

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

**REQUEST FOR QUALIFICATIONS**

**PROFESSIONAL ENGINEERING AND FIELD SURVEY SERVICES FOR  
IMPROVEMENTS TO THE MULTI-LEG INTERSECTION OF  
SKINKER BOULEVARD; CLAYTON ROAD &  
CLAYTON, McCausland and Oakland Avenues  
CITY OF ST. LOUIS, MISSOURI, U.S.A.  
FEDERAL PROJECT #CMAQ-5401(707)**

**PURPOSE:**

The City of St. Louis, Board of Public Service, is seeking Statements of Qualifications from firms interested in providing Professional Engineering and Field Survey Services for Improvements to the Multi-leg Intersection of Skinker Boulevard; Clayton Road & Clayton, McCausland and Oakland Avenues straddling the borders of the Hi-Pointe and Wydown/Sinker Neighborhoods and Forest Park in the City of St. Louis, Missouri. A site location map is included with this RFQ. More detailed location drawings and other related information can be downloaded from the On Line Plan Room at [www.stl-bps.org](http://www.stl-bps.org).

The total estimated cost for this project is \$1,740,000.00 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 (SOQ's) for consideration and evaluation for providing the services identified in this Request for Qualifications (RFQ) shall have a current Standard Form 330 (SF330) on file with the City of St. Louis, President's Office, Board of Public Service.**

*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 will be a Local Public Agency (LPA) project funded in part by the Federal Highway Administration (FHWA) through the Missouri Department of Transportation (MoDOT). Consultants submitting a Statement of Qualifications 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.

**SCOPE OF SERVICES - GENERAL:**

CONSULTANT will prepare construction documents for improvements to the multi-leg intersection of Skinker Boulevard; Clayton Road & Clayton, McCausland and Oakland Avenues straddling the borders of the Hi-Pointe and Wydown/Sinker Neighborhoods and Forest Park in the City of St. Louis, Missouri. The proposed improvements will be designed in accordance of MoDOT and FHWA Standards, and will be subject to review by those agencies. Additionally,

the design within Forest Park (the area northwest of the intersection of Skinker Boulevard and Oakland Avenue including that which is south of U.S. HWY 40/I-64) must follow the standards and details as laid out in the Interim Manual of Development Standards, Forest Park Master Plan Implementation dated October 14, 1998.

Forest Park Master Plan Implementation: The area within Forest Park must meet the intent of the 1995 Forest Park Master Plan as amended through 2006 including the concept of “no-net-loss-of-open-space”. Each submittal shall include a running tally of the Built and Open Space Areas as defined in the Master Plan. An example of an acceptable calculation is as follows:

	Existing Development	Post Development 30%Submittal	Post Development 50%Submittal	Post Development 90% Submittal	Post Development 100% Submittal
Built Area					
Open Space Area					
Total Project Area					

The design must follow the established Master Plan’s *Project Approval Process (9-Step Process)*. The *9-Step Process* includes at least four (4) presentations by the CONSULTANT to the Forest Park Advisory Board for step 2, step 3, step 6 and step 9 approval. Prior to each presentation to the Forest Park Advisory Board, CONSULTANT will make at least one (1) meeting or presentation to the Forest Park Steering Committee for review. Refer to page 413 of the Master Plan for more information.

**SCOPE OF SERVICES - SPECIFIC:**

- a) Topographic & Boundary Survey for the area of proposed improvements;
- b) Design of signal upgrades and interconnection improvements including replacement of signal controllers, new controller bases and power supplies, mast arms and poles with bases; vehicle and pedestrian heads; vehicle and pedestrian actuation, conduit, pull boxes, fiber optic interconnect, and total rewiring of the intersection;
- c) Pavement design, grading & earthwork analysis, and layout for proposed sidewalks;
- d) Incorporation of ADA accessible pedestrian features including the design of curb ramps, cross walks, pedestrian signals, multi-purpose trails and accessible routes to nearby facilities such as Forest Park, the Hi-Pointe Building, Lindell Bank, and other neighborhood businesses.
- e) The layout and design of any required roadway, bicycle, and pedestrian signage. (Note: Forest Park is implementing a Park Wide Signage Plan);
- f) 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.

