



October 3, 2022

RE: Notice to Consultants  
Request for Qualifications  
Consulting Engineering Services  
Yaeger Road at Milburn Road Roundabout  
St. Louis County Project No. AR-1860  
Federal Project No. CMAQ-9901(684)  
East-West Gateway TIP No. 7247J-23

St. Louis County Department of Transportation (SLCDOT) is requesting the services of a highly qualified consulting engineering firm to perform professional services for this project. Qualifications-Based Selection (QBS), in accordance with RSMo. 8.285 through 8.291, will be used to determine the successful respondent. Note, St. Louis County Revised Ordinances 107.071 SLCRO, 107.400 SLCRO and 107.401 SLCRO are not applicable to the selection process for this contract.

General Description of Services Required:

This project includes the following major scope elements:

- Replacing 4-Way Stop with Roundabout
- ADA improvements
  - Curb Ramp Replacement
  - New Curb Ramps
  - Sidewalk Improvement

Specific consultant scope items include:

- Section 106 Documentation and Application
- Preliminary Plans
- Right-of-Way Plans
- Final Plans
- Job Special Provisions
- Construction Estimates
- Coordination with the Missouri Department of Transportation (MoDOT)
- Coordination with the Metropolitan St. Louis Sewer District (MSD)
- Pavement Design
- Utility Coordination Assistance (as necessary)
- Obtain St. Louis County Permits (as necessary)
- Obtain Floodplain Permit (if necessary)
- Miscellaneous Pick-Up Survey Work (if necessary)
- Roundabout Design
- Sidewalk Design

- Striping Plan (as necessary)
- Assistance with Public Involvement (if necessary)
- Guardrail Layout/Design (if necessary)
- Retaining Wall Design (if necessary)
- Geotechnical Investigation (if necessary – not anticipated)
- Subsurface Utility Investigation (if necessary)
- Drainage Structure Design (if necessary)
- Water Quality Design (if necessary)

Services to be Provided by St. Louis County:

- Utility Coordination
- Pavement Cores
- Topographic Surveying
- Property Surveys
- Compilation of Bid Documents
- Compile and Submit Plans, Specifications and Estimates (P, S & E)
- Management of the Bidding Process
- Compile and Submit Concurrence in Award Request
- Contract Processing and Execution
- Compile and Submit Construction Notice to Proceed Request
- Construction Engineering
- Materials Testing
- Right-of-Way Acquisition
- Public Involvement (if necessary)

The anticipated project schedule is as follows. To ensure this schedule can be met, consultants are required to submit an initial fee proposal within 2 weeks of the scoping meeting with subsequent revisions due within 1 week of receiving comments from the County. Firms unable to meet these deadlines should not submit a Qualifications Statement.

Qualifications Statements Due:	November 2, 2022
Selection Announced:	November 2022
Scoping Meeting:	December 2022
Negotiation:	December 2022
Council Authorization:	February 2023
Contract Execution:	April 2023
Estimated Notice to Proceed Date:	June 2023
Concept Plans/Public Involvement:	June 2023-October 2023
Preliminary Plans Approved:	July 2024
Right-of-Way Plans Approved:	March 2025
All Final Plans Complete:	May 2026

Please limit your Qualifications Statement to no more than seven (7) pages. The submittal should include the following:

- A statement expressing your firm's interest in the project.
- Key project staff and their qualifications.
- Current workload and availability of key staff throughout the project.
- Project approach.
- Details of other similar projects your firm has taken through final design in the recent past. Contact information should be provided for similar projects completed for other agencies.
- DBE Utilization Plan
- Statement concerning the Computer-Aided Drafting and Design (CADD) software to be used for the project. SLCDOT's preference is for the plans to be prepared natively in Microstation utilizing SLCDOT CADD standards. STLCDOT CADD standards are only available in Microstation/InRoads format and SLCDOT will not convert its standards or surveys to other formats for consultants. SLCDOT reserves the right to review the CADD files for a project at any time and the consultant will be required to provide those in Microstation format upon request.

Firms may submit a copy of their company's general qualifications separately as a single additional document. There is no length limit to this document. This supplemental information is not required and is not guaranteed to be considered in the scoring process. All project specific information should be included in the seven-page Qualifications Statement.

All prime consultants shall be prequalified with MoDOT. It is further required that your firm submit an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15CSR 60-15.020) be submitted with your firm's Statement of Qualifications. These items do not count towards the seven-page limit.

Qualifications Statements will be scored based on the following criteria:

- Overall Experience and Technical Competence – 30 points
  - Project Manager has appropriate qualifications and has successfully managed similar projects (10 points)
  - Technical Leads have appropriate qualifications and have successfully performed on similar projects (10 points)
  - Plan for sub-consultants to contribute meaningfully to this project (10 points)
- Project Approach – 40 points
  - Statements concerning Project Team availability appear realistic (10 points)
  - Proposed project approach demonstrates a thorough understanding of the County's needs. (25 points)
  - Consultant states they will prepare plans natively in Microstation (5 points)
- Past Record of Performance – 30 points
  - Prior projects presented are representative of the technical challenges of the project being solicited (15 points)
  - Prior projects include federal-aid projects for Missouri Local Public Agencies (15 points)

Selection will be made based upon the scoring of the Qualifications Statements received and interviews will not be conducted for this project.

