

**CITY OF ST. LOUIS  
BOARD OF PUBLIC SERVICE**

**REQUEST FOR QUALIFICATIONS (RFQ)  
CONSTRUCTION SUPERVISION AND MATERIAL TESTING  
FOR THE RECONSTRUCTION OF TAXIWAY VICTOR CONNECTOR  
AND RAMP REHABILITATION AT  
LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT**

**PURPOSE:**

The City of St. Louis requests the services of a consultant to provide construction supervision and material testing for the Reconstruction of Taxiway Victor Connector and Ramp Rehabilitation at Lambert-St. Louis International Airport.

The required professional services will include, but are not limited to: engineering services for construction phases and incidental special services including geotechnical and surveying.

Consultants submitting SOQ's shall meet the requirements of the MoDOT Engineering Policy Guide (EPG) Section 136.4.1.5 (LPA Manual). 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.

**Consultants interested in submitting Statements of Qualifications for consideration and evaluation for providing the services identified in this RFQ shall submit Part II of GSA Standard Form 330 (SF330) with their SOQ or have a current SF330 Part II on file with the City of St. Louis, President's Office, Board of Public Service. (The SF330 Part II is not included in the total SOQ page count limit.)**

***STATEMENTS OF QUALIFICATIONS will not be accepted in response to this RFQ from consultants that have performed design services for the projects identified in this RFQ. If your firm was a subconsultant on the design team for this project, you may not submit to perform services that can be directly affected by your involvement as a team member of the Construction Supervision and Materials Testing services.***

A qualification based selection process will be utilized as outlined in Missouri Revised Statutes, Sections 8.285-8.291. The Consultant should provide the names(s) of preferred firm(s) for any work which is likely to be sub-consulted. Sub-consultant changes can occur with Sponsor approval.

The selection criteria will include:

- Qualifications
- Comparable recent experience in airport projects
- Knowledge of FAA regulations, policies, and procedures
- Firms capability to perform all aspects of the project in the allotted time
- Firms safety record while working on previous projects on an active airfield

- Capability to complete projects within budget
- Capability to furnish qualified inspectors for construction inspection
- Quality of previous airport projects undertaken

Fee information will not be considered in the selection process and must not be submitted with the Statement of Qualifications. Fees will be negotiated for the referenced project.

Prospective Consultants are advised that applied overhead rates must conform to the cost principals established within Federal Regulation 48 CFR Part 31, *Contract Cost Principles and Procedures*. The successful firm will be required to submit a copy of their current overhead rate audit certification.

A goal for Disadvantaged Business Enterprises (DBE) utilization has been set at 8.26% for this project. DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://www.modot.gov) in order to be counted as participation towards an established DBE goal.

The City encourages DBE firms to submit an SOQ as the Prime Consultant for any project they feel can be successfully managed by their firm.

*A Consultant may submit qualifications as the Prime or as part of a Team as a Subconsultant, not both.*

Note: The City does not permit exclusivity agreements with subconsultants.

### **SCOPE OF SERVICES:**

The Construction Supervision and Material Testing services will be performed on the following project:

#### **Reconstruction of Taxiway Victor Connector and Ramp Rehabilitation**

This project involves the reconstruction of the existing connecting taxiway and a portion of the existing ramp. This work shall consist of the full depth removal/replacement of a portion of the existing ramp. The new ramp pavement will consist of 18" PCC over a 6" layer of cement treated drainable base course all over a 22" thick working construction platform. The existing PCC pavement will be recycled and reused in the reconstruction of the taxiway. The project will include the reconstruction and geometrical improvements to the existing connecting taxiway which serves the existing ramp. The project will also include the rehabilitation of select apron panels, the reconstruction of the taxiway pavement shoulders, the installation of subsurface drainage system, the installation of taxiway edge lights and the re-installation of a gate sensor system.

**Work common to the aforementioned project include the following:**

1. The selected Consultant will provide sufficient experienced personnel to perform the construction supervision and testing for the previously noted projects.
2. All work shall be inspected, tested, documented, and reported in substantial conformance with the most current FAA and MoDOT regulations and construction requirements.
3. All work and documentation necessary for submittal to MoDOT Aviation in order to comply with State Funding reimbursement procedures shall be completed by the selected consultant.
4. The selected Consultant shall perform complete pavement evaluations as needed in the described project areas.
5. The selected Consultant shall review the detailed phasing plans, the construction safety plan, the construction documents and meet with Airport, Airlines, and MoDOT Aviation to assist the Airport with the verification of the documents for the proposed construction projects.
6. The selected Consultant shall review the contractor's pay requests as per Missouri Labor Standards.
7. The selected Consultant shall assist and supply the necessary documents to Airport Engineering for the close-out of the State Grant.

The **Project Manager** shall have relevant experience in airfield paving construction supervision projects with working knowledge of current FAA construction and testing requirements.