- g)** Coordination and design of miscellaneous utility and service adjustments, as required;
- h)** Evaluation of existing drainage patterns and adjustments as required. Evaluation of the design of BMP’s (Best Management Practices) to remediate any increase in stormwater runoff;
- i)** Design of low maintenance erosion and sedimentation control measures for the finished improvements;
- j)** Proposed layout of new trees and landscaping while preserving any designated existing landscaping features. Low maintenance plantings are required;
- k)** Design of improvements will generally follow the recommendations as put forth by the Crawford, Bunte, Brammeier report, dated December 30, 2011, summarized below. The entire document is available as a separate download from the On Line Plan Room at [www.stl-bps.org](http://www.stl-bps.org)
  - Skinker Boulevard and Clayton Road
    - Replace the existing traffic signal equipment (pole bases, signal poles, mast arms, signal heads, etc.) to meet the current Manual on Uniform Traffic Control Devices (MUTCD) standards (i.e. one signal indication per lane centered over the lane);
    - Provide pedestrian indications and push buttons for crossings of the north, east, and west legs of the intersection;
    - Replace the ADA ramps in all four quadrants of the intersection to meet the current ADA standards; and
    - Provide intersection lighting at the intersection for increased visibility.
  - Skinker Boulevard and Clayton Avenue/Oakland Avenue Specific
    - Replace the existing traffic signal equipment (pole bases, signal poles, signal heads, etc.) to meet the current MUTCD standards (i.e. one signal indication per lane centered over the lane);
    - Provide pedestrian indications and push buttons for crossings of the south, east, and west legs of the intersection;
    - Replace the ADA ramps in all quadrants of the intersection to meet the current ADA standards;
    - Construct a raised median island on the south leg of the intersection to provide a refuge for pedestrians;
    - Modify the right-turn radius in the northeast quadrant of the intersection to improve pedestrian access and slow right-turning vehicles. The westbound approach of Oakland Avenue at Skinker Boulevard should provide a separate left-turn lane, a through lane, and a separate right-turn lane; and
    - Provide intersection lighting at the intersection for increased visibility.
  - Oakland Avenue and Clayton Avenue/Forest Avenue
    - Replace the existing traffic signal equipment (pole bases, signal poles, mast arms, signal heads, etc.) to meet the current MUTCD standards (i.e. one signal indication per lane centered over the lane);
    - Provide pedestrian indications and push buttons for crossing the east leg of the intersection;
    - Replace the ADA ramps in the southeast and northeast quadrants of the intersection to meet the current ADA standards;
    - Provide intersection lighting at the intersection for increased visibility.
  - Construct a new 10 foot wide multi-use path along the east side of Skinker Boulevard between Oakland Avenue and the U.S. HWY 40/I-64 ramps;

- Remove and relocate the existing bus stop pad on the east side of Skinker Boulevard just south of the U.S. HWY 40/I-64 ramps;
  - Remove the existing sidewalk at the back of curb along the east side of Skinker Boulevard between Oakland Avenue and the I-64 ramps;
  - Restripe Oakland Avenue east of Skinker Boulevard to incorporate lane diet with one vehicular lane and a bike lane in each direction. A painted median in pavement would be used as necessary; and
  - Construct a bump out on west side of Skinker Boulevard north of Clayton Road near Wells Drive in the parking lane to deter southbound right-turn vehicles from entering the right-turn lane prematurely.
- l) Design of Traffic Control measures per Missouri Department of Transportation Standards;
- m) Provide and implement a construction schedule. Coordinate construction with the adjacent neighborhood businesses, the Missouri Department of Transportation, the City of St. Louis Street Department, the Parks Department, the Zoo, and other facilities affected by the proposed improvements;
- n) Each submittal will require an opinion of probable cost;
- o) Submit plans and obtain approval for any permits required by the Missouri Department of Transportation, the St. Louis Metropolitan Sewer District, Laclede Gas, the City of St. Louis Street Department, Parks Department, and Water Division, and any other applicable utility or service companies.

**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 <i>Forest Park Advisory Board (Presentation &amp; Review)</i>
50%	Preliminary Design including plans, outline specifications, and opinion of probable construction cost	45 calendar days from receipt of 30% Review Comments <i>Forest Park Advisory Board (Presentation &amp; Review)</i>
90%	Final Design including plans, specifications and final opinion of probable construction cost	30 calendar days from receipt of 50% Review Comments <i>Forest Park Advisory Board (Presentation &amp; Review)</i>
100%	Bid documents.	30 calendar days from receipt of 90% Review Comments

**SUPPLEMENTAL INFORMATIONAL DOCUMENTS:**

To assist CONSULTANT with their submittal the following documents can be downloaded from the Board of Public Service On Line Plan Room at [www.stl-bps.org](http://www.stl-bps.org). These documents are provided for information before making your submittal.

