



October 22, 2019

RE: Request for Qualifications: Zumbahl Road Culvert Replacement

Dear Consultant:

The City of St. Charles is interested in securing professional services for work associated with:

Zumbahl Road Culvert Replacement

Located just north of Regency Parkway, Cole Creek passes beneath Zumbahl Road through four 13-foot diameter corrugated galvanized steel pipes. The existing culverts, classified as a bridge due to their total effective span, were identified as structurally deficient in the MoDOT 2018 Bridge Inventory Structure Inspection Report. Despite recent efforts by the City to temporarily preserve the culverts' condition, significant rusting, deformation and near 100% flow line section loss on major portions of the culverts contribute to the structurally deficient rating.

The existing culvert's length limits future traffic flow or multi-modal improvements to Zumbahl Road. Guardrails and chain link fencing are currently required on both sides of the road due to the short culvert length and steep drop offs. The new culvert is expected to be a four-cell 12'W x 13'H reinforced concrete box culvert approximately 180' in length, exclusive of wing-wall end treatments. The design consultant will be responsible for determining the actual size and configuration of the culvert.

The project includes a new 10-foot wide shared use path on the east side and 5-foot wide concrete sidewalk on the west side, pedestrian fencing, and reconstruction of the concrete pavement over the culvert. Construction will impact existing utilities including fiber, storm sewer, and 8" water main, which will likely need to be removed and replaced to accommodate installation of the new culvert. Additionally, design will include construction sequencing, traffic control, and detour routes that minimize traffic interruptions and allows uninterrupted access to all adjacent properties. At least one lane of traffic in each direction will need to be maintained during construction.

A location map for this project and a copy of the scoring criteria that will be used as the basis for selection is attached for your information. The supporting East-West Gateway TIP application and the project charter are available for download at:

Department of Engineering

City of Saint Charles
200 North Second Street
Saint Charles, MO 63301
636.949.3237
www.stcharlescitymo.gov

East-West Gateway STP Application: <https://www.stcharlescitemo.gov/DocumentCenter/View/8262/East-West-Gateway-STP-Application>

East-West Gateway Approved FY2020-2023 Transportation Improvement Program (TIP):
<https://www.ewgateway.org/wp-content/uploads/2019/08/FY2020-2023TIP-BoardApproved.pdf>

City of St. Charles Zumbahl Road Culvert Replacement Project Charter:
<https://www.stcharlescitemo.gov/DocumentCenter/View/8264/Project-Charter>

The project goals, basic scope, and other information are described in the Project Charter. The City will supply digital aerial photography and GIS topography to the consultant selected for the project if requested. The consultant will be required to supplement this information with any necessary surveys.

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.

Please note that the DBE goal for the preliminary engineering phase of the project is 16%.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15CSR 60-15.020) be submitted with your firm's Letter of Interest.

RFQ RESPONSE INSTRUCTIONS:

I. Roster Requisite (MUST be included for consideration)

In satisfying ordinance compliance, a copy of the firm's State of Missouri Corporate Certificate of Authority (for each professional service applicable - i.e., Architecture, Professional Engineer, or Land Surveying), a copy of individual professional's State of Missouri Registration Certificate, and a letter of intent to assign an applicable professional (the requisite need not designate the individual) to each project awarded. (Note: If this information has been submitted previously, please indicate the date of submission).

Other Requisite Information:

A. "Subcontracted" Professional Services:

Since it is recognized that some firms do not employ all necessary professional disciplines to accomplish a given project in-house and that those firms commonly "subcontract", those firms intending to do so must forward the earlier noted roster requisite information for all firms which will be performing auxiliary "subcontracted" services. An example might be as follows:

The principle firm (Engineering) employs in-house architects, landscape architects, civil engineers (structural and highway design backgrounds) but intends to "subcontract" for geotechnical (soil analysis) services. Roster requisite information on the "subcontracted" firm(s) must be included.

B. Professional Liability:

The principle firm must submit an indication of existing professional liability (errors and omissions) insurance, or the ability to obtain such insurance, in an amount sufficient to cover the estimated construction cost of the project.

The principle firm is expected to provide such additional coverage as may be necessary to cover any “subcontracted” services.

II. INITIAL SELECTION FACTOR INFORMATION

The following considerations are intended to be evaluated by the Review Group. The below listings are not in any order of priority.

A. General experience and capabilities in the type of work required:

1. Preparation of construction plans for culvert and roadway facilities
2. Construction cost efficiency (value engineering)
3. Familiarity with design requirements
4. Professional staff

B. Quality of previous projects performed for the City of St. Charles describing that past project delivery has been:

1. On Time
2. On Budget
3. With Quality

C. Recent Experience:

1. Provide a list of your firm’s last three similar projects*.
2. Record of project time – estimate vs. actual for design and construction.
3. Accuracy of construction cost estimates for the previously listed projects. Include the engineers estimate, low bid, and final construction cost.
4. Name of the representative project manager(s) for your firm on each described project.

