

April 12, 2021

RE: Notice to Consultants  
Request for Qualifications  
Consulting Engineering Services  
Old Jamestown Road Sidewalk – Phase 3  
Entrance to Jamestown Elementary School to Cedarcrest Creek Drive  
St. Louis County Project No. AR-1842  
Federal Project No. TAP-4901(648)  
East-West Gateway TIP No. 7167-22

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 will provide additional sidewalk along Old Jamestown Road beginning at the south side of Jamestown Elementary School and extending south to the north side of Cedarcrest Creek Drive at the entrance to Hazelwood Central Middle School. This project is an extension of the Old Jamestown Road Phases 1 and 2 Sidewalk Improvements which provided new sidewalk from Parker Road to the Entrance of Hazelwood Central Middle School.

Specific consultant scope items include:

- Section 106 Documentation and Application
- Threatened and Endangered Species 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)
- Stormwater Management Design
- Pavement Borings and Design (if necessary)
- Utility Coordination
- Obtain St. Louis County Permits (as necessary)
- Miscellaneous Pick-Up Survey Work (as necessary)
- Assistance with Public Involvement

- Sidewalk Design
- Retaining Wall Design
- Geotechnical Investigation (if necessary)
- Subsurface Utility Investigation (if necessary)

Services to be Provided by St. Louis County:

- 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
- Lead for Public Involvement

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:	May 11, 2021
Short List Announced:	May 2021
Informal Interviews	May 2021
Selection Announced:	May 2021
Scoping Meeting:	May 2021 – June 2021
Negotiation:	June 2021 – July 2021
Council Authorization:	August 2021 – September 2021
Contract Execution:	November 2021
Estimated Notice to Proceed Date:	November 2021
Preliminary Plans Approved:	September 2022
Right-of-Way Plans Approved:	May 2023
All Final Plans Complete:	November 2023

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 and the use of SLCDOT CADD standards is required. 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. 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)

From the qualification statements received, a short list of at least two (2) teams and no more than three (3) teams will be invited for informal interviews with the selection committee. Interviews will be held virtually. Additional details and ground rules for the informal interviews will be provided to the invited firms after the short list is announced. Scores from the Qualifications Statements will comprise 30% of each firm's interview score in accordance with the Department of Transportation's QBS policy.

A Disadvantaged Business Enterprise (DBE) goal of 16% has been established 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 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 Pam Thebeau, P.E., Assistant Division Manager – Engineering at [PThebeau@stlouisco.com](mailto:PThebeau@stlouisco.com) 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 p.m., local time, on May 11, 2021 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 May 4, 2021. 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/request-for-bids-and-proposals/>

**St. Louis County, Old Jamestown Road Sidewalk – Phase 3  
TAP-4901(648)**

Federal Aid No.:	Old Jamestown Road Sidewalk – Phase 3 TAP-4901(648), TIP# 7167-22
Location:	Entrance to Jamestown Elementary School to Cedarcrest Creek Drive
Proposed Improvement:	New Sidewalk
Length:	0.29 miles
Approximate Construction Cost:	\$500K-\$750K
DBE Goal Determination	16%
Consultant Services Required:	<p>This project will provide additional sidewalk along Old Jamestown Road beginning at the south side of Jamestown Elementary School and extending south to the north side of Cedarcrest Creek Drive at the entrance to Hazelwood Central Middle School. This project is an extension of the Old Jamestown Road Phases 1 and 2 Sidewalk Improvements which provided new sidewalk from Parker Road to the Entrance of Hazelwood Central Middle School.</p> <p>Specific consultant scope items include:</p> <ul style="list-style-type: none"> <li>• Section 106 Documentation and Application</li> <li>• Threatened and Endangered Species 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 Metropolitan St. Louis Sewer District (MSD)</li> <li>• Stormwater Management Design</li> <li>• Pavement Borings and Design (if necessary)</li> <li>• Utility Coordination</li> <li>• Obtain St. Louis County Permits (as necessary)</li> <li>• Miscellaneous Pick-Up Survey Work (as necessary)</li> <li>• Assistance with Public Involvement</li> <li>• Sidewalk Design</li> <li>• Retaining Wall Design</li> <li>• Geotechnical Investigation (if necessary)</li> <li>• Subsurface Utility Investigation (if necessary)</li> </ul>
Other Comments:	<p>Services To Be Provided By St. Louis County Staff:</p> <ul style="list-style-type: none"> <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>• Lead for Public Involvement</li> </ul>
Contact:	Pam Thebeau, P.E. Assistant Division Manager – Engineering Division of Project Development St. Louis County Department of Transportation

	<a href="mailto:PThebeau@stlouisco.com">PThebeau@stlouisco.com</a> All questions and submittals via e-mail. Phone inquiries not accepted.
Deadline:	May 11, 2021 at 2:00 p.m.