- **Interim Manual of Development Standards  
Forest Park Master Plan Implementation**  
October 14, 1998 by David Mason & Associates
- **Forest Park Master Plan**  
December 15, 1995 As Amended Through 2006
- **Proposal for Traffic Engineering Services, CBB Proposal No. P11-076**  
May 9, 2011 by Crawford, Bunte, Brammeier
- **Handouts**  
July 12, 2011 by Crawford, Bunte, Brammeier
- TIP CMAQ Project Application

**SUBMITTAL OF STATEMENT OF QUALIFICATIONS:**

Interested firms shall **submit SIX (6) copies** of the Statement 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, Unauthorized Alien Employee Affidavit and copy of your firm's 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 or clip 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:

**PROFESSIONAL ENGINEERING AND FIELD SURVEY SERVICES FOR  
IMPROVEMENTS TO THE MULTI-LEG INTERSECTION OF  
SKINKER BOULEVARD; CLAYTON ROAD &  
CLAYTON, McCAUSLAND AND OAKLAND AVENUES  
CITY OF ST. LOUIS, MISSOURI, U.S.A.  
FEDERAL PROJECT #CMAQ-5401(707)**

**Statements of Qualifications will be received no later than 5:00 p.m., NOVEMBER 1, 2012** 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:**

**Statement 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 in their local (St. Louis metro area) office and additionally those company-wide if they will be utilized for this project. (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 **18% 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 MoDOT's website 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.

It is required that your firm's Statement of Qualification (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 Statement of Qualifications.

### **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 November 2010), the Tier I Selection process will be utilized. 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@stlouiscity.com](mailto:BehanB@stlouiscity.com) (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.

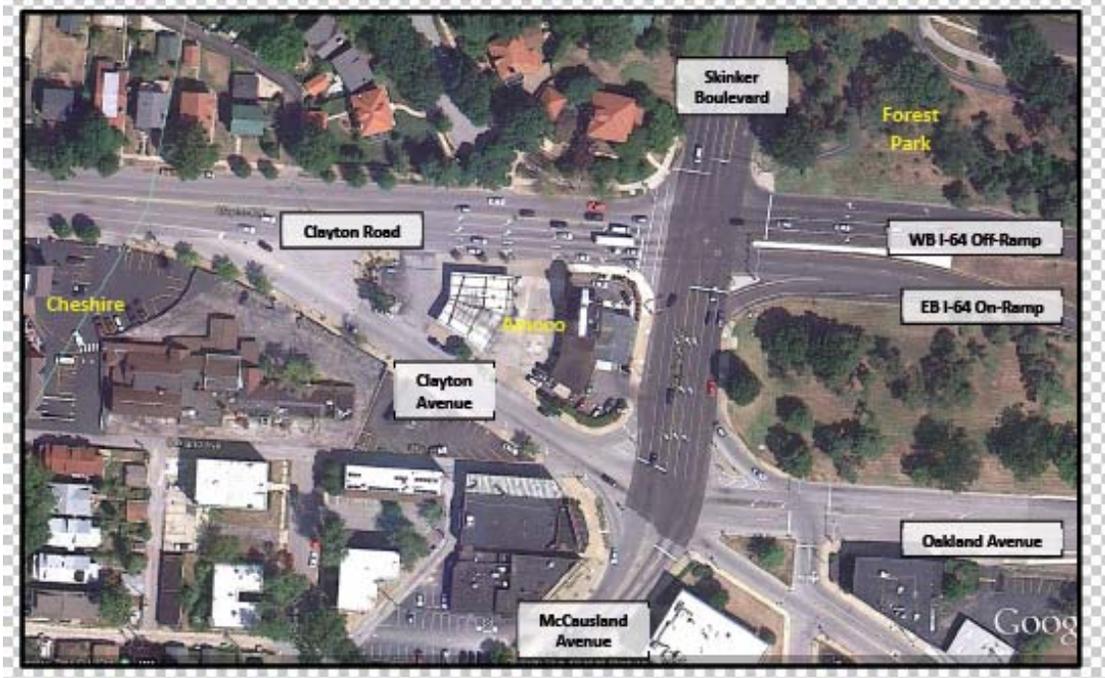
\_\_\_\_\_  
Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

**Note:** Copy of your firm's Memorandum of Understanding with Homeland Security for E-Verify shall be submitted with proposal.



**SITE LOCATION MAP**  
SCALE: N.T.S.

