

**CITY OF DARDENNE PRAIRIE , MISSOURI  
REQUEST FOR QUALIFICATIONS FOR  
THE POSITION OF: CITY ENGINEER  
RESPONSE DUE:  
FIRST REVIEW OF SUBMITTALS  
ON: OCTOBER 18<sup>TH</sup>, 2021  
POSITION OPEN UNTIL FILLED**



**CITY OF DARDENNE PRAIRIE CITY HALL  
2032 HANLEY RD  
DARDENNE PRAIRIE, MO 63368**

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**I General Community Information**

The City of Dardenne Prairie has an estimated population of 13,348 within its 5.39 square miles. The City is located in the heart of St. Charles County and is accessible from interstates I-64/40 and MO-364. Established in 1981, the City of Dardenne Prairie is largely a residential community with some existing commercial developments and a stretch of developable commercial land along the north outer rd of I-64/40 (Technology Dr.).

**II Background and Overview**

The City of Dardenne Prairie is seeking qualifications from firms to fill the position of City Engineer, which is established under the City Code Section 115.290 and is also pursuant to Chapter 79 RSMo., as amended. For the past 16 years, the City has continuously engaged one firm for the services as the City Engineer.

City Ordinance lists qualifications as follows:

The City Engineer shall be appointed by the Mayor with the consent and approval of a majority of the members of the Board of Aldermen.

The City Engineer shall be a registered professional engineer and shall be registered as such in the State. The City Engineer need not be a resident of the City at the time of his/her appointment.

The City Engineer may be removed during his/her term of office only in accordance with Section 79.240, RSMo., as amended, dealing with appointive officers.

City Ordinance further states the Duties Generally as:

The City Engineer shall have the duty to investigate all matters referred to him/her touching upon the streets, roadways and highways, sewers and water system of the City of Dardenne

Prairie, Missouri. The City Engineer shall perform such other acts as may from time to time be designated by the City Administrator.

The City of Dardenne Prairie will review the qualifications provided by firms for use in selecting a single firm to act as the designated City Engineer for the City, fulfilling all duties required by City ordinance, state statute, and defined in the contractual agreement.

Below you will find the format required for the submittal. The City will be evaluating each firm based on the information provided in each category of the qualification.

### **III Statement of Qualifications (SOQ) Requirements**

Two hard copies and one electronic copy of the SOQ should be submitted by e-mail in a .PDF format to [jknowles@dardenneprairie.org](mailto:jknowles@dardenneprairie.org). The SOQ should be labeled "City of Dardenne Prairie City Engineer" and mailed or delivered to the City of Dardenne Prairie –attn.: James Knowles III, 2032 Hanley Rd Dardenne Prairie, MO 63368. Hand delivered submittals should be delivered to Dardenne Prairie City Hall located at 2032 Hanley Rd Dardenne Prairie, MO 63368. Submittals will be taken until position is filled. The first review of SOQs will commence on October 18<sup>th</sup>, 2021. The SOQ shall be limited to **eight (8) pages including the cover letter, printed single-sided on 8.5"x11" sheets with a font size of 11-point.**

The SOQ shall include the following information:

- Basic Information (short answers preferred, using the outline provided)
  - Firm name
  - Local office location(s)
  - Years in business (corporate and local)
  - Number and disciplines of local employees
  - Names of principals
  - Professional services provided by the firm
  - Primary contact's phone number and email address

#### A. Related Project Experience

- Indicate the prior experience of your Firm, and sub-consultants, in providing professional city engineering services to cities with similar scope of services; include the names of clients, client contact information, and brief description of recent projects. Projects must have been completed within the past five years.
- List the services provided and provide budget & cost information if available.

#### C. Proposed Contract Team/Personnel & Capacity/Capability

- Describe the proposed team organization; identify roles and responsibilities, and specific qualifications/expertise of key team members.
- Provide team capacity; identify the number and discipline of the personnel available to the project from the Firm and sub-consultants.
- Provide existing workload and availability information for the Firm and sub-consultants.

#### D. Proposed Methodology/Approach

- Specialized experience and approach to on-call/task order engineering projects with emphasis on providing a full complement of City Engineering services to a city government.
- Describe your familiarity with the City of Dardenne Prairie and its unique circumstances, and how you are qualified to take on those challenges.

#### **IV Selection Process**

The SOQ's will be evaluated by the City's review committee consisting of various City personnel. The criteria that will be utilized to score the SOQs are:

- Prime consultant qualification
- Relevant Experience
- Qualifications of the Proposed Contract Manager and Team
- Methodology/Approach

Firms will be ranked based on the SOQ received using the system above for each qualification. Once a firm is selected, a negotiated fee schedule for services will be negotiated and set by contract and adopted by ordinance.

#### **V Anticipated Timeline**

RFQ Issued: October 1<sup>st</sup>, 2021

**Review of RFQ Responses will begin 10/18/2021, and will continue till filled**

#### **VI Anticipated Scope of Work**

Scope and fee agreements will be developed with the successful contractor. The following outlines additional information about the scope of work for the position of City Engineer:

##### **PLAN REVIEW/PERMIT ISSUANCE**

- Review of all Private and Public site development and roadway projects.
- Land use/Site Construction permit application review
- Review and grant all zoning compliances
- Issue Code enforcement actions, notices to correct
- Maintain all information filed with Board of Adjustment
- Review grading/land disturbance plans, issue permits, perform SWPPP inspections.
- Review/maintain deposit/escrow agreements and ensure completion of public interest items

##### **STORMWATER**

- Maintain stormwater management plans for periodic DNR review
- Supervise and/or inspect all stormwater outflows in conjunction with applicable stormwater discharge permits
- Stormwater projects including drainage analysis, bridge and culvert evaluation, conveyance system improvements, and stream bank stabilization

##### **ROADWAY/SIDEWALKS**

- Pavement design and roadway projects
- Sidewalk projects; replacement for ADA compliance, Sidewalk and trail planning, new sidewalk design
- Perform Traffic/Parking Studies

##### **SURVEYING, MAPPING, AND GIS**

- Preparation of various surveys including Boundary, ROW, Topographic, Site, Roadway
- Property research
- Construction staking

- Maintenance City Zoning Map.
- Review all Subdivision Plats
- Data collection and/or update of Geographic Information Systems (GIS)

#### **WORK CATEGORIES COULD INCLUDE ANY OF THE FOLLOWING COMPONENTS**

- Development of conceptual plans, alternatives and/or cost estimates
- Preparation of plans, estimates and specifications for construction
- On-site Construction Inspection
- Permitting and utility coordination
- Development of right of way plans or easements
- Right of way acquisition
- Grant writing and procurement
- Attend City meetings as needed, respond to Board of Alderman/Adjustment inquiries
- Public engagement – Represent city on the St. Charles County Road Board, St Charles County Stormwater Committee, EMPC (Eastern MO Pavement Consortium).

#### **VII Additional Information**

The City reserves the right to amend the RFQ, not award a contract for requested services, waive any irregularities or informalities in any SOQ, and accept the consultants deemed to be the most beneficial to the public and the City of Dardenne Prairie.

The City will not pay any costs incurred in the preparation, printing, interview, or negotiation process. All costs associated with preparing and presenting statements of qualifications shall be borne by the proposing consultant.

This Request for Qualifications is not a contract or a commitment of any kind by the City and does not commit the City to award a contract or to pay any costs incurred in the submission of a SOQ.

SOQ's may be modified or withdrawn prior to the time and date specified for SOQ submission by formal written notice from an authorized representative of the applicant. SOQs submitted will become the property of the City after the SOQ submission deadline and may be released as public documents after that time.

Selected consultants will be required to furnish a Certificate of Insurance as required by the City.

#### **VIII Contact Information**

Questions regarding this Request for Qualifications shall be in writing, and shall be sent by electronic mail to: [jknowles@dardenneprairie.org](mailto:jknowles@dardenneprairie.org)