

December 14, 2022

Subject: Request for Statements of Qualifications for Professional Engineering
Services for Mexico Road Improvements (Josephville Road to Midland Park Dr.),
SOQ #23-025, STP-7304(618)

Dear Potential Respondent:

Your Firm is being invited to submit a letter of interest and Statement of Qualifications for providing the City of Wentzville professional engineering services for the Mexico Road Improvements (Josephville Road to Midland Park Dr.) Project.

Firms are to download the Request for Statements of Qualifications (solicitation document) from the City's E-bidding system and submit their Letter of Interest and Statements of Qualifications through the City's E-bidding system. Submissions of qualifications will be accepted until 2 p.m. local prevailing time January 11, 2023. All questions are to be submitted through the E-bidding system by December 30, 2022.

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.

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.

The City reserves the right to reject any or all SOQ's, or portions thereof, to waive technicalities or deficiencies in any or all the SOQ'S. The City of Wentzville reserves the right to cancel this Request for SOQ's in part or in its entirety. This Request for SOQ's does not commit the City of Wentzville to award a contract or to pay any costs to Firms in preparation of their SOQ.

Please review the attached for details regarding the City's expectations for qualifications. Thank you in advance for your interest in working with the City of Wentzville.

Sincerely,

Jeffrey D. Lenk
Director of Finance

City/County: Wentzville/ St. Charles County	Route: Mexico Road
Federal Aid No:	STP-7304(618)
Location:	Mexico Road
Proposed Improvement:	Shouldering, Pavement Repairs, Resurfacing, Safety Improvements, Pedestrian Facility Improvements
Length:	Approx. 2.2 miles
Approximate Construction Cost:	\$3.6 million
DBE Goal Determination:	14%
Consultant Services Required:	The engineering responsibilities may include but are not limited to the following: The preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way Plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&E and final documents.
Other Comments:	
Contact:	Name: Alice Winkelman Address: 1001 Schroeder Creek Blvd Wentzville, MO 63385 Phone: 636-327-5101 Email: alice.winkelman@wentzvillemo.gov
Deadline:	
<ul style="list-style-type: none"> Submit: Letter of interest should not exceed 10 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection.

Experience and Technical Competence -	(Rating X 30)
Capacity and Capability -	(Rating X 30)
Past Record of Performance -	(Rating X 30)
Proximity and Familiarity	(Rating X 10)

Each of the criteria above will be rated between 10 (excellent) and 0 (poor or non-responsive) and weighted by the number in parenthesis for each above. Final rating will be the total of each rating value for criteria A through D.



City of Wentzville
Procurement Division
1001 Schroeder Creek Blvd.
Wentzville, MO 63385

REQUEST FOR STATEMENTS OF QUALIFICATIONS
To Provide Professional Design Services
For
Mexico Road Improvements (Josephville Rd to Midland Park Dr)

SOQ #23-025

STP – 7304(618)

Date Issued: December 14, 2022

Professional Engineering Services for SOQ #23-025 Mexico Road Improvements

1. INTRODUCTION

- a. The City of Wentzville (“City”) is seeking a consultant for professional engineering services to design the Mexico Road Improvements (“Project”) from Josephville Road to Midland Park Drive. The design will be managed by the City of Wentzville, in accordance to MoDOT LPA Program guidelines.
- b. It is required that your consultant be prequalified with MoDOT and listed in MoDOT’s Approved Consultant Prequalification List, or your consultant will be considered non-responsive.
- c. DBE participation is required and the goal is set at 14%. The DBE Consultants 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 the State of Missouri published DBE Goal. We encourage DBE Consultants to submit letters of interest and statements of qualifications as prime consultants for any project they feel can be managed by their consultant.
- d. **Questions and Addendums:** The City of Wentzville’s Bidding Opportunities website shall be the official site for information as related to this Request for Statements of Qualifications (SOQ). Any documentation posted elsewhere will not be applicable. Consultants are to download the Request for Statements of Qualifications (solicitation document) from the City’s eBidding system and submit their Letter of Interest and Statements of Qualifications through the City’s eBidding system. Submission of qualifications will be accepted until the date and time listed in the E-bidding system. All questions are to be submitted through the eBidding system by the deadline stated in the eBidding system. Consultants are responsible for checking the City’s website for the issuance of any addendums.
- e. **Non-Discrimination:** The Consultant 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 compensation; and selection of training, including apprenticeship. The Consultant shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability. The Consultant shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for work performed under the terms and conditions of this anticipated contract. A breach of this provision may be grounds for Contract termination.

