



REQUEST FOR STATEMENTS OF QUALIFICATIONS

To Provide Professional Design Services

For

Wentzville Parkway South Extension Phases 1 and 2
SOQ #19-110

Date Issued: February 19, 2019

Wentzville Missouri
The Crossroads of the Nation

February 19, 2019

Subject: Request for Statements of Qualifications for Professional Engineering Services for Wentzville Parkway South Extension Phases 1 and 2, SOQ #19-110

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 Wentzville Parkway South Extension Phases 1 and 2 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 March 12, 2019. All questions are to be submitted through the E-bidding system by March 1, 2019.

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.

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

Professional Engineering Services for SOQ #19-110 Wentzville Parkway South Extension Phases 1 and 2

1. INTRODUCTION

- a. The City of Wentzville (“City”) is seeking a consultant (“Firm”) for professional services to design the Wentzville Parkway South Extension Phases 1 and 2 (“Project”). The design will be managed by the City of Wentzville, in accordance to MoDOT LPA Program guidelines.
- b. 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.
- c. DBE participation for Phase 1 of this project will be required with a DBE goal set at 16%. DBE participation for Phase 2 of this project is not required. 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 the State of Missouri published 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.
- d. Non-Discrimination: The Firm 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 Firm shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability. The Firm 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.
- e. 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). Firms are responsible for checking the City’s website for the issuance of any addendums.

2. BACKGROUND AND PROJECT OVERVIEW

In December of 2018, the City of Wentzville entered into an agreement with the St. Charles County Road Board for funding of Phase 1 and 2 of the Wentzville Parkway South Extension. In February 2019, the City entered into an agreement with MoDOT for additional CMAQ funding of Phase 1 of the Wentzville Parkway South Extension.

Phase 1 of the project involves the interchange improvements in the area of Wentzville Parkway at I-70 that will remove the existing eastbound on-ramp, eliminate an existing traffic signal, and construct an extended eastbound on-ramp. These improvements will include reconfiguration of the interchange and construction of a roundabout to allow the predominate movement at the interchange, southbound to eastbound, to be performed through a series of right turns.

Phase 2 will build upon Phase 1 by extending Wentzville Parkway south to Interstate Drive. The proposed cross section is two lanes with allowance for future expansion to a five lane cross section when traffic demands call for it. This project also includes a 6-foot sidewalk which will connect into the recently constructed Interstate Drive Trail along Interstate Drive. It is proposed that this project will include a grade separated crossing at the Norfolk Southern Railway.

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

The total design/construction budgetary goal is \$14,900,000. This includes environmental studies, survey, geotechnical investigation, roadway, storm water quality and detention design, traffic control, erosion control, utility relocation, permanent utility easement documents, temporary construction easement documents, right of way documents, plans, specifications, and estimate (PS&E) for Agency approvals and permits, bidding, construction, construction engineering, construction inspection, and other miscellaneous costs.

All invoicing for design services shall be separate for Phase 1 and Phase 2 for federal reimbursement purposes.

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 documents, PS&E according to MoDOT LPA Guidelines, and IFB Final PS&E and bid documents.

General Design Services Schedule:

SOQ Notice	February 19, 2019
SOQ Questions Deadline	March 1, 2019, 2 p.m. local time
SOQ Due	March 12, 2019, 2 p.m. local time
Interviews (owner's option)	Week of March 25 th , 2019
Award of contract/Notice to Proceed*	April 15, 2019
Conceptual Design Plans*	
ROW/Temp Easements Process *	
Public Meeting*	
Preliminary Design Plans (30%)*	
All Applicable Clearance (Environmental, ROW, Utility, etc.)*	
Final Design Plans (95%)*	

*Note: Dates subject to change pending release of submittal / meeting dates. Additional deadlines may be determined to satisfy submittal date requirements.

Project Letting Schedule:

Phase 1	January, 2021
Phase 2	January, 2021

3. SCOPE OF SERVICES

This project includes design and preparation of construction documents for the planned Wentzville Parkway South Extension Phases 1 and 2. This project will include the design of interchange improvements and roadway extension in accordance with Federal requirements. All submittals and deadlines will coincide with the CMAQ Project Schedule for Phase 1 and St. Charles County Road Board Schedule for Phase 2. Both phases may be covered under one plan set. However, quantities shall be separated between Phases 1 and 2 for federal reimbursement purposes.

