

**CITY OF DARDENNE PRAIRIE, MISSOURI**

**Request for Qualifications**

**Professional Engineering Services  
Bates Road (Phase 1)**

*Qualifications-Based Selection | Federal STP-S Construction Funding Anticipated  
STBG-5407(622)*

<b>Project</b>	Bates Road (Phase 1) Improvements
<b>Location</b>	Bates Road from South Outer Road 364 to Red Hawk Parkway, Dardenne Prairie, Missouri
<b>Funding</b>	Design services funded with City of Dardenne Prairie and St. Charles County Road Board funds; federal STP-S construction funding anticipated for construction / implementation only
<b>Procurement Type</b>	Qualifications-based selection for professional engineering design services
<b>Services Solicited</b>	Preliminary engineering and related professional services through final PS&E and federal-aid construction readiness support; construction engineering / inspection excluded
<b>Submission Method</b>	Electronic PDF submittal to <a href="mailto:Bids@dardenneprairie.org">Bids@dardenneprairie.org</a>
<b>City Contact</b>	Matthew Davidson, City Engineer   <a href="mailto:cityengineer@dardenneprairie.org">cityengineer@dardenneprairie.org</a>   636-755-5320
<b>DBE Goal</b>	Not applicable to design contract; construction DBE requirements, if any, to be determined separately

Issued by the City of Dardenne Prairie for qualifications-based consultant selection under applicable Missouri law. The selected consultant shall prepare design deliverables capable of supporting later MoDOT/LPA review, federal-aid construction authorization, advertisement, and bidding, if and when federal construction funding is authorized.

## 1. Procurement Basis and Invitation

This solicitation is for professional engineering design services. The design contract is anticipated to be funded entirely with City of Dardenne Prairie and St. Charles County Road Board funds and is not anticipated to be reimbursed with federal funds. This RFQ is not intended to procure a federally reimbursed engineering services contract. The City is using a qualifications-based selection process consistent with applicable Missouri law for procurement of professional engineering services. Cost information shall not be included in the Statement of Qualifications unless and until the City initiates negotiations with the highest ranked firm.

The City of Dardenne Prairie, Missouri, invites qualified engineering consulting firms to submit Statements of Qualifications for the Bates Road (Phase 1) Improvements project. The City intends to select the firm whose qualifications, experience, technical understanding, capacity, and past performance are most advantageous for successful delivery of the design services and for preparing design, documentation, and PS&E deliverables capable of supporting subsequent MoDOT/LPA review and federally funded construction authorization, if and when authorized.

This solicitation is publicly advertised to provide full and open competition, maintain a transparent local procurement record, and support orderly project development for the later federal-aid construction phase.

## 2. Project Background and Need

Bates Road (Phase 1) extends generally from South Outer Road 364 to Red Hawk Parkway and serves residential neighborhoods, nearby schools, churches, community destinations, utility facilities, and connections to the local and regional bicycle and trail network.

The corridor is a major collector with aging asphalt pavement, existing curb and sidewalk elements, an existing lane configuration that includes a center two-way turn lane, and pedestrian and bicycle accommodations that do not fully support current multimodal demand. The City's STP-S application identifies the need for pavement preservation, ADA curb ramp reconstruction, high-visibility pedestrian crossings, RRFBs, bicycle lane signing and markings, and safer bicycle and pedestrian connectivity between Outer Road 364 / Town Square Avenue, neighborhoods, schools, community resources, and the planned Henning Road / Dardenne Greenway connections.

The selected consultant will be expected to refine the project concept and advance the work in a manner consistent with applicable City, St. Charles County Road Board, MoDOT, FHWA, ADA / PROWAG, MUTCD, and AASHTO requirements and with later federal-aid construction authorization needs, as applicable. The City does not guarantee federal approval or authorization through this RFQ.