The Project Manager shall be a Registered Professional Engineer in the State of Missouri. Experience relating to work performed within the Airport Operation Area of a medium or larger commercial airport is required. **Project Manager shall be currently certified for MoDOT's LPA Basic Training.**

The Project Manager shall list his/her experience over the last 2 years relating to their experience on a medium or larger commercial airport.

Anticipated Construction Schedule:

The anticipated start date for construction is December 2016 with the project anticipated to be completed in 2017.

**DISADVANTAGED-OWNED BUSINESS ENTERPRISE (DBE) PARTICIPATION:**

The City of St. Louis is fully committed to involving DBE firms in meaningful roles on all consultant contracts. To that end, the City, acting through the Airport Business Diversity Development Office, has established a goal of **8.26% DBE** participation for this consultant contract. The goal is a per cent of the original contract amount for the utilization of firms owned and controlled by disadvantaged individuals.

Firms submitting SOQs shall complete the DBE Utilization Plan by listing all DBE firms to be utilized on the project team and submit with the SOQ.

**NOTE: Team composition shall remain the same unless change is submitted and approved by the President, Board of Public Service.**

Only those DBE firms listed in the MRCC Directory will be counted towards achieving the DBE goal.

A copy of the current directory of Certified DBEs (through MRCC [Missouri Regional Certification Committee]) is available on the internet at [http://contribute.modot.mo.gov/business/contractor\\_resources/External\\_Civil\\_Rights/mrc.c.htm](http://contribute.modot.mo.gov/business/contractor_resources/External_Civil_Rights/mrc.c.htm) or by contacting MoDOT at (573)526-2978.

**CONSULTANT SELECTION PROCESS:**

A qualification based selection process conforming to RSMo8.285 through 8.291 will be utilized to select the most qualified firm.

In accordance with the Revised Policies and Procedures for Procurement of Professional Service Agreements (dated May 2013), the Tier II Selection process will be utilized. Once Statements of Qualifications are received, the Selection Committee will meet to evaluate the SOQ's and the firms ranking #1, #2, and #3 will be invited to make presentations of their qualifications and approach to the Selection Committee at a later date.

**SUBMITTAL OF STATEMENTS OF QUALIFICATIONS:**

Interested firms shall **submit SIX (6) copies** of the Statements of Qualifications for the type of work outlined above. SOQ shall be **limited to FIVE (5) single-sided 8-1/2" x 11" pages with a minimum font size of 10** (the 5 pages do not include the DBE Utilization form or SF330 Part II).

**NO OTHER MATERIAL WILL BE ACCEPTED – THIS INCLUDES A COVER SHEET OR COVER LETTER, COPY OF CERTIFICATIONS, REGISTRATIONS, etc. Statements of Qualifications shall be bound by a single staple and shall not be bound in any other manner.** If additional information is included in the Statement of Qualifications, it will be removed from the SOQ before distributing to the Selection Committee members.

The qualifications and envelope shall identify the submittal is for:

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**Statements of Qualifications will be received no later than 5:00 p.m. CT, THURSDAY, OCTOBER 20, 2016** at the Department of the President, Board of Public Service, 1200 Market Street, Room 301 City Hall, St. Louis, MO 63103. SOQ envelope shall be marked to the Attention of Bette Behan, Contract Supervisor. Responses received after this time will not be accepted.

The Board of Public Service reserves the right to accept or reject any or all responses, or to cancel this request in part or in its entirety. All submittals become and remain the property of the City.

**Statements of Qualifications shall include contact person name, firm name, address, phone and fax number, and e-mail address.**

**NOTE: Team composition shall remain the same unless change is submitted and approved by the President, Board of Public Service.**

**QUALIFICATIONS EVALUATION CRITERIA:**

The Selection Committee will evaluate each Statement of Qualifications using the following criteria. Submittal shall be in the same sequential format as follows:

1. Provide examples of five comparable projects that show the experience, qualifications, and technical competence of the **Prime Consultant** completed within last 5 years for which your company provided resident engineering and material testing. In particular, highlight the work as it pertains to only medium or larger commercial airports; specifically, taxiway and apron improvements projects on an active airfield - include safety record, meeting schedules within budget, quality, etc. Experience pertaining to general aviation airports will not be considered. These projects should be complete or near completion. Include record of meeting M/W/DBE goals for these projects. Provide start and completion dates and references w/names, and e-mail addresses of owner's representative who is most knowledgeable of your firm's performance. Projects with incomplete reference information or references that cannot be verified will not be counted toward Prime Consultant's experience.  
Up to three points will be awarded for each applicable project. (0-15 pts)

2. Present experience, qualifications, and technical competence of **Project Manager** relative to the 5 projects described in Item 1. List Project Manager's experience in managing similar projects within the past two (2) years if not directly associated with the firm submitting this proposal. List Project Manager's role in coordination with the owner, familiarity with FAA and MoDOT Aviation regulations, and preparation of reports required by FAA and MODOT Aviation. Experience relating to work performed within the Airport Operation Area of a medium hub or larger commercial airport is required. Provide Project Manager's Professional Registration information including profession and license # **(Do not include copy of license.)**. **Project Manager shall be currently certified for MoDOT's LPA Basic Training.**

Up to three points will be awarded for each applicable project. (0-15 pts)

3. Present experience, qualifications, and technical competence of **subconsultants** relative to comparable projects (medium hub or larger commercial airport taxiway/apron) within last 5 years. Include % of project completed by subconsultant. Include a description of the exact role of the subconsultant and % of project completed by subconsultant. Provide start and completion dates. These projects must be complete or near completion.