- f. The City of Wentzville hereby notifies all Consultants that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit a response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
- g. The City reserves the right to reject any or all Statements of Qualifications (SOQ), or portions thereof, to waive technicalities or deficiencies in any or all the SOQ's. The City of Wentzville reserves the right to cancel this Request for SOQ's in part or in its entirety. This Request for SOQ's does not commit the City of Wentzville to award a contract or to pay any costs to Firms in preparation of their SOQ.
- h. **Use of City Logo or Trademark:** Use of the City of Wentzville's logo or trademark is restricted per City of Wentzville Municipal Code Section 100.150-160. The City logo or trademark is not to be used in bid submissions or advertisements. The Consultant agrees that it shall not use in any form or medium the logo or trademark of the City unless it receives the prior written approval of the Board of Aldermen of the City.
- i. Protest Procedures are located on the City's website located at the following link: <http://cms1files.revize.com/wentzvillemo/Wentzville%20Protest%20Procedures%20final.pdf>

2. BACKGROUND AND PROJECT OVERVIEW

The current cross-section of Mexico Road is a bidirectional two-lane roadway with average 11-foot lane widths and no shoulders. Currently, there are grassy swales on either side of the roadway with minimal separation between pavement edge and bottom of ditch. Considerable annual maintenance is required to keep the existing roadway in a usable condition for the traveling public. Sections of Mexico Road have also reached a point where routine maintenance is not a viable option and extensive patching and reconstruction need to occur. Increasing traffic volumes due to increasing development have only escalated the poor pavement condition. Adjacent land uses to this major collector roadway includes both residential and industrial zoned properties.

Currently, the City of Wentzville is proposing to make the following improvements to Mexico Road. The main focus is to improve the condition and safety along the corridor. The City proposes to add 3-foot shoulders to both sides of the roadway along with asphalt pavement repairs (full depth and partial depth) and an overlay of the entire roadway within the project limits. Also, the intersection of Mexico Road and Hancock Road is one that is not typical. The City proposes to re-align this intersection so that Hancock Road intersects Mexico Road at a more traditional perpendicular intersection. In addition to the pavement improvements, the City proposes to install both edge line and centerline rumble strips and striping. Based on crash data between 2014 and 2018, the majority of crashes occurred from motorists running off the road near the outside edge line or crossing the centerline and

running off the road. Rumble strips have proved to provide audible and tactile notifications to allow a motorist to re-correct and stay on the road and in their lane. Also being proposed are roadway signage upgrades. This would include the advisory speed reduction and chevrons for the horizontal curve near Hancock Road, as per the attached speed and safety study conducted by the City of Wentzville staff. In addition to the roadway and pavement improvements, the City of Wentzville proposes to upgrade and install pedestrian facilities within the project limits. Along this stretch of Mexico Road, the Wentzville School District has Lakeview Elementary School. It would be the City's goal to install pedestrian facilities in key locations to provide connections between the surrounding subdivisions and the Elementary School.

All roadway design components shall meet current AASHTO and City of Wentzville design standards. Specific services will include, but not limited to, Agency coordination, geotechnical engineering, survey, utility coordination/ relocation and design, environmental work and permitting.

The total design/ construction budgetary goal for this project is \$4,500,000. This includes environmental studies, survey, geotechnical investigation, roadway, stormwater quality and detention design, traffic control, erosion control, utility relocation, permanent utility easement documents, temporary construction easement documents, right-of-way documents, specifications, and estimate (PS&E) for Agency approvals and permits, bidding, construction, construction engineering, construction inspection, and other miscellaneous costs.

