



REQUEST FOR QUALIFICATIONS (RFQ)

On Call Engineering Services

City of Weldon Spring, Missouri

5401 Independence Road

Weldon Spring, MO 63304

(636) 441-2110 phone

(636) 441-8495 fax

www.weldonspring.org

Thursday, October 30, 2025

The **City of Weldon Spring** is requesting the services of **On Call Engineering Services**. The selected firms would be utilized for emergency, routine and unplanned engineering services. If your firm/organization would like to be considered for these consulting services, you may express your interest by responding to the appropriate city office, which is indicated on page two.

Please limit your letter of interest to no more than six (6) pages or be less than two (2) pages total. A page is defined as an 8.5' x 11" sheet of paper and printed on one side. A separate submittal shall be included for each category of work. This letter should include:

Qualifications: What specific skills and experience do your team possess that make you the most qualified firm for municipal projects in the City of Weldon Spring, MO.?

Personnel: Who are the key personnel that will be assigned to municipal projects? What relevant experience do they bring, and who will be the Project Manager?

Similar Experience: Provide examples of municipal projects you have completed and include references. What was your firm's role, and what were the outcomes?

Availability: Describe your firm's availability and typical timeframe to deliver municipal projects.

It is required that your firm's [Statement of Qualification \(RSMo 8.285 through 8.291\)](#) be submitted with your firm's Letter of Interest or be on file with the **City of Weldon Spring**. The statement of qualification is not included in the total page limit.

We request all letters of interest be received by 2:00 PM on Thursday, December 4, 2025 to 5401 Independence Rd, Weldon Spring, MO 63304.

Sincerely,

Don Stolberg
City Administrator

City of Weldon Spring – On-Call Engineering Services	
Location:	City of Weldon Spring corporate limits
Project Objectives:	Provide On Call Engineering Services to the City
Area:	Within City corporate limits, approximately 7.78 square miles
Estimated Project Budget:	\$25,000-\$2,000,000
Consultant Services Required:	<p>The City of Weldon Spring will be selecting firms to provide the following On-Call Engineering services needed to maintain and operate the municipal public infrastructure. The On-Call list will be renewed every 3 years and may be extended until a new QBS solicitation. The same firm may be selected for multiple categories. A minimum of two firms and maximum of three firms will be selected for each category.</p> <p>Transportation and Traffic Engineering – Provide general engineering services for roadway design, surveying, utilities, slides and geotechnical, intersection improvements, traffic studies, sidewalks and ADA compliance, roadway shared use paths, geometric improvements, roadway hydraulics, retaining walls, roadway safety improvements, highway access, application for grants.</p> <p>Construction Engineering and Inspection – Provide resident engineering and field inspection, material sampling, testing, contract administration, change order and RFI review, pay estimates, MS4 storm water tracing and testing, stormwater video pipe inspections, SWPPP compliance.</p> <p>Parks, Trails and Recreation – Provide master park planning, general design, playground and recreation facility design, landscaping architecture, shared use path and trail design, construction management and inspection for public park improvements, application for grants.</p>
Contact:	<p>Don Stolberg City Administrator 5401 Independence Rd. Weldon Spring, MO 63304 (636) 441-2110 ext. 102 dstolberg@weldonspring.org (preferred)</p>
Deadline:	2:00 PM on December 4, 2025
Submit:	Letter of Interest should not exceed six (6) pages or be less than two (2) pages total. A page is defined as one 8-1/2 by 11 inches sheet and printed on one side. Two copies of the Letter of Interest should be received at the address and by the time specified.

The following criteria will be used to assist with the review and consideration, and be a basis for selection of the successful firm.

Rating Criteria and Weighted Values:

Past Performance/Success on Similar Work -	25 Max Points
Project Understanding and Innovation -	25 Max Points
Experience and Qualifications of Staff-	25 Max Points
Ability to Meet Project Schedules -	10 Max Points
Community Awareness-	10 Max Points
Accessibility of Firm and Staff -	5 Max Points
Total Possible:	100 Points