## 3. Anticipated Project Improvements

- Pavement rehabilitation, milling, resurfacing, and associated roadway or concrete replacement where required.
- Reconfiguration of the existing pavement marking layout to support two through lanes and buffered dedicated bicycle lanes, as warranted by final design.
- Curb and gutter replacement, localized drainage / storm sewer adjustments, grading, erosion control, and related stormwater work as required.
- Signing and striping improvements, including centerline and edge line markings, bicycle lane markings, arrows, symbols, and related regulatory and warning signs.
- Sidewalk removal and replacement, ADA curb ramp reconstruction, pedestrian transitions, and related pedestrian connectivity improvements.
- Enhanced crossing treatments, including high-visibility crosswalks, RRFBs, pedestrian crossing signing, solar lighted bollards, and pavement markings where warranted.

- Solar-powered RRFBs, pedestrian visibility enhancements, solar-powered school / crossing signs if incorporated into final design, and related electrical or low-voltage components.
- Restoration, sodding, traffic control, and other appurtenant work necessary for a complete and buildable project.
- Utility coordination, right-of-way and easement support if required, and utility relocation planning / coordination as required.

## **4. Scope of Professional Services**

The selected consultant shall furnish all professional engineering, planning, surveying, environmental, right-of-way support, and related services necessary to advance the project from notice to proceed through final plans, specifications, and estimate in a manner acceptable to the City and capable of supporting later MoDOT/LPA review, federal-aid construction authorization, advertisement, and bidding, as applicable. The City reserves the right to refine the final scope during contract negotiations.

### **4.1 Project Management and Coordination**

- Project management, quality management, schedule control, monthly progress reporting, and overall administration of the consultant team.
- Coordination with the City, St. Charles County Road Board, MoDOT as needed for federal-aid construction readiness, utility companies, nearby school / institutional representatives, adjoining property owners, and other stakeholders.
- Attendance at progress meetings, public meetings, review meetings, and presentations as requested.
- Preparation and maintenance of a project management plan, action item log, and deliverable schedule.

### **4.2 Surveying and Base Mapping**

- Topographic survey, control, supplemental field investigation, visible utility mapping, and development of base mapping as needed for roadway, path, drainage, and right-of-way design.
- Right-of-way research support, easement exhibit preparation, legal descriptions, and title / survey coordination to the extent needed for design, City review, and any later federal-aid construction clearance requirements.
- Collection and depiction of existing features necessary for design, permitting, and utility coordination.

### **4.3 Traffic, Safety, and Multimodal Design**

- Concept refinement, geometric layout, typical sections, buffered bicycle lane and ADA design, pedestrian crossing treatments, signing and pavement marking concepts, and maintenance of traffic concepts.
- Evaluation of traffic control, multimodal safety, RRFB / lighting needs, and lane configuration to improve safety without creating unacceptable operational impacts.
- Preparation of preliminary plans, design exceptions / justifications if required, and incremental review submittals.

### **4.4 Drainage, Stormwater, and Utility Coordination**

- Hydrologic and hydraulic analyses as required, drainage design, curb and inlet improvements, and identification of localized drainage or stormwater structure needs.
- Utility conflict identification, utility coordination meetings, relocation tracking, utility conflict matrices, and utility certification support.
- Preparation of relocation exhibits, utility adjustment recommendations, and incorporation of utility needs into plan development.

#### **4.5 Environmental Documentation and Permitting**

- NEPA classification support and environmental documentation, if required.
- Coordination of cultural resources, threatened and endangered species review, floodplain issues, stormwater permitting, agency coordination, and permit support as required by the project and funding source.
- Preparation of environmental commitments documentation and incorporation of commitments into plans and specifications as applicable.

#### **4.6 Right-of-Way Support**

- Identification of right-of-way and easement needs and preparation of right-of-way plans, easement exhibits, parcel exhibits, legal descriptions, and technical support documents, if required.
- Coordination with the City and, if required for later federal-aid construction authorization, MoDOT regarding Uniform Act compliance, acquisition sequencing, and clearance documentation.
- The consultant's right-of-way role under this RFQ is limited to professional design and survey support. Appraisal, appraisal review, acquisition negotiation, relocation assistance, condemnation support, title closing services, brokerage services, and negotiator services are excluded unless separately authorized and procured in a legally compliant manner.

