REQUEST FOR STATEMENTS OF QUALIFICATIONS

To Provide Professional Design Services

For

Request for Statements of Qualifications :

- **SOQ #16-549/STP-7304(607) -Wentzville Parkway Turnlane Phase II**
- **SOQ #16-550: West Meyer Road Phase III Project**

Date Issued: November 3, 2016

November 3, 2016

Subject: Request for Statements of Qualifications for Professional Engineering Services for:

- STP-7304(607) - Wentzville Parkway Turnlane Phase II Project
- West Meyer Road Phase III Project.

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 Turnlane Phase II Project and West Meyer Road Phase III Project.

Submissions of qualifications will be accepted until 2 p.m. local prevailing time December 1, 2016. All questions and clarifications may be addressed in writing to Alice Winkelman, Senior Procurement Specialist, alice.winkelman@wentzvillemo.org by 2 p.m. November 17, 2016.

Statement of Qualifications will be accepted at:

City of Wentzville
SOQ #16-549/16-550
310 West Pearce Blvd.
Wentzville, MO 63385

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,

Kimberly Butts, CPPO

Kimberly Butts, CPPO, CPSM
Director of Procurement
(636) 639-2005

NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS

The City of Wentzville is seeking professional design services for the (SOQ #16-549) STP- 7304(607) - Wentzville Parkway Turnlane Phase II Project and (SOQ#16-550) West Meyer Road Phase III Project. The Request for Statements of Qualifications document #16-549/16-550 is available on the City's website at: http://www.wentzvillemo.org/departments/procurement/current_bidding_opportunities.php

Statements of Qualifications will be accepted until 2 p.m. December 1, 2016 at Wentzville City Hall, 310 W. Pearce Blvd, Wentzville, MO 63385.

The major components for each project include the design of a center turnlane, ADA compliant sidewalks and trail, upgraded storm system, and associated utility relocations.

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 DBE Goal for this project is 18%. 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 participants. We encourage DBE Firms to submit qualifications as prime consultants for any project they feel can be managed by their Firm.

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.

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.

Firms may submit statements of qualifications for one or both projects COMBINED STATEMENTS OF QUALIFICATIONS WILL BE DEEMED NONRESPONSIVE. It is the City's intent to evaluate and award each of the two projects separately.

Professional Engineering Services for SOQ#16-549

STP-7304(607) - Wentzville Parkway Turnlane Phase II Project

1. Introduction

The City of Wentzville ("City") is seeking a consultant ("Firm") for professional services to design the Wentzville Parkway Turnlane Phase II Project ("Project"). The design will be managed by the City of Wentzville, in accordance to MoDOT LPA Program guidelines.

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 participation is suggested and 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.

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.

2. Background and Project Overview

In October of 2015, the City of Wentzville entered into an agreement with the St. Charles County Road Board for funding of the Wentzville Parkway Turnlane Project Phase II Project from Schroeder Creek Boulevard to Meyer Road. In April 2016, the city entered into agreement with MoDOT for funding additional project funding. This Project involves professional design engineering, survey, subsurface exploration and construction engineering, and related services in support of the construction of the new Wentzville Parkway Turnlane Project Phase II.

The major project components include; New Turnlane, ADA Compliant Sidewalks and Trails, ADA Compliant Curb Ramps, Storm Water System Upgrades, Lighting, and Associated Utility Adjustments.

All roadway design components shall meet current AASHTO design standards and all MoDOT 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 $2,840,000. This includes 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.

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 Schedule:

SOQ Notice	November 3, 2016
SOQ Questions Deadline	November 17, 2016, 2 p.m. local time
SOQ Due	December 1, 2016, 2 p.m. local time
Interviews (owner's option)	Est. Week of December 12, 2016
Award of contract/Notice to Proceed*	January 2017
Conceptual Design Plans*	
ROW/Temp Easements Process *	
Public Meeting*	
Preliminary Design Plans (30%)*	
All Applicable Clearance (Environmental, ROW, Utility, etc.)*	
Final Design Plans (95%)*	
Advertise for Construction	November 2018

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

All questions and clarifications may be addressed in writing to Alice Winkelman, Senior Procurement Specialist, alice.winkelman@wentzvillemo.org by 2 p.m. November 17, 2016.

Professional Engineering Services for
West Meyer Phase III Project
#16-550

1. Introduction

The City of Wentzville ("City") is seeking a consultant ("Firm") for professional services to design the West Meyer Phase III Project ("Project"). The design will be managed by the City of Wentzville, in accordance to MoDOT LPA Program guidelines.

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 participation is suggested and 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.

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.

2. Background and Project Overview

In September of 2016, the City of Wentzville received approval from the St. Charles County Road Board for funding of the West Meyer Phase III Project including an intersection with the future David Hoekel Parkway. The city intends to apply for Federal STP Funding for construction of the project to supplement the existing local funds. This Project involves professional design engineering, survey, subsurface exploration and construction engineering, and related services in support of the construction of the new West Meyer Phase III.

The major project components include; Design and Construction of new pavement utilizing a typical section that will allow for future expansion from 3 lanes to 5 lanes, ADA Compliant and Trail, ADA Compliant Curb Ramps, Major Grading to Remove Existing Site Distance Issues, Storm Water System Design and Construction, Lighting, and Associated Utility Adjustments.

All roadway design components shall meet current AASHTO design standards and all MoDOT 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 $5,842,700.00. This includes 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.

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 Schedule:

SOQ Notice	November 3, 2016
SOQ Questions Deadline	November 17, 2016, 2 p.m. local time
SOQ Due	December 1, 2016, 2 p.m. local time
Interviews (owner's option)	Est. Week of December 12, 2016
Award of contract/Notice to Proceed*	January 2017
Conceptual Design Plans*	
ROW/Temp Easements Process *	
Public Meeting*	
Preliminary Design Plans (30%)*	
All Applicable Clearance (Environmental, ROW, Utility, etc.)*	
Final Design Plans (95%)*	
Advertise for Construction	November 2018

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

All questions and clarifications may be addressed in writing to Alice Winkelman, Senior Procurement Specialist, alice.winkelman@wentzvillemo.org by 2 p.m. November 17, 2016.

3. Scopes of Work

The following paragraphs provide a general scope of work outline for services necessary to complete the design. In order to provide a complete product, the Firm will expand and clarify the scope as determined necessary by the City.

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 exiting 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.

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.

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 located outside of MoDOT right of way.
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.

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.

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 a 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.

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. Submit 4 hard copies; preferably not bound. Particularly, discuss the following elements:

4.1 Relevant Project Experience and Technical Competence of the Firm and key Personnel; Capacity and Capability (1 page Firm history, 1 page per each key personnel)

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. List specific experience in dealing with government agencies including but not limited to the Missouri Department of Transportation, St. Charles County Highway and St. Charles County Road Board. List projects conducted in the City of Wentzville, if any, which may add to your knowledge capability, and efficiency on 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 of the completion of the project. Identify proposed sub-consultants.

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. Past record of 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 (minimum 2 pages per each City project #16-549 and #16-550)

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 (1 page per each City project #16-549 and #16-550)

Include a bar chart schedule for accomplishing the activities based on a construction notice to proceed date of April 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 as outlined in Section 2. 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.

It is the City's intent to evaluate and award each of the two projects separately.

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 PARTICIAPTES 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 _____, 2016.

_____

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