This SOQ is for Professional Engineering (Project Manager must be a licensed Professional Engineer in the State of Missouri) work necessary to complete approved phased construction plans, specifications, cost estimates and bid documents for the improvements. Project deliverables will include Concept Design, Preliminary Design, Easement/ Right-of-Way plats and description documents, PS&E according to MoDOT LPA Guidelines, and IFB Final PS&E bid documents.

General Design Services Schedule:

SOQ Issued	December 14, 2022
SOQ Questions Deadline	see eBidding System
SOQ Due	see eBidding System
Interviews (owner's option)	Week of January 30, 2023
Award of contract*	March 2023
Notice to Proceed*	April 2023
Conceptual Design Plans*	
Public Meeting* Preliminary Design Plans*	
Right of Way Plans*	
Right-of-Way Plat and Descriptions*	
All Applicable Clearance*	
Final PS&E Plans*	

*Note: Dates subject to change pending release of submittal / meeting dates. Additional deadlines may be determined to satisfy submittal date requirements to coincide with the East-West Gateway STP Project Schedule and St. Charles County Road Board Schedule.

Project Letting Schedule: February 1, 2025

3. SCOPE OF SERVICES

This project includes design and preparation of construction documents for the Mexico Road Improvement Project. This project will include all design for roadway improvements, shoulders, upgrades to sidewalks, ITS, safety enhancements, and the re-alignment of Mexico Road & Hancock Road.

Exclusions to the Scope of Services

The following items are excluded from this Scope of Services. However, if any of these services are desired, they may be negotiated through a separate contract:

- Construction staking
- Full time construction inspection

1) Conceptual Design

The design will be performed according to City of Wentzville Design Criteria and supplemented with MoDOT standard specifications and standard drawings. The design drawings, specifications, and cost estimates will be prepared according to MoDOT format.

a) Scoping Meeting

Meeting - attend a pre-design meeting to discuss all project disciplines and the approach for each. The meeting will review budgets as well as milestones for design and construction. Consultant will develop the meeting agenda, facilitate the meeting, document minutes and distribute them to the team.

Site Walkthrough - visit the site to observe and document constraints and opportunities to be considered during the design. This will be held immediately after the Project Kick-off Meeting.

b) Information Gathering

Obtain existing information - obtain all existing utility, drainage, right-of-way, and pertinent planning information from the City of Wentzville.

Topographic Survey and Right-of-way - perform a topographic survey for drainage area. Coordinate with utility location service to mark the location of all underground utilities. Potholing shall be performed for critical utilities.

- Establish Horizontal & Vertical Control: Horizontal and vertical coordinates and datum will be established consistent with the Missouri East State Plane Coordinates and reference North America Vertical Datum of 1988.
- Easement/Right-of-Way Corridor Ownership & Encumbrances: Obtain ownership information from MoDOT, St. Charles County and City of Wentzville Records.
- Utility Locating and Mapping: Coordinate surface locates of all underground utilities and pothole each utility as necessary.
- Collect and Compile Field Data: A digital terrain model (DTM) will be developed from the field data which one-foot contours will be created. The one-foot contour mapping will meet or exceed MoDOT accuracy requirements.
- Prepare Design Base Map: An AutoCAD file containing all visible planimetric features and underground features provided by others within the project boundary will be developed.
- Survey Control Plan: prepare a Survey Control Plan according to MoDOT requirements.

Environmental - Coordinate any required permits including but not limited to historical, paleontological, threatened/endangered species, etc. Consultant will be responsible to submitting the Request for Environmental Review (RER) to the MoDOT district contact within 60 days of preliminary engineering (PE) obligation.

Geotechnical Engineering - provide geotechnical borings and evaluation for roadway subgrade, MSE, and embankment design.

c) Conceptual Design

Hydraulics – Evaluate the roadway and drainage options developed. Firm will be responsible for providing solutions to meet the current City of Wentzville Engineering Design Criteria for Flood Protection, Channel Protection and Water Quality.

