

**CITY OF ST. LOUIS  
BOARD OF PUBLIC SERVICE**

**REQUEST FOR QUALIFICATIONS**

**PROFESSIONAL ENGINEERING AND  
FIELD SURVEY SERVICES FOR  
DOWNTOWN TRAFFIC SIGNAL IMPROVEMENTS  
CMAQ-9900(676)  
ST. LOUIS, MISSOURI**

**PURPOSE:**

The City of St. Louis (the “City”) through its Board of Public Service (“BPS”) intends to select a Consultant to provide Professional Engineering and Field Survey Services for DOWNTOWN TRAFFIC SIGNAL IMPROVEMENTS, FEDERAL PROJECT CMAQ-9900(676). The project includes the public streets and sidewalks surrounding Kiener Plaza and is bounded by Broadway Boulevard, 7<sup>th</sup>, Chestnut, and Market Streets located within the Gateway Mall in Downtown St. Louis, Missouri U.S.A. 63101. A site location map is included.

**BASIC REQUIREMENTS:**

The total estimated cost for this project is \$1,500,000.00 which includes design, construction, construction management, and testing. The funding for the project will be provided by CMAQ and local matching funds.

**Consultants interested in submitting Statements of Qualifications for consideration and evaluation for providing the services identified in this RFQ shall have a current SF330 on file with the City of St. Louis, President’s Office, Board of Public Service.**

Consultant shall be certified to perform LPA projects by MoDOT in accordance with MoDOT Engineering Policy Guide Section 136.4.

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

Note: The City does not permit exclusivity agreements with subconsultants.

This project is a Local Public Agency (LPA) project funded in part by the Federal Highway Administration (FHWA) through the Missouri Department of Transportation (MoDOT). A goal for Disadvantaged Business Enterprises (DBE) utilization has been set at 10%. Consultants submitting SOQ’s shall meet the requirements of the MoDOT Engineering Policy Guide (EPG) Section 136.4.1.5 (LPA Manual). Preference will be given to Consultants that are currently “qualified” per the requirements in the LPA manual. DBE firms must be listed in the Missouri Regional Certification Committee

(MRCC) directory at [www.modot.mo.gov/business/contractor\\_resources/External\\_Civil\\_Rights/mrcc.htm](http://www.modot.mo.gov/business/contractor_resources/External_Civil_Rights/mrcc.htm) to be considered.

It is required that your firm's SOQ (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.



**DOWNTOWN TRAFFIC SIGNAL IMPROVEMENTS**  
**SITE LOCATION MAP**

SCALE: N.T.S.

**SCOPE OF SERVICES:**

Consultant will prepare construction documents for traffic signal and pedestrian related improvements to the public streets and sidewalks surrounding Kiener Plaza bounded by Broadway Boulevard, 7<sup>th</sup>, Chestnut, and Market Streets located within the Gateway Mall in Downtown St. Louis, Missouri U.S.A. 63101. The proposed improvements, subject to review by MoDOT and FHWA, are more specifically described below.

- 1) Topographic & Boundary Survey for the area of proposed improvements.
- 2) Design of traffic signal upgrades and interconnection improvements, including but not limited to the following:
  - a) Removal and replacement of the existing traffic signal controllers updated units capable of ethernet technology that is consistent with new installations in the downtown area. (Existing cabinets are to be used-in-place when possible.)
  - b) Removal and replacement of existing traffic signal wiring and conduit allowing for flexibility in changing the phasing/sequence at the intersections to optimal operations. (Existing power supply to be used-in-place.)
  - c) Removal and replacement of existing traffic signals (signal heads, mast arms, poles, and pole bases, etc.) to meet the current Manual on Uniform Traffic Control Devices (MUTCD) standards (i.e. one signal indication per lane centered over the lane).
  - d) In-ground wireless vehicle detection sensors.
  - e) Pedestrian pushbutton actuators to meet ADA requirements.
  - f) Incorporation of ADA (Americans with Disabilities Act) accessible pedestrian features including the design of curb ramps, cross walks, pedestrian signals, and accessible routes to and from Kiener Plaza and the surrounding businesses.
  - g) Evaluation of existing drainage patterns and the design of improvements to eliminate ponding at the foot of the ADA ramps.
  - h) Evaluate and recommend a design upgrading the two existing mid-block pedestrian crossings along Market Street. (Modification of the median planter may be necessary.)
- 3) Assist the City with classification of the project as a categorical exclusion under the criteria in 23 CFR771. Complete and submit the required form with supporting documentation to request a "Section 4F" clearance from the Missouri Department of Natural Resources (MoDNR) for the use of the City's parkland for this project.
- 4) Design of Temporary Traffic Control measures per MoDOT Standards and the MUTCD.
- 5) Submit plans for review and approval to the St. Louis Metropolitan Sewer District.
- 6) Assist with and provide supporting documentation as needed as the City submits and obtains approval and/or clearance from Water Division, Parks Division, Street Department, MoDOT, Charter, AT&T, Laclede Gas, Ameren Missouri, as well as any other utility, service, or governmental agencies.