Further information on the Wentzville Parkway South Extension is available on the City's website:

http://www.wentzvillemo.org/departments/public_works/wentzville_parkway_south_corridor_preservation_study.php

The Firm will have early communications with Norfolk Southern Railroad about the grade-separated crossing in addition to implementing a Citywide corridor memorandum of understanding for all existing and future rail crossings in addition to potential safety improvements to work towards a future citywide quiet zone.

The Firm will also have early communications with the Federal Highway Administration about more direct access options for businesses that front the Phase 1 improvements such as an access point for Ruggeri Drive from the proposed roundabout.

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 the MoDOT design and specifications along with City of Wentzville Design Criteria. 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 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. Additionally provide Access Justification Report (AJR) and Environmental Assessment (EA) as required per FHWA.

Geotechnical Engineering - provide geotechnical borings and evaluation for roadway subgrade, MSE and retaining walls, 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.

Utilities- Design full utility relocation for all existing utilities and coordination of relocation requirements will be performed by the City with assistance from design engineering firm. 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. Design full lighting plans showing location and size for roadway.

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 MoDOT and Norfolk Southern Railroad. Will include concept submittal to these and other agencies as well as permit preparation if required. Coordination should include a Memorandum of Understanding with Norfolk Southern for this Project in addition to the entire corridor of the City of Wentzville related to existing and future railroad crossings and the implementation of safety improvements for a future Citywide quiet zone.

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 and 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

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, and Cost Estimate 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 for each construction package.

8) Submittal Requirements – Drawings shall be performed 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.

9) Construction Phase – The Firm will assist the City in administering the terms of the construction contract between the City and their Contractor. The Firm will endeavor to protect the City against defects and deficiencies in workmanship and materials in work by the contractor responsible. However, the furnishing of such project representation will not make Firm 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 Firm will:

Construction Inspection Assistance Tasks

- Assist the City with preconstruction conference to discuss project details with the selected Contractor.
- Assist the City with Requests for Information (RFIs) by providing responses in a timely manner.
- Assist the City with review of Shop Drawings and Material Submittals during construction.

4. SUBMITTAL REQUIREMENTS

Discuss the qualifications of your Firm 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 licenses are not included in the page count. List the general information of your Firm, including legal name, mailing address, location, phone number, fax number and email address of your Firm’s contact person for this solicitation. The Firm will upload its submittal documents into the E-bidding system.

Particularly, discuss the following elements:

4.1 Relevant Project Experience and Technical Competence of the Firm and Key Personnel; Capacity and Capability

Provide a brief history of the Firm 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. Provide a summary of the capacity and capability of the Firm to perform the work, including any specialized services, within the time limitations fixed for the completion of the project.

4.2 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 record of past performance with respect to such factors as control of costs, quality of work and ability to meet time schedules, and assignments.

4.3 Project Approach

Provide a narrative of how your Firm 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 Firm you propose to subcontract for that work. In addition to technical skills, describe the Firm'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 Firm's ability to take their past performance and experience and apply it to the specific project.

4.4 Schedule

Include a bar chart schedule for accomplishing the activities based on a construction notice to proceed date of April 1, 2019. Provide a list of work currently under contract which is not 75% complete with respect to basic professional design services through the bidding phase. Firms 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.

4.5 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 in the City of Wentzville, if any, which may add to your knowledge, capability, and efficiency on this project.

4.6 Additional Qualifications

Indicate ability of the Firm to retain workers compensation insurance in at least statutory amounts; and automobile and general liability insurance with umbrella coverage of \$3,000,000 per project naming the City as an additional insured. Indicate your ability to retain professional liability insurance in the amount of \$1,000,000 per claim. Upon selection of Firm, the Firm 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

5.1 Prime Engineering Firm

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.

5.2 Evaluation Criteria

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

- 1) Relevant Project Experience, Technical Competence, Capacity and Capability (rating x 30)
- 2) Past Record of Performance (rating x 30)
- 3) Project Approach and Schedule (rating x 30)
- 4) Proximity and Familiarity (rating x 10)

Each of the criteria above will be rated 10 (excellent) to 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 1 through 4.

5.3 Interviews

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

Firms selected for onsite 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.

5.4 Contract Negotiations and Award

Upon ranking of the interviewed Firms, contract negotiations shall commence. Contract negotiations will require the selected Firm to proceed with the development of a Scope of Work and costs for all the components of the project. If any Firm 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 Firm and commence negotiations with the next ranked Firm. If the City deems there is no Firm that is viable, it will cancel the solicitation.

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

5.5 The City of Wentzville hereby notifies all Firms 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.

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
(company name)

knowingly employ a person who is an 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

Presented as information; not required with statement of qualifications

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

Copy of Memorandum of Understanding