Roadway Design - Prepare roadway concept design to address grades and intersections on each end of the project and abutting roadways. The plans will include Typical Sections, Plan and Profiles, Right of Way limits, Grading limits, Existing and Proposed utilities, Cross sections and rough cost estimate. The Conceptual Study Report shall include all pertinent Design Criteria (Design Speed, Design Vehicle, current and design year traffic volumes, etc.) for the project and be in accordance with MoDOT EPG 128.1.

Utilities - Design full utility relocation for all existing utilities and coordination of relocation requirements will be performed by the Design Firm with assistance from City.

The City will coordinate relocation and construction with individual utility companies, including preparation of utility relocation agreements and specifications.

Lighting - Perform lighting assessment for area in order to determine proper location and sizing for roadway. Continuous Lighting system is not desired for this project, however adequate intersection lighting will need to be assessed.

2) 30% Preliminary Design

a) Roadway Design Package - Prepare roadway improvements design and drawings for improvements.

Utilities - Coordinate utility relocation requirements.

Lighting - Prepare lighting plan, including location for points of service.

Permits and Environmental - Perform services to satisfy DNR, EPA, USACE, and other regulatory agency permit and approval as required.

Cost Estimate - Provide construction cost estimates at various stages of the project.

b) Preliminary Design Meeting - Submit design and attend a design review meeting with City staff.

c) Agency Coordination- Concept design will require coordination with other agencies including St. Charles County and MoDOT. Will include concept submittal to these and other agencies as well as permit preparation if required.

d) Submittal Requirements - Plan submittal for St. Charles County, MoDOT and the City including the following plan sheets:

- Title Sheet
- Typical Sections
- Plan and Profiles (shall provide the existing and proposed right-of-way limits, grading limits and location of existing utilities); and
- Cross Sections

3) Right-of-Way/Easement Acquisition

a) Develop Easement and Right-of-Way plans according to MoDOT standards. Identify temporary/permanent easements and right of way required for the project and deliver plats, legal descriptions, documents for the acquisition. Develop required exhibits and handouts, attend, record comments, and generate response for questions and comments for a public hearing as described in MoDOT LPA Manual.

4) 70% PS&E and Permit Acquisition

- a)** Provide 70% Plans, Specs, Cost Opinion, Geotechnical Analysis, Working Day Study, Lighting Study, Traffic Studies, and any other pertinent materials for City of Wentzville and other regulatory/utility agency review and approval for permitting.
- b)** Attend meetings, respond to questions and modify Plans, Specs and Studies as needed to acquire all necessary regulatory and agency permits.
- c)** Plan submittal shall include the sheets outlined above for the 30% Preliminary Plans and the following:
 - Storm Sewer Profiles and Culverts
 - Traffic Control
 - Erosion Control
 - Pavement Marking and Signing
 - Retaining Walls
 - Driveway and subdivision street entrances
 - Construction Details
 - Design Exceptions, if any

5) 95% and Final Design Road Package

- a) 95% Design** - Provide 95% Plans, Specs, Cost Opinion, Geotechnical Analysis, Working Day Study, Lighting Study, Traffic Studies, and any other pertinent materials for City of Wentzville, MoDOT and St. Charles County review.
- b) Final Design Meeting** - submit design and acquired permits and attend a field review and/or design review meeting with the necessary City, St. Charles County and MoDOT personnel.
- c) Final Design** - Develop 100% PS&E (Plans, Specifications, Cost Estimate), and Bid Documents for City of Wentzville, St. Charles County and MoDOT approval.
- d) Final Design Review** - Attend a design review meeting with the City, St. Charles County and MoDOT and other agencies as needed.
- e) Final Revisions** - Make any necessary changes or alterations to PS&E as directed to obtain final approval and permits.
- f) Final Road Package St. Charles County and MoDOT Concurrence** – Provide the City an approved set of final PS&E for bidding and construction.