**SCHEDULE & DELIVERABLES:**

<u>Progress Submittal</u>	<u>Deliverables</u>	<u>Date</u>
30%	Schematic Design including project prospectus, site location map, outline specifications, and opinion of probable construction cost.	30 calendar days from Notice to Proceed
50%	Preliminary Design including plans, outline specifications, and opinion of probable construction cost	45 calendar days from receipt of 30% Review Comments
90%	Final Design including plans, specifications and final opinion of probable construction cost	30 calendar days from receipt of 50% Review Comments
100%	Bid documents.	30 calendar days from receipt of 90% Review Comments

**SUPPLEMENTAL INFORMATIONAL DOCUMENTS:**

To assist the Consultant with their submittal, the following can be downloaded from the Board of Public Service On Line Plan Room under the project title at [www.stl-bps.org](http://www.stl-bps.org). These documents are provided for informational purposes only.

- **FY 2015-2018 Transportation Improvement Program**  
Congestion Mitigation and Air Quality Improvement (CMAQ) Funds  
New Project Application with Attachments

**SUBMITTAL OF STATEMENTS OF QUALIFICATIONS:**

Interested firms shall **submit SIX (6) copies** of the 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 DBE Utilization form and Unauthorized Alien Employee Affidavit with 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. Statements of qualifications shall be bound by a single staple and shall not be bound in any other manner.** If additional information is included in the Statement of Qualifications, it will be removed from the SOQ before distributing to the Selection Committee members.

The qualifications and envelope shall identify the submittal is for:

**STATEMENT OF QUALIFICATIONS  
PROFESSIONAL ENGINEERING AND  
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**Statements of Qualifications will be received no later than 5:00 p.m., WEDNESDAY, NOVEMBER 12, 2014** at the Department of the President, Board of Public Service, 1200 Market Street, Room 301 City Hall, St. Louis, MO 63103. SOQ envelope shall be marked to the Attention of Bette Behan, Contract Supervisor. Responses received after this time will not be accepted.

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.

**QUALIFICATION EVALUATION CRITERIA:**

**Statements of Qualifications shall include contact person name, firm name, address, phone and fax number.**

**NOTE: Team composition shall remain the same unless change is submitted and approved by the President, Board of Public Service.**

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** completed within the last five years for which your company was the designer of record. These projects should be complete or near completion. Include record of meeting the project schedule, project budget, and 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. Projects with incomplete information will not be considered toward the **PRIME CONSULTANT'S** experience.

Up to three points will be awarded for each applicable project. (0 to 15 points)

2. Present experience, qualifications, and technical competence of the **PROJECT MANAGER** relative to the five projects described in Item #1. List the Project Manager's experience in managing similar projects within the past five 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 registered in the State of Missouri.

Up to three points will be awarded for each applicable project. (0 to 15 points)

3. Present experience, qualifications, and technical competence of **EACH SUBCONSULTANT** on the team relative to five comparable projects completed within the last 5 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.  
A maximum of 15 overall points may be awarded. (0 to 15 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 to 20 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. (0 to 10 points)
6. The DBE plan will be evaluated for the feasibility of implementation as proposed. (0 to 5 points)

#### **DISADVANTAGED-OWNED BUSINESS ENTERPRISE (DBE) 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 **10% DBE** participation for this consultant contract. The goal is a per cent of the original contract amount for the utilization of firms owned and controlled by disadvantaged individuals.

Only those DBE firms listed in the MRCC Directory will be counted towards achieving the DBE goal.

A copy of the current directory of Certified DBEs (through MRCC [Missouri Regional Certification Committee]) is available on the internet at [http://www.modot.mo.gov/business/contractor\\_resources/External\\_Civil\\_Rights/mrcc.html](http://www.modot.mo.gov/business/contractor_resources/External_Civil_Rights/mrcc.html) or by contacting MoDOT at (573)751-7801.

#### **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.

### **CONSULTANT SELECTION PROCESS:**

A qualification based selection process conforming to RSMo8.285 through 8.291 will be utilized to select the most qualified firm.

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. This manual may be viewed on the BPS website by going to the following link <http://www.stl-bps.org/policy.aspx> . 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 for the City.

### **POINT OF CONTACT**

All questions shall be directed to Bette Behan, Board of Public Service, by fax at 314-622-4028 or by e-mail at [BehanB@stlouis-mo.gov](mailto:BehanB@stlouis-mo.gov) (please reference project name in Subject Line if sending an e-mail). Answers to technical questions will be made available to consultants who have registered to download the RFQ from the BPS website or who have provided contact information when they received the RFQ.

**CITY OF ST. LOUIS**  
**DISADVANTAGED-OWNED BUSINESS ENTERPRISE (DBE) UTILIZATION PLAN**

**CONTRACTING AGENCY:**

**Project Goal: \_\_\_% DBE**

**PROJECT NAME:**

**NAME OF PRIME CONSULTANT:**

The prime consultant shall utilize and require all subconsultants to utilize the maximum number of certified disadvantaged-owned business enterprises possible and will purchase materials and supplies from disadvantaged-owned business enterprises to the maximum extent feasible, and to this end, the prime consultant will inform each subconsultant of this requirement. The prime consultant shall utilize the services and/or supplies to be provided by the following certified disadvantaged-owned business enterprises in the execution of this contract.

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

\_\_\_\_\_  
 PRIME CONSULTANT AUTHORIZED SIGNATURE

\_\_\_\_\_  
 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 \_\_\_\_\_. (**Contractor**)

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.*