

October 19, 2020

RE: Notice to Consultants
Request for Qualifications
Consulting Engineering Services

NOTE: This Request for Qualifications is a reissuance of the original from November 25, 2019 and supersedes the previous version. Any firm which previously submitted in 2019 that wishes to be considered for this project will be required to submit an updated response to this solicitation.

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, the 15% incentive credit defined in SLCRO 107.071 Section 3 is not applicable to the selection process for this contract.

SLCDOT will select a single consultant for the design of the following two projects:

New Ballwin Road Resurfacing
Twigwood Drive to Oak Leaf Manor Court
St. Louis County Project No. AR-1747
Federal Project No. STP-5494(602)
East-West Gateway TIP No. 6905H-22

Weidman Road Resurfacing
Turtle Cove Drive to Manchester Road
St. Louis County Project No. AR-1743
Federal Project No. STP-5538(603)
East-West Gateway TIP No. 6905J-22

General Description of Services Required:

This project includes the following major scope elements:

- Mill and Overlay
- Base Repairs
- ADA Improvements:
 - Curb Ramp Replacement
 - New Curb Ramps
 - Traffic Signal Upgrades for Pedestrians

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 Sewer District (MSD)
- Pavement Borings and Design (if necessary)
- Utility Coordination
- Miscellaneous Pick-Up Survey Work (as necessary)
- Roadway Design
- Traffic Signal Design
- Retaining Wall Design (if necessary – not anticipated)
- Culvert Design (if necessary – not anticipated)
- Geotechnical Investigation (if necessary – not anticipated)
- Subsurface Utility Investigation (if necessary)
- Drainage Structure Design (if necessary – not anticipated)
- Water Quality Design (if necessary – not anticipated)

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

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 20, 2020
Selection Announced:	December 2020
Scoping Meeting:	January 2021
Negotiation:	January 2021 – February 2021
Council Authorization:	February 2021 – March 2021
Contract Execution:	April 2021
Estimated Notice to Proceed Date:	May 2021
Preliminary Plans Approved:	December 2021
Right-of-Way Plans Approved:	March 2022
All Final Plans Complete:	June 2022

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. Information on project schedule performance should be included. Contact information should also be provided for similar projects completed for other agencies.
- 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.

These items do not count towards the seven-page limit

- MBE/WBE Commitment and Confirmation Form
- MBE/WBE Preliminary Utilization Plan
- E-Verify Memorandum of Understanding (15CSR 60-15.020)

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)
 - Project Team has experience working together on similar projects (10 points)
- Project Approach – 25 points
 - Statements concerning Project Team availability appear realistic (10 points)
 - Project Manager has track record of meeting project schedules (10 points)
 - Consultant states they will prepare plans natively in Microstation (5 points)
- Past Record of Performance – 35 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 (10 points)
- Performance on prior projects (10 points)
- Accessibility of Firm & Staff/Familiarity With Project Area – 10 points

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

A Minority-Owned Business Enterprise (MBE) goal of 16% and a Woman-Owned Business Enterprise (WBE) goal of 15% have been established for this project. M/WBE firms must be listed in the MRCC Directory located on MoDOT's website at www.modot.gov and/or the St. Louis Airport Authority's Directory at www.flystl.com and have a presence in the St. Louis Metropolitan Area in order to be counted towards the aforementioned M/WBE contract goals. St. Louis County encourages M/WBE firms to submit as prime on any project for which they are qualified. However, please note that work performed by a prime M/WBE firm cannot be credited towards the aforementioned goals; the MBE and WBE goals must be satisfied solely through subconsultant participation. Any sub-consultants needed to complete the professional services requested by St. Louis County must be listed. Note, a firm that is certified as both an MBE and WBE can only be counted towards a single goal, either MBE or WBE, but not both on the same contracting opportunity. It is further required that your firm submit an MBE/WBE Commitment and Confirmation Form and MBE/WBE Preliminary Utilization Plan with your firm's Statement of Qualifications. These items do not count towards the seven-page limit. The MBE/WBE goals obtained within the negotiated fee proposal for this contract shall become contract requirements subject to liquidated damages.

Firms may submit as both a prime consultant and subconsultant. However, St. Louis County Department of Transportation will not score Statements of Qualifications from "flipped" teams on the same solicitation. A firm cannot submit as a prime consultant and then also be a subconsultant on a separate prime submittal by one of the firms on its own team. The Statements of Qualifications from both teams will be deemed nonresponsive.

If your firm would like to be considered for the consulting services, please e-mail your Qualifications Statement to Kori Neely, P.E., Program Support Engineer – Planning and Programming at KNeely@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 November 20, 2020 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 November 13, 2020. Failure to comply with the requirements of the RFQ may negatively impact the evaluation of the consultant's Statement of Qualifications.

Pursuant to Sections 107.400 and 107.401 SLCRO, all County solicitations, once published, are under a "Cone of Silence." All communication from a Vendor or a Vendor's Representative relating to this solicitation must follow the processes defined HEREIN. Any communication with other County staff regarding this solicitation is prohibited except the specific types of communication defined in Section 107.401 SLCRO. The Cone of Silence shall terminate at the time a contract resulting from the solicitation is

executed or when all bids or proposals in response to the solicitation are rejected by the County. Violation of Section 107.401 SLCRO by a Vendor or Vendor's Representative shall result in designation by the Director of Procurement of the bid, proposal, or statement of qualifications as non-responsive.

Communications regarding this solicitation are authorized only with following County Staff. In addition, County clerical staff are permitted to route communications, including phone calls and written communications. Communications prior to the consultant selection shall be by email only. Communications after the consultant selection with authorized staff related to contract negotiations may be verbal or written. The Acting Deputy Director listed below may authorize additional points of contact as deemed prudent; all such authorizations shall be in writing.:

Program Support Engineer, Kori Neely, P.E., at KNeely@stlouisco.com

Project Manager, Pamela Thebeau, P.E., at PThebeau@stlouisco.com

Acting Deputy Director, Joseph Kulesa, P.E., at JKulesa@stlouisco.com.

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/services/request-for-bids-and-proposals/>