6) Bid Phase

a) **Pre-Bid** – Attend a pre-bid meeting for construction package.

b) **Bid** – Provide response to contractor questions and issue Addenda during the bid phase.

c) **Bid Evaluation** – Provide consultation to assist with evaluating bids.

7) Construction Phase

a) Attend Pre-Construction Meeting.

8) Submittal Requirements – Drawings shall be completed using AutoCAD as 22 by 34-inch reproducible sets which are readable when reduced on half size. An electronic copy will be required for all construction documents and shall be submitted in the latest version of AutoCAD or MS Word. Final electronic documents will be in PDF format.

9) Construction Phase – The Consultant will assist the City in administering the terms of the construction contract between the City and their Contractor. The Consultant will endeavor to protect the City against defects and deficiencies in workmanship and materials in work by the contractor responsible for the work. However, the furnishing of such project representation will not make Consultant responsible for the construction methods and procedures used by the Contractor or for the Contractor's failure to perform work in accordance with the contract documents. Specifically, the Consultant will:

Construction Inspection Assistance Tasks

- 1) Assist the City with a preconstruction conference to discuss project details with the selected Contractor.
- 2) Assist the City with Construction Inquiries
- 3) Assist the City with review of Shop Drawings and Material Submittals during construction.

4. SUBMITTAL REQUIREMENTS

Discuss the Consultant's qualifications and its ability to provide professional services for the proposed scope of work, project types, and scope delineated above. Qualification submittals shall be not more than **ten single-sided pages** total in length; cover letter and table of contents are not included in the page count; copies of resumes, licenses are not included in the page count. List the general information of your Consultant, including legal name, mailing address, location, phone number, fax number and email address of your Consultant's contact person for this solicitation. The Consultant is required to electronically provide its submittal documents via the eBidding system.

Particularly, discuss the following elements:

a. Relevant Project Experience and Technical Competence of the Consultant and Key Personnel

Provide a brief history of the Consultant identifying the location of the office where the work will be performed and the names and resumes of the project manager and staff to be committed to the project. For each of the key personnel, identify their areas of responsibility and the percentage of their time dedicated to the project. Provide a summary of experience in civil engineering with emphasis on similar transportation projects, corridor preservation studies, roads, traffic control, interchanges and infrastructure design. Emphasis should be given to projects performed from the local area office using staff proposed as available for this project.

b. Past Record of Performance

Include a summary of experience and qualifications with projects (dates, description, locations and references with contact information) for a minimum of 3 and maximum of 5 projects. Provide a record of past performance with respect to such factors as control of costs, quality of work and ability to meet time schedules, and assignments.

c. Capacity and Capability

Provide a narrative of how your Consultant will accomplish the work. You should demonstrate unique capabilities, innovative approaches, technical skills and systems, or special methodologies to accomplish the work efficiently and to a high standard. The approach should consider all aspects of the work from notice to proceed to project close out and identify opportunities to provide unique solutions in order to accomplish the scope of work. Specifically list any work for which you do not have in-house capability, and name the Consultant you propose to subcontract for that work. In addition to technical skills, describe the Consultant's approach to engaging and seeking public input. Provide a systematic and methodical description as to how the scope of work will be accomplished in language suitable for inclusion in a legal contract. Additionally, list the Consultant's ability to take their past performance and experience and apply it to the specific project.

Include a bar chart schedule for accomplishing the activities based on a construction notice to proceed date of February 1, 2025. Provide a list of work currently under contract which is not 75% complete with respect to basic professional design services through the bidding phase. Consultants are encouraged to consider a realistic timeframe necessary to provide a complete product. Consideration should be made for critical path items along with the ability to identify and remove potential inefficiencies when performing certain tasks.

d. Familiarity with and Proximity to the Project Area

List specific experience in dealing with local government agencies including: St. Charles County, St. Charles County communities, and other Midwestern Communities. List projects conducted on MoDOT roadways which may add to your knowledge, capability, and efficiency on this project.

e. Additional Qualifications

Indicate ability of the Consultant to retain workers compensation insurance in at least statutory amounts; and automobile and general liability insurance with umbrella coverage

of \$4,000,000 per project naming the City as an additional insured. Indicate your ability to retain professional liability insurance in the amount of \$3,000,000 per claim. Upon selection of Consultant, the Consultant will be required to complete documents regarding enrollment in the Federal Work Authorization Program and E-verify. See information attached to this Request for Qualifications.

