

**CITY OF ST. LOUIS
BOARD OF PUBLIC SERVICE
REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL ENGINEERING SERVICES

FOR

LOUISIANA CALM STREETS, PHASE II
SAINT LOUIS, MISSOURI
FEDERAL PROJECT NO. TAP-9901(695)**

PURPOSE

The City of St. Louis, Board of Public Service (“BPS”), is seeking Statements of Qualifications (“SOQ”) from firms interested in providing professional engineering services for roadway infrastructure improvements. The goal of this project is to transform a portion of Louisiana Avenue into a “calm street” through the installation of various traffic calming measures. The project will extend from Holly Hills Avenue to Meramec Street, connecting Carondelet Park to Downtown Dutchtown. This project is a continuation of the Louisiana Calm Streets Phase I project (Meramec to Gravois).

I. PROJECT DESCRIPTION

Calm Streets are streets with low motorized traffic volumes and speed, that provide safe and accessible routes for walking and biking. Improvements in this project may include bumpouts, high visibility crosswalks, speed humps, neighborhood traffic circles, and enhanced pavement markings and signage. The project length is approximately 1.6 miles.

II. PROJECT FUNDING AND BUDGET

The total estimated cost of improvements is \$2,400,000.00, the price of which includes design, construction, construction management, and testing. The funding for this project is provided through a combination of local funds and the Transportation Alternatives Program (TAP).

III. SCOPE OF SERVICES

The City will require professional engineering services for both preliminary engineering and construction engineering; including, but not limited to, **surveying and data collection; the preparation of right-of-way plans, the preparation of construction documents (plans, technical specifications, and construction cost estimates); attendance at various meetings**

and presentations, assist and provide supporting documentation for the City’s coordination with affected utilities; shop drawing review; and consultant services for Construction Engineering (if needed).

The Consultant will assist the City as required in obtaining environmental clearances. This includes, but is not limited to, the Department of Natural Resources Section 4F and/or 106 form to the Department of Natural Resources, and the Cultural Resources Office (CRO) Section 106 and/or Preservation Board approval process and the Categorical Exclusion to MoDOT.

All work will be constructed within existing City of St. Louis right-of-way. Temporary construction easements may be required. The Consultant shall provide a design that minimizes the need for any temporary right-of-way acquisition. Property acquisition, if necessary, will be administered by others.

IV. DESIGN STANDARDS

The Consultant will ensure that the design work conforms to current industry standards including but not limited to:

City of St. Louis

- Complete Streets Policy defined by Ordinance 69955.
- Standard Specifications, Bid Items, and Standard Details for Street and Alley Construction – latest edition

MoDOT

- Engineering Policy Guide
- Missouri Standard Specifications for Highway Construction – latest edition

FHWA

- Manual on Uniform Traffic Control Devices (MUTCD)

US Access Board

- Public Right-of Way Accessibility Guidelines (PROWAG)

NACTO

- Urban Street Design Guide

V. SCOPE OF IMPROVEMENTS

The project will provide for improvements, as defined in the project’s TAP Application, on Louisiana from Meramec to Holly Hills. Proposed improvements include, but are not limited to, the following:

- Installing traffic calming measure along Louisiana Avenue which may include, but are not limited to, bump-outs, traffic circles, speed humps, and pavements markings.
- Striping and new wayfinding signage will provide bicycle facilities and connectivity to future bicycle facilities adjacent to the project limits.
- New ADA-compliant curb ramps and enhanced crosswalks will be installed at any crossing that receives improvements.
- Landscaping will be installed to provide a greener street. Planting could include but are not limited to bushes, trees, and ground cover.

VI. DELIVERABLES

- Preliminary construction plans including detour routes, traffic control plans, technical specifications and construction cost estimate.
- Submission of plans to the Metropolitan St. Louis Sewer District (MSD) for permitting purposes, if required.
- Right-of-way plans and associated acquisition documents, if required.
- Final construction plans including detour routes, traffic control plans, technical specifications and construction cost estimate.
- Supporting documentation for the City's coordination with affected utilities.
- Answering questions during the bidding process and during construction of the project.
- Consultation during construction of the project.
- Attendance at various meetings and presentations.
- Submittals review and responses to RFIs during construction.
- Construction engineering services (analysis and inspection), if needed.

VII. PROJECT SCHEDULE

<u>Task / Activity</u>	<u>Start</u>	<u>Completion Deadline</u>	<u>Duration (months)</u>
Engineering Services Contract Submitted & Approved to MODOT	2/2024	05/2024	3
Obtain Environmental Clearances (106, CE-2, etc.)	06/2024	2/2025	8
Public Meeting/Hearing	06/2025	06/2025	3
Develop and Submit Preliminary Plans	06/2024	1/2025	8
Preliminary Plans Approved	1/2025	05/2025	3
Develop and Submit Right-of-Way Plans	-	-	-
Review and Approval of Right-of-Way Plans	-	-	-

Submit & Receive Approval for Notice to Proceed for Right-of-Way Acquisition (A-Date)	-	-	-
Right-of-Way Acquisition	-	-	-
Utility Coordination	06/2024	3/2027	34
Develop and Submit PS&E	06/2025	11/2025	6
District Approval of PS&E/Advertise for Bids	12/2025	2/2026	3
Submit and Receive Bids for Review and Approval	12/2025	02/2026	3
Project Implementation/Construction	06/2026	3/2027	10

The above listed schedule is based on the CMAQ grant application. The schedule is subject to modification.