#### **4.7 Public Involvement and Agency Coordination**

- Support for stakeholder outreach, public meetings or hearings if required, meeting exhibits, response summaries, and agency coordination materials.
- Coordination with affected property owners, nearby schools, churches, community institutions, and utility providers to support constructability and access planning.

#### **4.8 Final Design, PS&E, and Bidding Support**

- Preparation of final plans, specifications, estimates, quantity calculations, special provisions, and other PS&E elements suitable for City approval, St. Charles County Road Board / Roads & Traffic coordination, documented preliminary plan and PS&E review, MoDOT/LPA review, federal-aid construction authorization, advertisement, and bidding, as applicable.
- Assistance during advertisement, responses to bidder questions, preparation of addenda, and support for award recommendation documentation and clarifications requested by the City, St. Charles County Road Board / Roads & Traffic, MoDOT, or other reviewing agencies, as applicable.

#### **4.9 Scope Exclusions / Optional Post-Award Services**

- Construction engineering, construction inspection, materials testing, and resident engineering services are not included in this solicitation.
- Limited post-award design clarifications or shop drawing review may be added only if authorized by the City and permitted by applicable local or federal-aid construction requirements.

### **5. Federal-Aid Construction Context, DBE, and Nondiscrimination Requirements**

This procurement is qualifications-based. No fee proposal, pricing schedule, labor rates, overhead schedule, or cost proposal shall be submitted with the Statement of Qualifications.

The selected consultant must be qualified and eligible to perform the work and must provide deliverables that support applicable City, County, MoDOT/LPA, and federal-aid construction requirements, as applicable. The

City does not anticipate federal reimbursement for the design contract, and this RFQ is not intended to procure a federally reimbursed engineering services contract.

No DBE goal is assigned to this design contract unless later directed in writing by the City or required by MoDOT. DBE requirements for the federally funded construction phase, if any, will be established separately by MoDOT and administered in the construction procurement documents. If DBE participation is voluntarily proposed for design services, only firms certified through the Missouri Regional Certification Committee (MRCC) should be represented as certified DBE firms.

The City of Dardenne Prairie, in accordance with Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act, and other applicable nondiscrimination authorities, ensures that no person shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under this solicitation or the resulting contract on the basis of race, color, national origin, sex, age, disability, or other protected status.

The consultant and subconsultants must comply with nondiscrimination, Title VI, ADA, E-Verify, records retention, lobbying restrictions, conflict of interest disclosure, and all other applicable federal, state, and local contract requirements. Federal requirements shall apply to the design contract only to the extent required by applicable law, the City's contract, the County Road Board funding terms, or later MoDOT/LPA construction authorization. The consultant shall provide any certifications reasonably required by the City to support later federal-aid construction authorization, including debarment / suspension certifications if requested.

## 6. Statement of Qualifications Requirements

Submit one searchable electronic PDF containing the firm's Statement of Qualifications. The City requests a concise, project-focused SOQ with a principal narrative not to exceed 10 pages, excluding cover letter, table of contents, divider sheets, resumes, MoDOT prequalification documentation if available, and required certifications or acknowledgements.

To be considered responsive, each submittal shall be organized in the sequence below. Clear, concise, project-focused submittals are preferred.

Firms should identify any MoDOT prequalification categories and federal-aid / LPA experience applicable to the proposed scope. MoDOT prequalification is preferred but is not a mandatory condition of responsiveness unless required by addendum, funding agreement, or applicable law.

