

**Request for Proposals (RFPs)
Design for Old Highway N – Phase 2
City of Lake Saint Louis
St. Charles County Road Board
RFP No. 11-19**



City of Lake Saint Louis, MO

Proposals due by:
February 13, 2020
12:00 p.m.

Deliver proposals to:

Lake Saint Louis City Clerk
200 Civic Center Drive
Lake Saint Louis, MO 63367

Tel: (636) 695-4221
Fax: (636) 695-4227

**City of Lake Saint Louis, MO
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The City of Lake Saint Louis, Missouri (the City) is requesting proposals for engineering and technical services for design of Old Hwy N. The proposed project will include reconstructing Old Highway N between Hawk Ridge Trail and Old Forester Drive, from a 2 lane unimproved road to a 3 lane roadway with curbs, enclosed drainage, sidewalks and a shared-use path. Additionally, the design will include new traffic signal at the intersection of Old Highway N/Hawk Ridge Trail.

This project is partially funded with St. Charles County Road Board (CRB) Funding and a Modot Cost Share Grant. Additionally, the City is applying for STP/CMAQ funding in 2020 for R/W and Construction. The design must fulfill the requirements of for CRB grant and STP/CMAQ application for scope, product and schedule and must follow all rules and regulations as outlined in the Local Public Agency Manual. Project concept drawings are attached.

This project has a DBE goal of 16%.

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.

SCOPE OF SERVICES

1. Preliminary Field Survey – create a topographic base map of the area to be used for design.
2. Preliminary Design – submit preliminary plans and cost estimate for review.
3. Utility Coordination – submit plans to utility companies to determine any conflicts and to coordinate any conflict resolutions. Perform subsurface utility exploration as needed.
4. Cost Estimates – each plan review must be submitted with an itemized cost estimate.
5. Meetings and Reports – conduct review meetings and distribute meeting minutes.
6. ROW Design – determine if additional ROW or easements are required and add to preliminary design plans.
7. Final Design – submit final plans and cost estimates.
8. Tree Preservation plan.

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9. Prepare bid documents and specifications.
1. Permits – Prepare all required Federal, State, and Local Permits.

PROPOSAL REQUIREMENTS

The proposal shall be limited to 10 pages. The statement of qualifications is not included in the total page count limit.

1. Cover Letter

A cover letter transmitting the proposal must be included and signed by an official authorized to contract for the consulting firm. The letter shall contain the name, title, address, telephone number and email address of the Consultant's contact person for this proposal. The letter shall contain a statement certifying the Consultant's acceptance of the terms, conditions and requirements of the RFP.

2. Technical Proposal

- a. The Consultant shall provide a written plan describing their understanding of the Scope of Service described in the RFP.
- b. Understanding of the Consultant's Responsibilities: Consultant shall provide a brief written statement describing their understanding of the services required of them.
- c. Provide strategies to reduce complexity, introduce innovation and identify potential problems and offer solutions.
- d. Timetable for Completion of All Project Tasks: Consultant shall provide a detailed time line for completing each task in the project.

3. Design Criteria

The Consultant shall use the following design criteria in this project:

- a. General design criteria shall be that as specified by The Lake Saint Louis Engineering and Plan Preparation Manual for Public Facilities. The Engineering and Plan Preparation Manual for Public Facilities can be viewed at www.lakesaintlouis.com.
- b. The design of any city and/or county owned utility line relocations shall be in accordance with the standards and specifications of the jurisdiction owning the utility line

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4. Consultant Design and Submittal Coordination

The Consultant will coordinate their design and submittals with any and/or all of the following as necessary: the Missouri Department of Transportation, FHWA, the U.S. Army Corps of Engineers, the Missouri Department of Natural Resources, St. Charles County, FEMA, NRCS, U. S. Fish & Wildlife Service, appropriate municipalities, pipeline and utility companies.

SELECTION FACTORS

All proposals will be reviewed and evaluated by City staff. Interviews may be required of the top-ranked consultants; however, interviews are not anticipated. If such a presentation is required, the Consultant must bring key members and leaders of the team working on the proposed project to the interview. A recommendation will be made to the Board of Aldermen, who will make the final selection.

The selection of the successful consultant will be based on several criteria, including:

- Qualifications and experience background of the staff assigned to this project
- Project management approach
 - Appropriate level of staffing assigned to project
 - Owner/Client communication
 - Staff availability
- Consultant understanding of scope and technical approach to the project
 - Strategies to reduce complexity of design process
 - Innovative/Novel approach to project
 - Identify and offer solutions to potential challenges
- Recent experience showing accuracy and completeness of construction plans, project estimates and reference checks
- Firms portfolio of comparable projects including completing project on schedule and within budget
- Consultants QA/QC plan for project
- Proposal meets the City's time requirement/project schedule. This project will required a rapid turnaround and schedule will be a key selection factor.

The award will be made to a qualified Consultant the City judges to serve the best interests of Lake Saint Louis and the items identified in this RFP Scope of Work.

Price is not a selection factor and is not to be included in the Consultants proposal or mentioned during the interviews. A contract fee will be negotiated after a Consultant is selected. (23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291)

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The City of Lake Saint Louis, Missouri retains the right to reject any or all proposals submitted in response to this RFP. All proposals shall remain effective subject to the City of Lake Saint Louis, Missouri review and approval for a period of 60 days from the deadline for submitting proposals. If only one proposal is received by the City, the City may initiate negotiations with the firm submitting the proposal or seek additional proposals on an informal or formal basis during the 60 day period that proposals must remain effective.