D. Community Relations:

1. Experience with community relations including evidence of sensitivity to citizen concerns (i.e., reaction to neighboring and concerned citizen comments reflected in design change and/or public explanation, etc.)
2. Explanation of community relations approach for this project

E. Technical Approach:

Describe your firm’s technical approach to the project including how your firm can achieve the project goals, deal with the project conditions, and meet the project standards. Include any other project information you may feel is relevant or important for consideration.

F. Current workload and adequate staffing:

1. Provide a list of current projects and their anticipated completion schedules.
2. Provide your firm’s anticipated design schedule this project.

G. Project Schedule and Work Breakdown Structure:

1. Provide your anticipated project schedule and a work breakdown structure demonstrating the details of your plan showing how your firm will accomplish the project.
2. Work breakdown structure should follow your technical approach.
3. This work breakdown structure should not include cost to complete the work outlined.

H. Quality assurance and control:

Describe methods or procedures your firm has used to provide assurance and control of quality on past projects and include how your firm will achieve quality for this project.

I. Project Management Approach:

Describe your firm's project management approach to this project.

* Regarding reference projects, information submitted must include project sponsoring agency name, address, and phone number; and a contact person with phone number (if different than above) is desirable.

Three (3) copies of your RFQ response submittal for this project must be received no later than 9:00 a.m., local time, Tuesday, November 12, 2019. Submittals should be clearly labeled as 19STR31 – Zumbehl Road Culvert Replacement - RFQ

Submit information to:

Kierstyn Lorince, P.E.
Project Manager
City of St. Charles
200 North Second Street, Room 202
St. Charles, MO 63301

We thank you for your interest in this project and should you have any questions, please feel free to contact me at 636.949.3242, via email at kierstyn.lorince@stcharlescitemo.gov.

Sincerely,



Kierstyn Lorince, P.E.
Project Manager

Cc: Brad Temme, P.E., Director of Engineering
Nick Galla, P.E., Assistant City Engineer

Enclosures:

Project Location Map
Scoring Criteria for Selection
East West Gateway TIP Application (*Available on-line for download*)
Project Charter (*Available on-line for download*)

City of St. Charles, St. Charles County, Zumbahl Road Culvert Replacement	
Federal Aid No.:	Project # STP-5645(603)
Location:	Zumbahl Road culvert over Cole Creek
Proposed Improvement:	Replacement of existing culvert with a 4-Cell 12'x13' reinforced concrete box culvert, pavement reconstruction over the culvert, 10' Shared Use path, 5' sidewalk and pedestrian fencing.
Length:	Approximately 180 feet (culvert)
Approximate Construction Cost:	\$2,500,000.00
DBE Goal Determination	16%
Consultant Services Required:	The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans, Contract plans. Design services may include environmental and historic preservation services/permits, job special provisions, construction estimates, utility coordination/permits, surveying, title research, roadway design, box culvert design, striping plans, geotechnical investigations, right-of-way plans, community engagement, hydraulic modeling, assisting with the bidding process, construction support/construction inspection, and traffic control plans, including the preparation of PS&E and final documents, project administration and management.
Other Comments:	
Contact:	Kierstyn Lorince, P.E. Project Manager City of St. Charles 200 North Second Street, Room 202 St. Charles, MO 63301 Phone: (636) 949-3242 Email: kierstyn.lorince@stcharlescitemo.gov
Deadline:	9:00 am, Tuesday, November 12, 2019
Submit	<ul style="list-style-type: none"> • Statement of Qualifications • Affidavit of Compliance with the federal work authorization program • E-Verify Memorandum of Understanding