Tab	Required Content	Expected Information
A	Cover Letter and Project Understanding	Identify the prime consultant, office location responsible for the work, authorized contact, and concise understanding of the project purpose, constraints, and delivery approach.
B	Firm Background and Qualifications	Describe the firm, Missouri registrations, local agency experience, MoDOT / LPA familiarity, federal-aid construction-ready design experience, and qualifications relevant to roadway preservation,

Tab	Required Content	Expected Information
		multimodal roadway design, ADA curb ramps, pedestrian crossing enhancements, drainage, utility, and right-of-way support work.
C	Project Team and Key Personnel	Provide organization chart, office location of key staff, resumes, proposed roles, availability, and discipline leads. Clearly identify subconsultants.
D	Relevant Project Experience	Provide up to five representative projects for the prime consultant and up to three representative projects for each major subconsultant. At least two examples should involve MoDOT LPA projects, federally funded local agency projects, or local agency design projects prepared for federal-aid construction authorization.
E	Project Approach and Delivery Strategy	Describe approach to survey, design development, environmental review if required, utility coordination, right-of-way support, schedule control, QA / QC, stakeholder coordination, and MoDOT review management for a design contract that must remain federal-aid construction-ready.
F	Capacity and Workload	Demonstrate that the team has sufficient current capacity and management attention to deliver this project on the anticipated schedule.
G	Past Performance and References	Provide at least three client references for comparable projects, including owner contact information, completion status, and brief description of services

Tab	Required Content	Expected Information
		provided.
H	Required Certifications / Disclosures	Include acknowledgement of addenda, actual or potential conflicts of interest, prior involvement in the STP-S application or project concept documents, MoDOT prequalification categories if available, debarment / suspension eligibility if requested, and a statement that no fee proposal is included with the SOQ.

### 7. Evaluation Criteria and Selection Process

Submittals will be evaluated by a selection committee using qualifications-based criteria. Interviews are not anticipated but may be conducted at the City’s sole discretion if the City determines that interviews would materially improve the evaluation process.

No.	Selection Criterion	Points
1	Relevant experience with comparable local agency, federally funded, or federal-aid construction-ready roadway / multimodal projects	25
2	Project team qualifications, key personnel, and organizational strength	20
3	Project understanding, technical approach, and quality management procedures	20
4	Past performance, references, and record of successful delivery	15
5	Capacity to perform the work within the required timeframe	10
6	MoDOT / LPA process familiarity, including utility, ROW,	10

No.	Selection Criterion	Points
	environmental, and PS&E coordination	

**Selection Process**

- The City will review responsive Statements of Qualifications and score firms using the published criteria and weighted point values in this RFQ.
- The City will rank all responsive and qualified firms. If at least three qualified firms submit, the City will identify the three most highly qualified firms and will begin scope and fee negotiations with the highest-ranked firm in accordance with qualifications-based selection requirements under Missouri law.
- If the City cannot negotiate a fair and reasonable contract with the highest ranked firm, the City may formally terminate negotiations and proceed to the next most qualified firm.
- The City will prepare and maintain an internal independent cost estimate or work-hour estimate before fee negotiation. The independent cost estimate shall not be submitted by respondents and shall not be included in SOQs.
- Any contract award shall remain subject to applicable City approvals. MoDOT concurrence in the consultant selection or design agreement is not anticipated because the design contract is funded with City of Dardenne Prairie and St. Charles County Road Board funds, unless MoDOT, the funding agreement, or a later project authorization process requires otherwise.

**8. Anticipated Deliverables**

- Project management plan and detailed schedule.
- Survey / base mapping and field investigation documentation.
- Preliminary engineering exhibits, concepts, and technical memoranda as needed to support City decisions.
- Environmental documentation and permit support materials, if required.
- Right-of-way plans, parcel exhibits, legal descriptions, and acquisition support documents, if required.
- Utility coordination documentation, conflict matrices, and utility certification support for City files, County coordination, and later MoDOT/LPA construction authorization, as applicable.
- Final PS&E package, submittals, review responses, and approval documentation capable of supporting City approval, St. Charles County Road Board / Roads & Traffic coordination, documented preliminary plan and PS&E approval, MoDOT/LPA review, federal-aid construction authorization, advertisement, and bidding, as applicable.
- Engineer’s estimates at major milestones.
- Meeting materials, public involvement exhibits, and review comment responses.

**Anticipated Procurement Schedule**

The schedule below is a planning aid only. The City reserves the right to revise milestones by addendum or internal action.

