



July 12, 2023

RE: Notice to Consultants
Request for Qualifications

Consulting Project Management & Engineering Services – Four-Project Bundle:

- Mehl Avenue Sidewalk Improvements – New Halls Ferry Road to Old Halls Ferry Road
 - St. Louis County Project No. CR-1888
 - Federal Project No. TAP-4900(644)
 - East-West Gateway TIP No. 7281D-24
- North and South Road Sidewalk Improvements – Olive Boulevard (Route 340) to South of Canton Avenue
 - St. Louis County Project No. AR-1890
 - Federal Project No. TAP-4900(645)
 - East-West Gateway TIP No. 7281C-24
- Hoffmeister Avenue Sidewalk Improvements - Lemay Ferry Road (Route 267) to Broadway (Route 231)
 - St. Louis County Project No. CR-1889
 - Federal Project No. TAP-4900(643)
 - East-West Gateway TIP No. 7281B-24
- Airport Road Multimodal Improvements– Hanley Road to 360' west of New Florissant Road
 - St. Louis County Project No. AR-1887
 - Federal Project No. TAP-5613(612)
 - East-West Gateway TIP No. 7281A-24

St. Louis County Department of Transportation (SLCDOT) is requesting the services of a highly qualified consulting engineering firm to perform professional services for this bundle of four projects. 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.

The consultant selected for this contract will be responsible for overall project management as well as tasks required for completion of the designs. The selected consultant will act as the owner representative for all phases of the projects. The consultant project manager will be embedded within the SLCDOT both virtually and physically as necessary to successfully perform the required services. The consultant project manager will be granted appropriate access to the St. Louis County network including County proprietary software, databases, file-sharing applications, and email. Consultant will be expected to utilize their own Microsoft office and engineering software.

General Description of Services Required:

The Mehl Avenue Sidewalk Improvements project will provide new ADA-compliant sidewalk on the west side of the corridor. Existing pedestrian facilities on the east side of the corridor will also be brought up to ADA compliance. Work along the east side also includes filling a 300-foot-long sidewalk gap. Curb ramps will be provided at approaches when necessary. Pedestrian upgrades will be applied to the traffic signal and ramps at the intersection with Old Halls Ferry Road. Additionally, traffic calming techniques will be implemented to help slow down the eastbound to southbound right-turn movement.

The North and South Road Sidewalk Improvements project will provide new ADA-compliant sidewalk along the west side of the corridor, including the closing of a sidewalk gap near the north end of the project. To provide for this sidewalk, the project will also require design for enclosing the drainage along North & South Road and providing amended soils within the green space.

The Hoffmeister Avenue Sidewalk Improvements project will provide new ADA-compliant curb ramps, replace existing curb ramps, and upgrade the sidewalk throughout the corridor. The project also provides for traffic signal upgrades for pedestrians, including a full signal replacement, with significant geometric improvements, at Gentry Avenue.

The Airport Road Multimodal Improvements project will provide ADA improvements, including curb ramp replacement, sidewalk upgrades, and upgrading bus stop landing pads to full ADA compliance (Hanley Road to Fay Drive only). Additional safety improvements called for in this project include bulb-outs, physical delineators for bike lanes, and pedestrian refuge islands throughout. Note – it is anticipated that the improvements within this project will be let as two separate projects with the bike lane improvements being prioritized first. St. Louis County anticipates the bike lane improvements portion of the work will be advertised for bids as soon as possible, potentially as soon as mid-to-late 2024. The final schedule for this portion of the work will be coordinated with the selected consultant upon issuance of the Notice to Proceed for the project.

Specific consultant scope items include:

- Utility Coordination
- Topographic Surveying
- Property Surveys
- Concept Plans / Exhibits
- Threatened and Endangered Species Documentation and Application
- Section 106 Documentation and Application
- Preliminary Plans
- Preliminary Estimate
- Right-of-Way Plans
- Right-Of-Way Estimate
- Right-of-Way A-Date Submittal
- Right-of-Way Parcel Legal Descriptions for SLCDOT Establishing Ordinance
- Establishing Ordinance Assistance (as necessary)
- Right-of-Way Acquisition
- Job Special Provisions

- Construction Estimates
- Coordination with the Missouri Department of Transportation (MoDOT)
- Coordination with the Metropolitan St. Louis Sewer District (MSD)
- Pavement Design
- Obtain St. Louis County Permits (as necessary)
- Obtain Floodplain Permit (if necessary)
- Miscellaneous Pick-Up Survey Work (if necessary)
- Sidewalk Design
- Signal Design
- Striping Plan (as necessary)
- Public Involvement
- Guardrail Layout/Design (if necessary)
- Retaining Wall Design (if necessary)
- Geotechnical Investigation (if necessary – not anticipated)
- Subsurface Utility Investigation (as necessary)
- Drainage Structure Design (if necessary)
- Water Quality Design (if necessary)
- Final Construction Plans
- Compile and Submit Plans, Specifications and Estimates (P, S & E)
- Compilation of Bid Documents
- Review of Bid Submittals

Services to be Provided by St. Louis County:

- Pavement Cores (if necessary)
- Utility Coordination Assistance (as necessary)
- Public Involvement Assistance (as necessary)
- Establishing Ordinance Process
- Invoice Review and Approval for Payment
- Management of the Bidding Process
- Assistance with review of Bid Submittals
- Compile and Submit Concurrence in Award Request
- Contract Processing and Execution
- Compile and Submit Construction Notice to Proceed Request
- Construction Engineering
- Materials Testing

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:
Selection Announced:

