

REQUEST FOR LETTERS OF INTEREST AND QUALIFICATIONS (RFQ): KAYAK ACCESS  
LANDING

The **City of Cottleville** is requesting letters of interest and qualifications for **On-Call Professional Services** for the purpose of analyzing and designing stormwater and access infrastructure for a kayak landing onto Dardenne Creek in Legacy Park. For more information and to view the RFQ packet with submittal details please visit the City of Cottleville, Missouri's website at: [www.cityofcottleville.com](http://www.cityofcottleville.com). Or contact the City Administrator at (636) 498-6565 ext. 2 or [michael.padella@cityofcottleville.com](mailto:michael.padella@cityofcottleville.com). Note: All interested firms are required to register with the City Administrator prior to the submittal deadline. City Hall is located at 5490 5<sup>th</sup> Street, Cottleville, MO 63304. The deadline to submit a Letter of Interest and Statement of Qualification is Monday, May 18, 2026, at 2:00 PM



April 28, 2026

To Whom It May Concern:

The **City of Cottleville** is requesting letters of interest and qualifications for **Professional Engineering Design, Environmental Studies, and Construction Management Services** in connection to the St. Charles County Dardenne Creek Blueway “kayaking initiative”. 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 two pages minimum and four pages maximum in total length. A page is defined as one 8.5’ x 11’ letter sized sheet of paper and may be printed on both sides of the sheet. This letter should include information which will help the City in the shortlisting and selection process. Such as the person(s) or team you would assign to the project, the background of those individuals, and other projects your company has recently completed or are now actively engaged with. 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 Cottleville. The statement of qualification is not included in the total page count limit.

We request all letters of interest be received by 2:00 PM on Monday, May 18, 2026, at 5490 5<sup>th</sup> Street, Cottleville, MO 63304.

Sincerely,

A handwritten signature in black ink that reads 'Michael Padella'.

Michael Padella  
City Administrator

CC: Tom Goldkamp, City Engineer  
Amy Lewis, City Clerk

## City of Cottleville – Dardenne Blueway Kayak Landing

Location:	City of Cottleville – Legacy Park along the Dardenne Creek near Kochanski Multi Sports Field.
Project Objectives:	Provide professional services including engineering design, planning, hydraulic/environmental analysis and design, permitting, preparation of bid specifications and documents, construction management and inspection to ultimately facilitate the construction of a new kayak access point onto Dardenne Creek from Legacy Park.
Area:	Refer to general location map Exhibit A.
Project Construction Estimate:	Unknown
Consultant Services Requested:	<p>The City of Cottleville intends to select firms to provide the following Professional Services needed to plan, analyze, survey, design, apply for permits, prepare construction bid specification documents, manage and inspect/quality assurance, in conjunction with a kayak access point.</p> <ol style="list-style-type: none"><li>1. <b>Professional Engineer (PE) Design, Planning, Environmental Services</b> – Provide engineering design services for public infrastructure, stormwater/drainage, geotechnical, grading, landscape architect, utility coordination, ADA, services.</li><li>2. <b>Surveying</b> – Provide surveying for roadway, public infrastructure, and related project improvements.</li><li>3. <b>Permitting</b> – Prepare and assist with all necessary permit applications and supporting documents with the Missouri Department of Natural Resources, FEMA, and/or US Corp of Engineers.</li><li>4. <b>Construction Engineering/Management, Material Testing and Inspection</b> – Provide material sampling, testing, contract administration, construction inspection, and SWPPP compliance.</li></ol>
Contact:	<p>Michael Padella, City Administrator 5490 5<sup>th</sup> Street Cottleville, MO 63304 Office: (636) 498-6565 ext. 2 Fax: (636) 498-6575 <a href="mailto:michael.padella@cityofcottleville.com">michael.padella@cityofcottleville.com</a> (preferred)</p>

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Letter of Interest and Qualifications Submittal Deadline:	May 18, 2026, at 2:00 PM.
Submittal Content:	The Letter of Interest should be two (2) pages minimum and four (4) pages maximum in total length . A page is defined as one 8.5" x 11" letter sized sheet and may be printed on both sides of the sheet. Two copies of the Letter of Interest should be received at the address and by the time specified. It is required that your firm's Statement of Qualifications (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest or be on file with the City of Cottleville. The statement of qualifications is not included in the total page count limit.

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

**Rating Criteria and Weighted Values:**

Past Performance/Success on Similar Projects/Work -	25 Max Points
Project Understanding and Innovation -	25 Max Points
Experience and Qualifications of Staff -	25 Max Points
Community Familiarity and Awareness -	15 Max Points
Accessibility & Proximity of Firm and its Staff -	<u>10 Max Points</u>
<b>Total Possible:</b>	<b>100 Points</b>