Milestone	Date / Time
RFQ issue date	June 24, 2026
Deadline for written questions	July 3, 2026 by 5:00 PM CT

Milestone	Date / Time
Responses / addenda issued	July 8, 2026
Statements of Qualifications due	July 17, 2026 by 2:00 PM CT
Anticipated contract approval / authorization	August 5, 2026

## 9. Questions, Submission Instructions, and General Conditions

Questions regarding this RFQ shall be directed in writing to Matthew Davidson, City Engineer, at [cityengineer@dardenneprairie.org](mailto:cityengineer@dardenneprairie.org). Responses and any addenda may be issued by the City in writing. Oral interpretations shall not be binding.

Statements of Qualifications shall be transmitted electronically to [Bids@dardenneprairie.org](mailto:Bids@dardenneprairie.org) by the deadline stated in this RFQ or in any addendum. The subject line should clearly identify the solicitation as: “SOQ - Bates Road (Phase 1) Design Engineering Services.” Late submittals may be rejected. The City recommends a single bookmarked PDF file when practical.

- Issuance of this RFQ does not obligate the City to award a contract or to reimburse any respondent for costs incurred in preparation of a response.
- The City reserves the right to reject any or all submittals, waive minor informalities, request clarification or supplemental information, cancel or reissue the RFQ, and negotiate with the next most qualified firm if negotiations with the top-ranked firm are unsuccessful.
- The selected consultant shall comply with all applicable federal, state, and local laws, regulations, executive orders, and contract requirements.
- The City expects each respondent to disclose any actual or potential conflicts of interest. Firms with unresolved conflicts may be deemed ineligible for award.
- Any firm that prepared or assisted with the STP-S application, project concept, preliminary estimates, exhibits, or other pre-RFQ project development documents shall disclose that involvement in its SOQ. Prior involvement will not automatically disqualify a firm if the work was performed with non-federal funds and no unfair competitive advantage exists. A firm competing for this design contract shall not prepare the City's independent cost estimate for the design contract or participate in the City's evaluation, selection, or negotiation process.
- Consultants and subconsultants must not be suspended or debarred from participation in public or federally assisted contracts if such certifications are requested by the City or required for later federal-aid construction authorization.
- The final scope, contract form, fee basis, and insurance requirements shall be established during negotiations and shall remain subject to City requirements. Deliverables shall also remain capable of supporting MoDOT/LPA and federal-aid construction review requirements, as applicable.
- The City may authorize the design contract after local award and execution. Federal-aid construction advertisement, award, and notice to proceed shall not occur until all required MoDOT / FHWA approvals, clearances, and authorizations have been obtained.
- The City may maintain a procurement file including the advertisement, SOQs, addenda, scoring sheets, ranking memorandum, conflict disclosures, negotiation record, independent cost estimate, final scope, and executed contract.

### 10. Anticipated Insurance and Contractual Requirements

The consultant selected for negotiations should be prepared to enter into the City's standard professional services agreement, as approved by the City and executed by the Mayor, and to meet customary municipal professional services contract requirements. Minimum insurance requirements are anticipated to include Commercial General Liability of \$500,000 per occurrence / \$3,000,000 aggregate, Automobile Liability of \$500,000 per person / \$3,000,000 per occurrence, or equivalent combined single limit wording acceptable to the City, Workers Compensation at statutory limits, and Professional Liability / Errors and Omissions coverage of \$1,000,000 per claim. Final contractual terms may incorporate City standard provisions, County Road Board funding requirements, and requirements needed to support later MoDOT/LPA construction review, if applicable.

### 11. Issuance

Issued by authority of the City of Dardenne Prairie, Missouri. Insert final issuance date, due date, and authorized signature information prior to advertisement.

<b>RFQ Issue Date</b>	June 24, 2026
<b>SOQ Due Date</b>	July 17, 2026
<b>Authorized City Representative</b>	Matthew W. Davidson, City Engineer
<b>Signature / Date</b>	