Zumbahl Road Culvert Replacement Project Location Map

Legend

Sanitary Structures

- Manhole
- Lift Station
- Canister
- ⊗ Valve
- ⊕ Inspection Tube

Sanitary Gravity Main

- City of St Charles
- Private
- Abandoned

Sanitary Force Main

- Force main
- Vacuum system

Storm Culverts

- Storm Culverts

Storm Structure

- Storm Structure

Storm Main

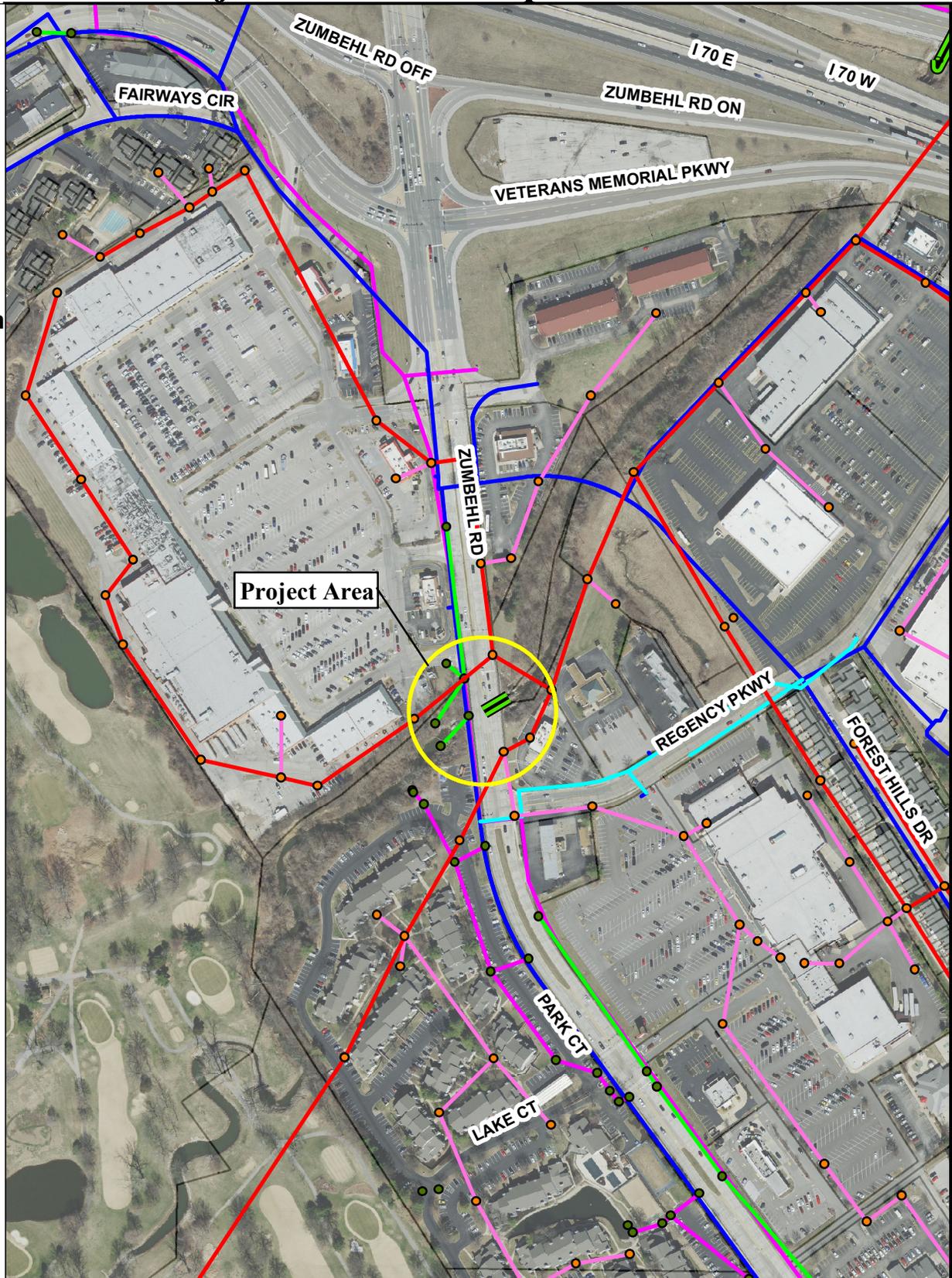
- City of St Charles
- Private
- Abandoned

Water Main

- City of St Charles
- Private
- MO-AM
- Other
- Abandoned

Fiber Optic

- Fiber Optic
- Parcel Area



DISCLAIMER: This map is based on information maintained by the City of St. Charles, Missouri. The City does not warrant or guarantee the accuracy or completeness of the information shown. It is the responsibility of the user of this information to verify independently its accuracy and completeness. By using this information, the user waives any and all claims against the City of St. Charles, Missouri, arising from such use.



**NOT TO SCALE
DATE: 5/1/2019**





**City of Saint Charles
Consultant Selection Criteria
Project Name:**

Zumbehl Road Culvert Replacement

Criteria	Weight	Responsive Firms											
		Firm 1		Firm 2		Firm 3		Firm 4		Firm 5		Firm 6	
		Raw Score (1-5)	Weighted Score	Raw Score (1-5)	Weighted Score	Raw Score (1-5)	Weighted Score	Raw Score (1-5)	Weighted Score	Raw Score (1-5)	Weighted Score	Raw Score (1-5)	Weighted Score
General experience and capabilities in this type of work	15%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Quality of previous projects	10%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Recent experience showing accuracy of construction project cost estimates	5%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community relations including evidence	5%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Consultant's thorough research and technical approach to the project	25%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current workload and adequate staffing	10%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Proposal meets City's time schedule	15%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
QA/QC Plan	5%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Management Approach	10%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	100%		0.00		0.00		0.00		0.00		0.00		0.00

Summary