August 11, 2023
August 2023

Scoping Meeting:	September 2023
Negotiation:	September – October 2023
Council Authorization:	October - November 2023
Contract Execution:	December 2023 – January 2024
Estimated Notice to Proceed Date:	February 2024
Concept Plans/Public Involvement:	February 2024 - June 2024
Preliminary Plans Approved:	September 2024
Right-of-Way Plans Approved:	April 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. SLCDOT 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. If a prime consultant is in the process of becoming prequalified with MoDOT, that process must be complete no later than the submission deadline noted in the schedule above. 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 – 40 points
 - Project Manager has appropriate qualifications and has successfully managed similar projects (20 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 – 30 points
 - Statements concerning Project Team availability appear realistic (5 points)
 - Proposed project approach demonstrates a thorough understanding of the County's needs. (20 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 contract. 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 <https://www.modot.org/mrcc-directory>, 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, a Statement of Qualifications (and general qualifications, if applicable) must be submitted via the St. Louis County Vendor Self-Service (VSS) portal as a PDF: <https://stlouiscountymovendors.munisselfservice.com/Vendors/default.aspx>

In order to submit via the VSS portal, organizations must register online prior to submission. The same link listed above should be used to complete the registration process. Note, submissions received via email will NOT be considered; only those submittals received via the VSS portal will be eligible for consideration. Any mailed or hand-delivered hard copy submittals will also be discarded. All Qualifications Statements must be received by 2:00 PM local time, on August 11, 2023 to be considered for this project. Questions regarding this solicitation shall be submitted in writing via email to Shandrika Combs, Contract Administrator at SCombs@stlouiscountymo.gov no later than 9:00 AM on August 4, 2023. For questions regarding VSS registration or system technical issues ONLY, please contact vendors@stlouiscountymo.gov. 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 the VSS link above.

***St. Louis County – Four-Project Bundle:
Mehl Avenue Sidewalk Improvements, TAP-4900(644)
North and South Road Sidewalk Improvements, TAP-4900(645)
Hoffmeister Avenue Sidewalk Improvements, TAP-4900(643)
Airport Road Multimodal Improvements, TAP-5613(612)***

Federal Aid No.:	Mehl Avenue Sidewalk Improvements TAP-4900(644), TIP No. 7281D-24 North and South Road Sidewalk Improvements TAP-4900(645), TIP No. 7281C-24 Hoffmeister Avenue Sidewalk Improvements TAP-4900(643); TIP# 7281B-24 Airport Road Multimodal Improvements TAP-5613(612), TIP No. 7281A-24
Location:	Mehl Avenue from New Halls Ferry Road to Old Halls Ferry Road North and South Road from Olive Boulevard (Route 340) to South of Canton Ave. Hoffmeister Avenue from Lemay Ferry Road (Route 267) to Broadway (Route 231) Airport Road from Hanley Road to 360' west of New Florissant Road
Proposed Improvement:	ADA Improvements and Traffic Signal Upgrades / Replacement
Length:	Mehl Avenue – 0.68 miles North and South Avenue – 0.26 miles Hoffmeister Avenue - 0.5 miles Airport Road– 1.6 miles
Approximate Construction Cost:	Mehl Avenue - \$800K to \$1.2M North and South Road - \$700K to \$1M Hoffmeister Avenue - \$1.2M to \$1.6M Airport Road - \$1M to \$1.5M
DBE Goal Determination	16%
Consultant Services Required:	Specific consultant scope items include: <ul style="list-style-type: none"> • Utility Coordination • Topographic Surveying • Property Surveys • Concept Plans / Exhibits • Threatened and Endangered Species Documentation and Application • Section 106 Documentation and Application • Preliminary Plans • Preliminary Estimate • Right-of-Way Plans • Right-Of-Way Estimate • Right-of-Way A-Date Submittal • Right-of-Way Parcel Legal Descriptions for SLCDOT Establishing Ordinance • Establishing Ordinance Assistance (as necessary) • Right-of-Way Acquisition • Job Special Provisions • Construction Estimates • Coordination with the Missouri Department of Transportation (MoDOT) • Coordination with the Metropolitan St. Louis Sewer District (MSD) • Pavement Design • Obtain St. Louis County Permits (as necessary) • Obtain Floodplain Permit (if necessary) • Miscellaneous Pick-Up Survey Work (if necessary) • Sidewalk Design • Signal Design • Striping Plan (as necessary) • Public Involvement • Guardrail Layout/Design (if necessary) • Retaining Wall Design (if necessary) • Geotechnical Investigation (if necessary – not anticipated) • Subsurface Utility Investigation (as necessary)

	<ul style="list-style-type: none"> • Drainage Structure Design (if necessary) • Water Quality Design (if necessary) • Final Construction Plans • Compile and Submit Plans, Specifications and Estimates (P, S & E) • Compilation of Bid Documents • Review of Bid Submittals
Other Comments:	<p>Services To Be Provided By St. Louis County Staff:</p> <ul style="list-style-type: none"> • Pavement Cores (if necessary) • Utility Coordination Assistance (as necessary) • Public Involvement Assistance (as necessary) • Establishing Ordinance Process • Invoice Review and Approval for Payment • Management of the Bidding Process • Assistance with review of Bid Submittals • Compile and Submit Concurrence in Award Request • Contract Processing and Execution • Compile and Submit Construction Notice to Proceed Request • Construction Engineering • Materials Testing
Contact:	<p>Shandrika Combs Contract Administrator Division of Project Development St. Louis County Department of Transportation and Public Works SCombs@stlouiscountymo.gov All questions via e-mail. Phone inquiries not accepted. Questions are due no later than 9:00 AM on August 4, 2023.</p>
Deadline:	<p>August 11, 2023 at 2:00 PM All submittals must be made via the St. Louis County Vendor Self Service (VSS) portal. No emailed submittals will be accepted.</p>