

CITY OF DARDENNE PRAIRIE, MISSOURI

Request for Qualifications

**Professional Engineering Services
Weldon Spring Road (Phase 1)**

MoDOT LPA Consultant Procurement | Federally Funded STBG-5407(623)

Project	Weldon Spring Road (Phase 1) Improvements
Location	Weldon Spring Road from Technology Drive to Henning Road, Dardenne Prairie, Missouri
Funding	Federal STP-S funds with local / county match
Procurement Type	Qualifications-based selection for professional engineering design services
Services Solicited	Preliminary engineering and related professional services through final PS&E; construction engineering / inspection excluded
Submission Method	Electronic PDF submittal to Bids@dardenneprairie.org
City Contact	Matthew Davidson, City Engineer cityengineer@dardenneprairie.org 636-755-5320
DBE Goal	0%

Issued by the City of Dardenne Prairie for consultant selection in accordance with MoDOT LPA requirements, the Brooks Act, 23 CFR 172, and applicable Missouri law.

1. Procurement Basis and Invitation

This solicitation is intended to comply with MoDOT Engineering Policy Guide Section 136.4, the Brooks Act qualifications-based selection requirements, 23 CFR 172, and 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 Weldon Spring 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 project in accordance with federal-aid requirements.

This solicitation is publicly advertised in accordance with MoDOT LPA requirements to ensure full and open competition.

2. Project Background and Need

Weldon Spring Road (Phase 1) extends generally from Technology Drive to Henning Road and serves residential neighborhoods, school traffic associated with John Weldon Elementary School, nearby churches and businesses, and connections to the local and regional bicycle and trail network.

The corridor is generally a two-lane roadway with constrained drainage collection, limited curb and gutter, aging pavement, and pedestrian facilities that do not adequately support current multimodal demand. The City's grant application identifies safety concerns, school access and circulation issues, drainage deficiencies, limited illumination, and the need for safer pedestrian and bicycle connectivity along the corridor.

The selected consultant will be expected to refine the project concept and advance the work in a manner consistent with applicable City, County, MoDOT, FHWA, ADA / PROWAG, MUTCD, and AASHTO requirements.

3. Anticipated Project Improvements

- Pavement rehabilitation, resurfacing, and associated roadway reconstruction where required.
- Realignment and safety improvement of the Weldon Spring Road / Technology Drive intersection.
- Addition of curb and gutter, storm sewer improvements, inlets, grading adjustments, and related drainage work.
- Widening and striping improvements, including a center turn lane or other safety-related lane configuration in the school frontage area as appropriate.
- Construction of a 10-foot shared-use path and related sidewalk transitions, ADA curb ramps, and pedestrian connections.
- Enhanced crossing treatments, including high-visibility crosswalks, raised crossings where appropriate, RRFBs, signing, pavement markings, and channelization features if warranted.
- Street lighting, pedestrian/path lighting, and related electrical components, including solar-powered devices if incorporated into the final design.
- Driveway aprons, restoration, traffic control, and other appurtenant work necessary for a complete and buildable project.
- Right-of-way and easement support, utility coordination, 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, MoDOT, and applicable federal requirements. 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, MoDOT, St. Charles County, utility companies, school 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 allowed within professional services procurement and funding eligibility.
- 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, shared-use path and ADA design, school-area access and crossing treatments, signing and pavement marking concepts, and maintenance of traffic concepts.
- Evaluation of traffic control, school-related circulation, lighting needs, and intersection geometry 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, drainage design, curb and inlet improvements, and identification of outfall or drainage 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, parcel exhibits, legal descriptions, and acquisition support documents.
- Coordination with the City and MoDOT regarding Uniform Act compliance, acquisition sequencing, and authorization constraints.
- This RFQ does not seek brokerage or negotiator services as a qualifications-based professional service unless specifically authorized and procured in a 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, school representatives, nearby 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 MoDOT review, authorization, and bidding.
- Assistance during advertisement, responses to bidder questions, preparation of addenda, and support for award recommendation documentation and clarifications requested by MoDOT or other reviewing agencies.

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 the funding program.

5. Federal-Aid, 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 satisfy applicable MoDOT and federal requirements for engineering services contracts.

The DBE goal for this project is 0%. Only DBE firms listed in the Missouri Regional Certification Committee (MRCC) directory will be recognized toward the assigned DBE goal. The awarded consultant shall document compliance or good faith efforts in the manner required by MoDOT and the engineering services contract.

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, debarment / suspension, records retention, lobbying restrictions, conflict of interest disclosure, and all other applicable federal, state, and local contract requirements.

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, and required certifications or acknowledgements.

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

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, federal-aid experience, MoDOT / LPA experience, and qualifications relevant to multimodal roadway, drainage, lighting, school access, 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 or comparable federally funded local agency work.
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.
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 provided.
H	Required Certifications / Disclosures	Include acknowledgement of addenda, actual or potential conflicts of interest, MoDOT prequalification categories, debarment / suspension eligibility, 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 federally funded 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, environmental, and PS&E coordination	10

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 intends to rank firms in order of qualifications. In accordance with qualifications-based selection requirements, the City will then enter into scope and fee negotiations with the highest ranked firm.
- 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.
- Any contract award shall remain subject to applicable City approvals and any MoDOT concurrence or processing required for the federally funded project.

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 certification support.
- Final PS&E package suitable for review, authorization, advertisement, and bidding.
- 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	March 25, 2026
Deadline for written questions	April 3, 2026 by 5:00 PM CT
Responses / addenda issued	April 7, 2026
Statements of Qualifications due	April 15, 2026 by 2:00 PM CT
Anticipated contract approval / authorization	May 6, 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. 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 by the deadline stated in this RFQ or in any addendum. The subject line should clearly identify the solicitation as: “SOQ - Weldon Spring Road (Phase 1) 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 the consultant to disclose any actual or potential conflicts of interest. Firms with unresolved conflicts may be deemed ineligible for award.
- Consultants and subconsultants must not be suspended or debarred from participation in federally assisted contracts.
- The final scope, contract form, fee basis, and insurance requirements shall be established during negotiations and shall remain subject to City and MoDOT requirements.

10. Anticipated Insurance and Contractual Requirements

The consultant selected for negotiations should be prepared to meet customary municipal and federally assisted professional services contract requirements, including professional liability insurance, commercial general liability, automobile liability, workers compensation, and other coverages required by the City’s final contract documents. Final insurance limits and contractual terms will be confirmed during negotiations and may incorporate City standard contract provisions and MoDOT requirements.

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.

RFQ Issue Date	March 25, 2026
SOQ Due Date	April 15, 2026
Authorized City Representative	Matthew W. Davidson, City Engineer
Signature / Date	