5. SELECTION PROCESS AND CRITERIA

a. Prime Engineering Consultant

It is recognized that several engineering firms may wish to combine their resources in responding to this SOQ. An SOQ with such a combination is acceptable, provided that the complete SOQ contains all the required information, and indicates which engineering firm shall be responsible for each of the components that make up the complete set of services. In addition, there must be a prime engineering firm designated to perform all implementation and project management activities such as project scheduling and coordination, communication, issue tracking, service delivery, integration, and implementation. All ongoing support, maintenance, changes and support contracts for the implemented services must be coordinated through a single engineering firm.

b. Evaluation Criteria

A Selection Committee will review and evaluate the qualifications of each Consultant. The evaluation will be based on information provided related to the selection criteria listed as follows:

1. Relevant Project Experience, Technical Competence, of Consultant and Key Personnel (rating x 30)
2. Past Record of Performance (rating x 30)
3. Capacity and Capability; Schedule (rating x 30)
4. Proximity and Familiarity (rating x 10)

Each of the criteria above will be rated between 10 (excellent) and 0 (poor or non-responsive) and weighted by the number in parenthesis for each above. Final rating will be the total of each rating value for criteria A through D.

c. Interviews

Upon review of the Statement of Qualifications using the criteria outlined above, the City may select Consultants to interview. Consultants may be selected for interviews or questioned for clarification by the Selection Committee; however, the City may choose to proceed without interviewing any Consultants.

Consultants selected for interviews must include the Project Manager as part of the interview team. This Project Manager will be identified in the SOQ response, and it is the expectation of the City that this manager will lead actual implementation if a contract is awarded.

d. Contract Negotiations and Award

Upon ranking of the interviewed Consultants, contract negotiations shall commence. Contract negotiations will require the selected Consultant to proceed with the development of a Scope of Work and costs for all the components of the project. If any Consultant fails to provide the necessary Scope of Work and cost information for negotiations in a timely manner, does not negotiate in good faith, or cannot perform the Contract for the Project, the City may cancel negotiations with that Consultant and commence negotiations with the next ranked Consultant. If the City deems there is no Consultant that is viable, it will cancel the solicitation.

All aspects of the scope of work and pricing may be subject to negotiation.

Presented as example; not required with statement of qualifications



**AFFIDAVIT OF PARTICIPATION IN
FEDERAL WORK AUTHORIZATION PROGRAM**

Comes now _____ as _____ first being duly sworn, on my
(Name) (office held)
oath, affirm _____ is enrolled and will continue to participate in a federal
(company name)
work authorization program in respect to employees that will work in connection with the contracted
services related to the services being provided to the City of Wentzville for the duration of the contract,
if awarded, in accordance with Section 285.530.2, Revised Statutes of Missouri. I also affirm that
_____ does not and will not knowingly employ a person who is an
(company name)
unauthorized alien in connection with the contracted services for the duration of the contract, if awarded.

Attached to this affidavit is documentation of _____'s
(company name)
participation in a federal work authorization program.

(ATTACH DOCUMENTATION SHOWING THAT COMPANY PARTICIPATES IN FEDERAL WORK
AUTHORIZATION PROGRAM)

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that
false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo).

Signature (person with authority)

Printed Name

Title

Date

State of Missouri)
) ss.
County of _____)

Subscribed and sworn to before me this _____ day of _____, 20__.

My commission expires:

Notary Public

PROOF OF E-VERIFICATION WITH U.S. DEPARTMENT OF HOMELAND SECURITY

Attach Electronic Signature Page

<https://www.uscis.gov/e-verify>