination by the City in the event of sale or destruction of the facilities or misfeasance, nonfeasance, or malfeasance of the successful Applicant.

12. Termination of Contract by Convenience

The City or successful Applicant may terminate the anticipated contract at any time during its term by giving 60 day written notice of such intention to terminate this contract and setting forth a specific termination date.

13. Insurance Requirements

Indicate your ability to provide general and automotive liability insurance rates per State of Missouri statutory requirements.

14. E-Verify

All successful Applicants on City contracts for services in excess of \$5,000 must provide the City with documentation and a sworn affidavit, substantially in the form of the Federal Work Authorization Program ("FWAP") Affidavit, with respect to employees working in connection with the contracted services, affirming enrollment in a Federal Work Authorization Program ("FWAP"). The affidavit shall also provide that the vendor does not knowingly employ any person in connection with the contracted services who is an unauthorized alien. Such affidavits must be provided with the proposal. Subcontractors must provide similar affidavits to their general contractors when the general contractor hires the subcontractor. A contractor or subcontractor is not required to perform an electronic verification check on employees hired before January 1, 2009.

15. Payment Terms

All requests for payment shall be submitted to the Glendale City Hall located at 424 N. Sappington Road, Glendale, MO 63122. Billing submitted shall only include approved costs; any additions that have not been approved by the City shall be excluded for payment. Payment on billing will be issued within thirty (30) days following receipt of complete documentation as is required for the project in question.

16. Invoicing

All contracted work completed must include the following information on the related invoice for payment.

- a. Contract or Purchase Order Number
- b. Date of Invoice
- c. Invoice Number
- d. Description of Service(s)
- e. Payment Amount Requested

17. Questions and Clarifications

All questions shall be submitted in writing to Terry Jones, Public Works Superintendent at tjones@glendalemo.org before 10:00 a.m., September 10, 2026. Answers to any question shall be in writing and shall be sent to all Applicants who are on record with the City as having received a copy of this Request for Qualifications. It is therefore imperative that Applicants provide full and accurate contact information to the City including an email address. The name of the party submitting the question will not be identified in the answers.

18. Amendment Issuance

If Applicant has any questions which arise concerning the true meaning or intent of the specifications or any other requirement stated herein, Applicant shall request that an interpretation be made in an Addendum. Failure to request an Addendum governing any such questions shall not relieve Applicant from delivery in accordance with the intent of the specifications. If it becomes evident that the material contained within this Request for Qualifications requires amendment, the Public Works Superintendent shall issue a formal written amendment to these documents for distribution to all known prospective respondents. The issuance of an amendment may be released until the stated date and time of proposal receipt. If it is deemed necessary by the City, the amendment may extend the current proposal receipt deadline.

19. Proposal Acceptance

- a. The City of Glendale reserves the right to accept submittals in whole or in part, and to reject all submittals, and to negotiate separately as necessary to serve the best interests of the City.
- b. Notifications of award will be made by the Public Woks Superintendent following passage of a resolution by the Mayor and Board of Aldermen accepting the proposal.
- c. The Proposal must remain valid for at least ninety (90) days after submittal deadline date.
- d. It is the intent of the City of Glendale to contract for this service as soon as possible.