VIII. REQUIRED QUALIFICATIONS

Consultants interested in submitting a Statement 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).

IX. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

This Request for Qualification and other related information is available from the City of St. Louis Bid Express online portal at <https://www.bidexpress.com/businesses/20618/home>.

SOQs and backup documentation/forms must be submitted to the City of St. Louis through Bid Express.

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

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

NOTE: The team composition and the identity of the Project Manager included in the submittal shall not be changed unless the change is submitted and approved by the President, Board of Public Service.

NOTE: The City does not permit exclusivity agreements with sub-consultants.

Interested firms shall submit 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 M/WBE Utilization form, the Unauthorized Alien Employee Affidavit, or the Signature Sheet of Memorandum of Understanding with

Homeland Security for E-Verify). No other material will be accepted – this includes a cover sheet or cover letter, copy of certifications, registrations, etc.

If additional information is included in the Statement of Qualifications, it will be removed from the SOQ before distributing to the Selection Committee members.

Statements of Qualifications must be received no later than 5:00 p.m., December 20, 2023 through the Bid Express online portal at

<https://www.bidexpress.com/businesses/20618/home>. Submissions will not be accepted after this time.

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.

X. 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. The projects must have been completed within the **last ten years** and your company is the designer of record. These projects should be **complete or near completion**. Include record of meeting the project schedule, project budget, construction cost, design fee, and the M/W/DBE goals for these projects. Provide start and completion dates and references with names, phone numbers, and e-mail addresses of owner's representative who is most knowledgeable of your firm's performance. Project with incomplete information will not be considered toward the **Prime Consultant's** experience. Up to **five** points will be awarded for each applicable project.

(0-25 points)

2. Present experience, qualifications, and technical competence of Project Manager **relative to the five projects** described in Item 1 above. List Project Manager's experience in managing similar projects within last ten years if not directly associated with the firm submitting this proposal. Provide Project Manager's Professional Registration information including profession and license# (Do not include copy of license.). **Project Manager shall be a Professional Engineer licensed in the State of Missouri and shall be currently certified for MoDOT's LPA Basic Training.**

(0-20 points)

3. Present experience, qualifications, and technical competence of **EACH SUBCONSULTANT** on the team **relative to five comparable projects** completed within the last 10 years. 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.

(0-10 points)

4. Present your team's approach and any unusual issues/problems/difficulties anticipated. Present your team's understanding of special requirements, codes, and regulations pertinent to the project. Present your internal quality control procedures.

(0-30 points)

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 in their local (St. Louis metro area) office and additionally those company-wide if they will be utilized for this project.

(0-5 points)

6. The proposed 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 scope of work entailed on the project.

(0-10 points)

Total (0-100 points)

XI. MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE) 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 MoDOT's External Civil Rights Division, has established a goal of **14% DBE** participation for this consultant contract. DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov in order to be counted towards this established DBE goal. 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.

XII. 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.

XIII. LITIGATION AND VENUE

The City reserves the right, at its sole discretion, to disqualify or refuse to accept any proposal from any potential consultant or subconsultant that is a party to litigation against the City or was adverse to the City in past litigation. As a part of this engagement, the selected CONSULTANT shall agree that (i) this contract shall be governed by and construed in accordance with the Laws of the State of Missouri, excluding its conflicts of law principles; and (ii). any action at law, suit in equity or other judicial proceeding to enforce or construe this contract or regarding its alleged breach, shall be instituted in the Circuit Court of St. Louis City, Missouri (22nd Circuit).

XIV. CONSULTANT SELECTION PROCESS

In accordance with the Revised Policies and Procedures for Procurement of Professional Service Agreements dated May 2013, the **Tier I Selection Process** will be utilized. The Tier I Selection Process is described in the “POLICIES AND PROCEDURES FOR PROCUREMENT OF PROFESSIONAL SERVICE AGREEMENTS” (“Policies Document”), which may be viewed on the BPS website by going to the following link. You should review that entire document but particularly the section on the Tier I process beginning on page 9 and the enclosures referenced in that section. [Policies & Procedures for Procurement of PSAs](#)

All respondents and the selected PRIME CONSULTANT shall be responsible for complying with all applicable requirements set forth in the Policies Document, including but not limited to maintenance of insurance and an affirmative action plan and the “Prohibition of Firms Contact with Selection Committee Members” section beginning on page 11. In addition to the Prohibitions specified in that section, prospective respondents are also prohibited from communicating for any reason with any City of St. Louis staff, St. Louis County staff, St. Louis Convention & Visitors Commission staff or Commission board members from the date this RFQ is issued through the date a contract is finally awarded, except during interviews conducted by the selection committee or as provided by existing work agreement(s). BPS reserves the right to reject the proposal of any respondent violating such prohibitions.

Once Statements of Qualifications are received, the Selection Committee will meet to evaluate the SOQ’s and will select the best qualified firm to provide these services to the City.

XV. POINT OF CONTACT

All questions shall be directed to Helen Bryant, Contract Supervisor Board of Public Service, by e-mail at bryanth@stlouis-mo.gov (please reference project name in Subject Line if sending an e-mail), who shall be the Point of Contact for this engagement as referenced in the Policies Document. Answers to technical questions will be made available to all consultants who have registered to download the RFQ from the BPS website or who have provided contact information when they requested the RFQ. Questions must be received no later than the close of business five (5) business days before SOQs are due. Questions received after that date will not be answered.

CITY OF ST. LOUIS

Project Goal: _____ % DBE

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.

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

DATE _____

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 shall be submitted with proposal.