The contract is subject to the approval of the City of Lake Saint Louis, Missouri Board of Aldermen and is effective only upon their approval.

SUBMISSION REQUIREMENTS

The consultant shall submit **four (4) copies** of the proposal in a sealed and clearly labeled envelope with the sealed proposal inside. **Do not submit a fee schedule.**

Lake Saint Louis City Clerk's Office
200 Civic Center Drive
Lake Saint Louis, MO 63367

Please note: The outside of the envelope should be clearly labeled "Proposal No. 11-19 for Design of Old Hwy N – Phase 2".

RFP's must be received no later than 12:00 pm on **February 13, 2020.**

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City of Lake Saint Louis Consultant Selection Criteria Project Name: Design for Old Hwy N – Phase 2 RFP NO 11-19					
Criteria	Weight	Responsive Firms			
		Firm 1		Firm 2	
		Raw Score (1-5)	Weighted Score	Raw Score (1-5)	Weighted Score
Qualifications of staff assigned to the project	20%	0	0	0	0
Project management approach including appropriate level of staffing assigned to the project and owner/client communication.	20%	0	0	0	0
Consultants understanding of scope and technical approach to the project, strategies to reduce complexity of the design process and simplify plan preparations, provide innovative/novel approaches and identify potential challenges.	25%	0	0	0	0
Recent experience showing accuracy and completeness of construction plans, project estimates and reference checks	10%	0	0	0	0
Firms portfolio of comparable projects including completing projects on schedule and within budget.	10%	0	0	0	0
QA/QC Plan	10%	0	0	0	0
Proposal meets the City's time requirements / project schedule	5%	0	0	0	0
TOTAL	100%		0		0

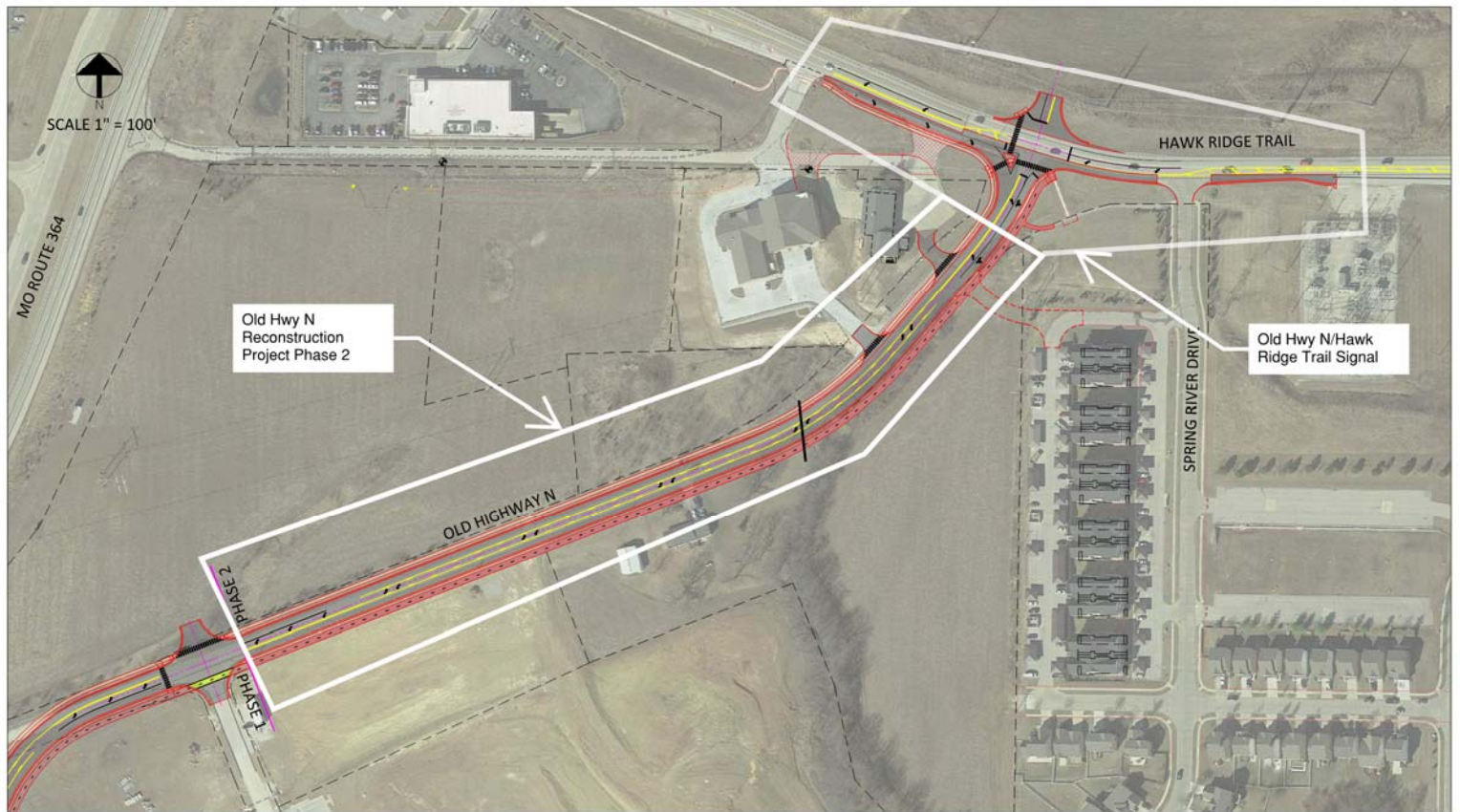


Exhibit 3: Old Highway N - Phase 2

TYPICAL SECTION OLD HWY N

