

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

REQUEST FOR QUALIFICATIONS

**PROFESSIONAL ENGINEERING SERVICES FOR
DESIGN OF PEDESTRIAN LIGHTING
DR. MARTIN LUTHER KING
FROM ARLINGTON AVENUE TO KINGSHIGHWAY BOULEVARD
FEDERAL PROJECT STP-5410(705)
ST. LOUIS, MISSOURI**

PURPOSE:

The City of St. Louis, Board of Public Service, is seeking Statements of Qualifications from firms interested in providing engineering design services to the Board of Public Service for a street improvement project which is being funded through the Transportation Improvement Program (TIP). This particular project involves Pedestrian Lighting on Dr. Martin Luther King Boulevard from Arlington Avenue to Kingshighway Boulevard and new Pedestrian Signals at Arlington Avenue, Union Boulevard, and Kingshighway Boulevard.

The total estimated cost for this enhancement project is \$920,000; this includes design, construction, construction management, and testing. The funding for the project will be provided by STP-E 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.

SCOPE OF SERVICES:

The City will require professional engineering services for surveying; the preparation of final plans, specifications and estimate; shop drawing review; and consultation during construction of this project. Other consultant services will be required for attendance at various meetings and presentations, providing for computer-generated renderings, as needed. During the design process, the consultant shall support the City's coordination with affected utilities. Coordination with adjacent businesses will be done through the City.

All designs must meet MoDOT and FHWA Standards, and will be subject to review by those agencies. The consultant will be responsible for submission of plans to MSD for permitting purposes, if required.

The majority of the work will be constructed on existing City of St. Louis right-of-way. Temporary or permanent construction easements may be required. The consultant shall provide a design that minimizes the need for any right-of-way acquisition. Property acquisition will be administered by others through a separate contract.

Consultant will assist the City as required in obtaining environmental clearances. This will include the Section 106 form to the Department of Natural Resources and the Categorical Exclusion to MoDOT.

Project Scope: The scope of the project includes installation of new pedestrian lighting including new fixtures, poles, wiring, and conduits. The new lighting design must provide illumination levels as required by the City of St. Louis, approximately 1.2 foot candles per square foot. The consultant shall provide a photometric model to validate the design. A new lighting substation shall be installed. Existing cobra head street lighting poles and fixtures will be removed.

New count down style pedestrian heads shall be installed at Arlington, Union, and on both sides of Kingshighway. ADA compliant pedestrian push buttons will be provided. Curb ramps at all street corners within the project limits shall meet the current ADA standards.

Existing sidewalk will be replaced as required.

The consultant shall provide a preliminary plan submittal to MoDOT including a preliminary cost estimate. A final PSE submittal including the final plans, specifications, and a final cost estimate will be provided for submittal to MoDOT.

Consultant will be available to answer questions during the bidding process and during construction of the project.

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 and Unauthorized Alien Employee Affidavit and 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 SERVICES FOR
DESIGN OF PEDESTRIAN LIGHTING
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FROM ARLINGTON AVENUE TO KINGSHIGHWAY BOULEVARD
FEDERAL PROJECT STP-5401(705)
ST. LOUIS, MISSOURI**

Statement of Qualifications will be received no later than 5:00 p.m., OCTOBER 23, 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 **15% 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 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 form.

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.

TIP APPLICATION:

The TIP Application which includes the vicinity map of the project is available for download from the BPS website www.stl-bps.org under On Line Plan Room (included under the Project File for this RFQ).

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 (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.*