



March 1, 2021

- RE: Notice to Consultants
Request for Qualifications
Consulting Engineering Services
- Carrico Road Culvert No. C-1-253
0.45 miles E. of Quindaro Dr.
St. Louis County Project No. CR-1656
 - Chieftain Drive Culvert No. C-2-83
0.01 miles west of Schulte Rd.
St. Louis Project No. CR-1779
 - Franklin Road Culvert No. C-3-25
0.10 miles W. of Dozier Crossing
St. Louis County Project No. CR-1780
 - Green Knoll Drive Culvert No. C-4-314
0.12 miles E. of Bowles Ave.
St. Louis County Project No. CR-1782
 - Holly Springs Drive Culvert C-2-430
0.02 miles W. of Schulte. Rd.
St. Louis County Project No. CR-1778
 - Palisades Drive Culvert C-3-260
0.26 miles W. of Hunt Ave.
St. Louis County Project No. CR-1781
 - Twillman Avenue Culvert C-1-127
0.30 miles E. of Bellefontaine Rd.
St. Louis County Project No. CR-1777

The St. Louis County Department of Transportation (SLCDOT) is requesting the services of a highly qualified consulting engineering firm to perform the described professional services for the subject 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.

General Description of Services Required:

The project will provide for the removal and replacement of the seven subject structures.

Carrico Road Culvert No. C-1-253 is a set of two parallel corrugated metal pipe culverts. The culverts are 48 inch in diameter with a total length of approximately 30 ft. The culvert experiences overtopping during high intensity rain events.

Chieftain Drive Culvert No. C-2-83 is a corrugated metal pipe arch. It has dimensions of approximately 9 ft. high by 16 ft. wide. The bottom invert of the culvert has deteriorated. Concrete was placed at the flowline to stabilize the pipe-arch in 2013.

Franklin Road Culvert No. C-3-25 is a two-cell reinforced concrete box culvert. It has dimensions of 5 ft. high by 8ft wide. The top slab has a large spall with exposed steel with remaining concrete exhibiting efflorescence and cracking throughout. Stream alignment is poor with an upstream two-cell concrete culvert supporting railroad ballast and downstream eroding into a private entrance road.

Green Knoll Drive Culvert No. C-4-314 is a corrugated metal pipe arch. It has dimensions of roughly 15 ft. high by 17 ft. wide. The bottom invert of the culvert has deteriorated. Concrete was placed at the flowline to stabilize the pipe-arch in 2013.

Holly Springs Drive Culvert No. C-2-430 is a corrugated metal pipe arch. It has dimensions of roughly 9 ft. high by 16 ft. wide. The bottom invert of the culvert has deteriorated. Concrete was placed at the flowline to stabilize the pipe-arch in 2016.

Palisades Drive Culvert No. C-3-260 is a corrugated metal pipe arch. It has dimensions of 3.5 ft. high by 6 ft. wide. The bottom of the culvert has deteriorated and is exhibiting numerous areas of significant section loss.

Twillman Avenue Culvert No. C-1-127 is a set of two elliptical corrugated metal pipes. The culverts have a rise of 3 ft. and span of 5.5 ft. The bottoms of the culverts are heavily rusted with significant section loss.

Specific consultant scope items include:

- Bridge/Culvert Design
- Right-of-Way Plans
- Hydraulic Study (including any supplemental surveys necessary)
- Hydraulics & FEMA No-Rise Certification
- Miscellaneous Pick-Up Survey Work (as necessary)
- Subsurface Utility Investigation (if necessary)
- Final Plans
- Job Special Provisions
- Construction Estimates
- Coordination with Metropolitan Sewer District (MSD)
- Roadway Design
- Drainage and Water Quality Design
- Pavement Borings and Design (if necessary)
- Utility Coordination
- Retaining Wall Design (if necessary)
- Geotechnical Investigation (if necessary)

Services To Be Provided By St. Louis County Staff:

- Topographic Surveying
- Property Surveys
- Compilation of Bid Documents
- Compile Plans, Specifications and Estimates
- Management of the Bidding Process
- 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:	March 31, 2021
Selection Announced:	April 2021
Scoping Meeting:	April 2021
Negotiation:	April 2021-May 2021
Council Authorization:	June 2021-July 2021
Contract Execution:	August 2021
Estimated Notice to Proceed Date:	September 2021
Preliminary Plans Approved:	February 2022
Right-of-Way Plans Approved:	September 2022
All Final Plans Complete:	March 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. 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 the 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.

It is 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 – 35 points
 - Statements concerning Project Team availability appear realistic (10 points)
 - Project-specific approach and challenges (20 points)
 - Consultant states they will prepare plans natively in Microstation (5 points)
- Past Project of Performance – 25 points
 - Prior projects presented are representative of the technical challenges of the project being solicited (25 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 Dan Howell, Ph.D., P.E., Supervisor, Project Managers - Bridge at DHowell2@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 March 31, 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 a.m., local time on March 24, 2021**. 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 Division Manager listed below may authorize additional points of contact as deemed prudent; all such authorizations shall be in writing:

Supervisor, Project Managers, Dan Howell, Ph.D., P.E., at DHowell2@stlouisco.com
Assistant Division 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 existing plans, culvert inspection reports, and completed survey work 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/>