A Disadvantaged Business Enterprise (DBE) goal of 16% has been established for this project. The DBE goal may be met through any combination of qualified DBE prime consultant and qualified DBE consultants. 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 toward participation in any established DBE Goal. St. Louis County encourages DBE firms to submit as prime on any project for which they are qualified. Any sub-consultants needed to complete the professional services requested by St. Louis County must be listed.

If your firm would like to be considered for the consulting services, please e-mail your Qualifications Statement to Shandrika Combs, Contract Administrator at [SCombs@stlouiscountymo.gov](mailto:SCombs@stlouiscountymo.gov) as a PDF file. General qualifications shall also be submitted in PDF format. Any mailed or hand-delivered hard copy submittals will be discarded. All Qualifications Statements must be received by 2:00 PM local time, on November 2, 2022 to be considered for this project. Questions regarding this solicitation shall be submitted in writing to the project contact above no later than 9:00 AM on October 26, 2022. Failure to comply with the requirements of the RFQ may negatively impact the evaluation of the consultant's Statement of Qualifications.

Any information that SLCDOT is able to provide concerning these projects, including TIP applications and completed survey work (if available) will be posted and available for download with this RFQ at: <https://stlouiscountymo.gov/st-louis-county-departments/administration/procurement/bids-and-rfps/>

<b><i>St. Louis County, Yaeger Road at Milburn Road Roundabout</i></b>	
Federal Aid No.:	Yaeger Road at Milburn Road Roundabout CMAQ-9901(684); TIP# 7247J-23
Location:	Milburn Road at Yaeger Road Intersection
Proposed Improvement:	Replacing 4-Way Stop with Roundabout and ADA Upgrades
Length:	.1 miles
Approximate Construction Cost:	\$1.5M to \$2M
DBE Goal Determination	16%
Consultant Services Required:	<p>This project includes the following major scope elements:</p> <ul style="list-style-type: none"> <li>• Replacing 4-Way Stop with Roundabout</li> <li>• ADA improvements <ul style="list-style-type: none"> <li>○ Curb Ramp Replacement</li> <li>○ New Curb Ramps</li> <li>○ Sidewalk Improvement</li> </ul> </li> </ul> <p>Specific consultant scope items include:</p> <ul style="list-style-type: none"> <li>• Section 106 Documentation and Application</li> <li>• Preliminary Plans</li> <li>• Right-of-Way Plans</li> <li>• Final Plans</li> <li>• Job Special Provisions</li> <li>• Construction Estimates</li> <li>• Coordination with the Missouri Department of Transportation (MoDOT)</li> <li>• Coordination with the Metropolitan St. Louis Sewer District (MSD)</li> <li>• Pavement Design</li> <li>• Utility Coordination Assistance (as necessary)</li> <li>• Obtain St. Louis County Permits (as necessary)</li> <li>• Obtain Floodplain Permit (if necessary)</li> <li>• Miscellaneous Pick-Up Survey Work (if necessary)</li> <li>• Roundabout Design</li> <li>• Sidewalk Design</li> <li>• Striping Plan (as necessary)</li> <li>• Assistance with Public Involvement (if necessary)</li> <li>• Guardrail Layout/Design (if necessary)</li> <li>• Retaining Wall Design (if necessary)</li> <li>• Geotechnical Investigation (if necessary – not anticipated)</li> <li>• Subsurface Utility Investigation (if necessary)</li> <li>• Drainage Structure Design (if necessary)</li> <li>• Water Quality Design (if necessary)</li> </ul>
Other Comments:	<p>Services To Be Provided By St. Louis County Staff:</p> <ul style="list-style-type: none"> <li>• Utility Coordination</li> <li>• Pavement Cores</li> <li>• Topographic Surveying</li> <li>• Property Surveys</li> <li>• Compilation of Bid Documents</li> <li>• Compile and Submit Plans, Specifications and Estimates (P, S &amp; E)</li> <li>• Management of the Bidding Process</li> <li>• Compile and Submit Concurrence in Award Request</li> <li>• Contract Processing and Execution</li> <li>• Compile and Submit Construction Notice to Proceed Request</li> <li>• Construction Engineering</li> <li>• Materials Testing</li> <li>• Right-of-Way Acquisition</li> <li>• Public Involvement (if necessary)</li> </ul>

Contact:	Shandrika Combs Contract Administrator Division of Project Development St. Louis County Department of Transportation and Public Works <a href="mailto:SCombs@stlouiscountymo.gov">SCombs@stlouiscountymo.gov</a> All questions and submittals via e-mail. Phone inquiries not accepted.
Deadline:	November 2, 2022 at 2:00 PM