A maximum of 15 overall points may be awarded. (0-15 pts)

4. Present your team's approach and any unusual issues/problems anticipated. Present your team's understanding of special requirements, codes, and regulations pertinent to the project. List applicable certifications for material testing which would be applicable to this project in order to receive FAA/AIP funding. (0-20 pts)

5. Present a team organizational chart identifying each firm's role (including team member names) and responsibility in the project. Indicate availability of team members for the project. List the number of employees by employee classification for the Prime and each Subconsultant. (0-10 points)

6. The **DBE Utilization Plan** will be evaluated on the qualifications and feasibility of implementation as proposed. DBE firms will be evaluated and points assessed proportionately based on each of the DBE's applicable NAICS codes reflecting the actual work to be performed and the actuality of the % of the scope of work identified for each of the DBE's on the Utilization Plan compared to overall of scope of work entailed on the project. (0-5 pts)

**UNAUTHORIZED ALIEN EMPLOYEES:**

As a condition for the award of this contract or grant, CONSULTANT, shall, pursuant to the provisions of Sections 285.530 through 285.555 of the Revised Statutes of Missouri 2000, as amended, by **sworn affidavit and provision of documentation**, affirm its enrollment and participation in E-Verify, a federal work authorization program, with respect to the employees working in connection with this Agreement. CONSULTANT shall also sign an affidavit affirming that it does not knowingly employ any person who is

an unauthorized alien in connection with this Agreement pursuant to the above-stated Statutes.

**In addition to the affidavit the CONSULTANT shall provide a copy of the front page and signature page of their Memorandum of Understanding with Homeland Security for E-Verify.**

**POINT OF CONTACT:**

All questions shall be directed to Bette Behan, Board of Public Service, by fax at 314-622-4028 or by e-mail at [BehanB@stlouis-mo.gov](mailto:BehanB@stlouis-mo.gov) (please reference project name in Subject Line if sending an e-mail). Answers to technical questions will be made available to consultants who have registered to download the RFQ from the BPS website or who have provided contact information when they received the RFQ.

STATE OF \_\_\_\_\_ )  
 )SS.  
COUNTY OF \_\_\_\_\_ )

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared \_\_\_\_\_ (**Name**) who, by me being duly sworn, deposed as follows:

My name is \_\_\_\_\_ (**Name**), I am of sound mind, capable of making this Affidavit, and personally acquainted with the facts herein stated:

I am the \_\_\_\_\_ (**Position/Title**) of \_\_\_\_\_.  
(**CONSULTANT**)

I have the legal authority to make the following assertions:

1. \_\_\_\_\_ (**CONSULTANT**) is currently enrolled in and actively participates in E-Verify, a federal work authorization program, or any other equivalent electronic verification of work authorization program operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986(IRCA), as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended.
2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended, \_\_\_\_\_ (**CONSULTANT**) does not knowingly employ any person who is an unauthorized alien in connection with the contracted services under this Agreement.

\_\_\_\_\_  
Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

**Note:** Signature page and front page of Memorandum of Understanding with Homeland Security for E-Verify must be submitted with proposal.



**CITY OF ST. LOUIS**  
**DISADVANTAGED-OWNED BUSINESS ENTERPRISE (DBE) UTILIZATION PLAN**

**CONTRACTING AGENCY:**

**Project Goal:** \_\_\_\_% DBE

**PROJECT NAME:**

**NAME OF PRIME CONSULTANT:**

It is the policy of the U. S. Department of Transportation and the City of St. Louis that businesses owned by socially and economically disadvantaged individuals (DBE's) have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. In this regard the prime consultant agrees to take all necessary and reasonable steps to assure that DBE's have the maximum opportunity to compete for and perform services on this project. The prime consultant plans to utilize the services and/or supplies to be provided by the following certified disadvantaged-owned business enterprises in the execution of this project.

<b>FIRM NAME ADDRESS PHONE NUMBER CONTACT PERSON</b>	<b>CERTIFYING AGENCY CERTIFICATION DATE CATEGORY CERTIFICATION NO.</b>	<b>WORK TO BE PERFORMED</b>	<b>DBE PERCENT</b>

\_\_\_\_\_  
PRIME CONSULTANT AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE