

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

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL ENGINEERING SERVICES FOR THE
TRAFFIC MANAGEMENT ENHANCEMENT PROJECT PHASE 3
FEDERAL PROJECT CMAQ -5422(620)
ST. LOUIS, MISSOURI**

PURPOSE:

The City of St. Louis, Board of Public Service, is seeking Statements of Qualifications (SOQ) from firms interested in providing engineering design services to the Board of Public Service for the Traffic Management Enhancement Project Phase 3 which includes design of a Fiber Optic Network and Video Surveillance System enhancement, a Downtown Transportation Study and supplemental operational Traffic Management Center and System Maintenance staffing for the City of St. Louis.

Consultants interested in submitting Statements of Qualifications for consideration and evaluation for providing the services identified in this RFQ shall submit Part II of GSA Standard Form 330 (SF330) with their SOQ or have a current SF330 Part II on file with the City of St. Louis, President's Office, Board of Public Service. (The SF330 Part II is not included in the total SOQ page count limit.)

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). Consultants submitting SOQ's shall meet the requirements of the MoDOT Engineering Policy Guide (EPG) Section 136.4.1.5 (LPA Manual). It is required that your firm be prequalified with MoDOT and listed in MoDOT's Approved Consultant Prequalification List, or your firm will be considered non-responsive.

A goal for Disadvantaged Business Enterprises (DBE) utilization has been set at **10%**. DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov in order to be counted as participation towards an established DBE goal.

The City encourages DBE firms to submit an SOQ as the Prime Consultant for any project they feel can be successfully managed by their firm.

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:

Overview:

As part of the City's ongoing program to maintain and improve the means for managing traffic and safety within the City's complex transportation network, the City of St. Louis was awarded financial assistance through the Congestion Mitigation Air Quality (CMAQ) federal grant program to establish a Traffic Management Center (TMC) at the location of the Real-Time Transportation Intelligence Center (RTIC) at 1915 Olive Street. The TIP Application is available for download from the BPS website On Line Plan Room along with the RFQ. The improvements in this project will provide a greater ability to meet the current and future transportation challenges within the City: the first being the impact of two major construction efforts in the Central Business District (CBD) which include the opening of the Stan Musial Memorial Bridge and the upcoming completion of the new City ArchRiver (CAR) 2015 project. These two projects will significantly impact the travel patterns and traffic volumes within the CBD, creating increased and unnecessary vehicular delays. In order to meet the goals of this proposed project, the following major tasks are involved:

1. Fiber Optic Network and Video Surveillance System:

The City's existing fiber optic communications infrastructure will be designed to support expanded use from the City's TMC to new field devices such as the City's centralized traffic signals and video surveillance network. The fiber optic network will be modified to include new fusion splices along the necessary existing pathway for an increased ability for transportation and safety applications that require communications between field devices and the new TMC. Includes the installation of video surveillance camera systems Pan-Tilt-Zoom (PTZ)/Fixed Cameras and/or License Plate Recognition (LPR) at key ingress and egress points in critical locations within the CBD as well as along major arterials including (but not limited to) McCausland/Skinker, Hampton, Kingshighway, Grand, Jefferson, Forest Park Parkway, Truman Parkway/Lafayette, & Chippewa/Watson. Locations will be selected for the purpose of monitoring traffic volumes, travel patterns, and incidents involving public traffic and safety from the TMC. These installations would occur at locations where existing fiber optic and signal equipment are adjacent to minimize construction costs.

2. Downtown Transportation Study:

A comprehensive study will be performed in the Central Business District (CBD) to provide recommendations for improved and more efficient circulation and travel for vehicles, bicycles, transit, and pedestrians in the downtown area consistent with the City's Complete Streets policy. This report will provide both short and long term recommendations for all modes of transportation.

3. TMC Staffing and System Maintenance:

This project includes a 3-year contract for augmenting City staff by the consultant providing support staff at the City's TMC. This staff's primary role would be to operate the new TMC for normal daily peak period operations including (but not limited to) managing the city-wide traffic signal system, video surveillance system,

traffic detection system, and troubleshooting software and hardware malfunctions. Includes financial assistance to support the continuous operation of traffic signal and video network normal operations to assure peak performance, to replace defective or damaged components, and to provide preventative maintenance on items critical to the operation of the system. Part of their responsibilities will include identifying replacement or upgrade of equipment such as traffic signal controllers/cabinets, network switches, fiber optic interconnect repairs, and servers/workstations.

Scope:

1. Fiber Optic Network & Video Surveillance System

Conceptual Plan Development:

- Project locations identified with local stakeholders including, but not limited to, City Street Department, BPS, City Aldermen, City of St. Louis Police Department, and Downtown STL, Inc. Locations will be selected in the downtown area as well as critical arterials such as McCausland/Skinker, Hampton, Kingshighway, Grand, Jefferson, and Forest Park Parkway.
- Consultant will perform field investigation of existing conditions at the proposed project area in terms of preferred mounting positions and adjacent traffic signal equipment (including items such as fiber optic cable/connections, power sources, conduit, etc.).
- Preparation of a conceptual plan deliverable that outlines the general approach of the project in terms of overview of installation locations, number and type of devices (video and networking), communication pathway options, and opinion of probable cost.

Upon approval of the above, the following would be performed:

Design Plan Development:

- Base files shall be prepared using aerial imagery at each installation location with field verification of above ground equipment relevant to project (existing fiber optic/conduit routing, traffic signal or lighting pole locations, pull boxes, power sources, traffic signal or fiber cabinets, etc.). Proposed intersection layouts deliverable with notes necessary for installation of video surveillance system shall be prepared (including traffic control).
- Preparation of project and equipment specifications and cost estimates
- Communications Plan (using Microsoft Visio) that identifies the means in which video will be transmitted from the field devices (including fiber connection diagrams) to the Real-Time Crime Center through the City's existing fiber optic network.

Construction Services & Coordination:

- Coordination between Board of Public Service, Street Department, Contractor, and Police Department
- Shop drawing review
- Walk-Thru with City Staff
- Review Contractor's Request for Information (RFI)
- Participate/Attend in post construction demonstration of completed video system

- Preparation of As-Built fiber diagrams (overview as well as connection diagrams)

2. Downtown Transportation Study:

This process would involve intensive data collection and physical inventory of the transportation network infrastructure, and an analysis using traffic signal and micro-simulation models (where applicable) to evaluate changing travel patterns and traffic volumes following the opening of the new Stan Musial Memorial Bridge and after completion of the City Arch River project. It would also take into account the impact of the Poplar Street Bridge and approach modifications. Short term recommendations should include the development and installation of new permanent signal timing plans to accommodate these major demands on the City's transportation system downtown. This proposed task will include developing a new overall timing scheme based on the traffic flow study for the CBD to address global traffic volumes and travel patterns for typical commuter traffic resulting from these major projects. It is also expected that additional improvement options may be generated from this study that could be implemented in the future. A component of this study will be dedicated to the development of the City's next major planning document for their bicycle infrastructure identifying future improvements.

3. TMC Staffing & Maintenance: Project Administration

The Consultant will prepare and maintain a project manual containing all information vital to their part in the project, e.g. scope, schedule, and deliverables. The Consultant will insure all work and reports are reviewed for compliance with City policy and standards, clarity, and completeness. The Consultant will prepare invoicing and payments requests on a monthly basis. The invoices will include monthly progress reports including brief narrative descriptions, financial reports, and expenditures.

The reports shall provide City and the Consultant with sufficient, timely financial and study progress information so that managerial decisions concerning control of various aspects of the system can be made. The Consultant will work closely with City staff to ensure that the proposed schedule is completed on time. The Consultant will submit all products to BPS, who will coordinate the review of all products and materials. It is anticipated that the Consultant will attend meetings during the duration of the project related to the City transportation network.

Normal Duties

Daily monitoring is essential to maintaining a highly efficient transportation system. The consultant will follow a predetermined set of tasks during each morning and afternoon peak. The primary task for the consultant will be to monitor and react to typical commuter traffic flow as well as planned and unplanned incidents causing excessive congestion. Major secondary tasks will include monitoring during planned incidents, database checks, and proactively looking for signal and communication issues prior to the manifestation of public complaints. Examples of normal tasks include, but not limited to:

- Review details of planned incidents and recommend actions to mitigate expected traffic congestion
- Monitor during incidents to evaluate the level of impact to traffic congestion
- Perform signal timing adjustments, as needed, in order to further mitigate traffic congestion
- Utilize support staff in the field to provide an additional layer of monitoring
- Document details of planned incidents
- Perform a comparison of each controller's database versus the Advanced Traffic Management System (ATMS) database:
 - Identify discrepancies between databases and notify the City
 - Recommend and implement an appropriate course of action to resolve discrepancy
- Provide training for basic tasks on the City system to City staff.
- The consultant will identify and schedule software upgrades and maintenance, as needed and coordinate training sessions for City staff with manufacturers and vendors. These training sessions will be used to stay current on installed City devices and to identify future devices.
- The consultant will be available to provide guidance for future City expansion and/or operations
- The consultant will work with the City to define objectives, goals, and public information for the City web page, pamphlet, and other promotional literature throughout the year.
- The consultant will provide intersection graphics support, as needed, throughout the year.
- The consultant will provide corridor optimization oversight. This task will include maintaining a record of optimization dates and tracking new optimizations. In addition, the consultant will coordinate optimization efforts between agencies and consultants to maintain cross-coordination between corridors.

Network communication documentation will be prepared that will outline the status of the City communication system, while working with City staff to keep up-to-date on the asset management database of ITS and communication network infrastructure and inventory:

- Network communication documentation and system status
- Keep communication access database up to date and current
- Maintain communication network infrastructure inventory

In order to evaluate the signal system's performance, a set of performance measures will be developed in collaboration with the City and the consultant. These measures will leverage information provided by existing field equipment, data collected at the City's TMC and observation by daily operations support staff. It is anticipated that these measures will reflect what data can be gathered/observed in a practical manner; short- and long-term measures may be required in order to best utilize available data and respond to the long-term expansion of the field devices and communication network.

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.

Firms submitting SOQs shall complete the DBE Utilization Plan by listing all DBE firms to be utilized on the project team and submit with the SOQ.

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

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://contribute.modot.mo.gov/business/contractor_resources/External_Civil_Rights/mrc.c.htm or by contacting MoDOT at (573)526-2978.

ON-THE-JOB (OJT) TRAINING:

The City of St. Louis is committed to reflecting the diversity of the community and it is expected that the selected firm will do the same. This project will require monthly reporting on the makeup of the workforce performing the work. The SOQ shall provide an indication of your firm's approach to promoting, developing, and utilizing a diverse workforce.

This project will also require the selected firm to provide on-the-job training (OJT) aimed at developing minority, women, and economically disadvantaged individuals to effectively perform the various professional and/or technical service occupations required for this project. Reimbursement will be available to the selected firm to assist with OJT expenses. The SOQ should discuss a training curriculum and how your firm or team would utilize trainees. The SOQ should also discuss how your firm or team would recruit professional/technical service trainee candidates from the community.

The final terms, number of participants and reimbursement amount will be negotiated with the selected consultant. The project should provide training for 1-3 participants. Trainees should be assigned no less than 500 hours on the contract and the maximum hours per trainee shall be 1000 man-hours.

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 II Selection process will be utilized. Once Statements of Qualifications are received, the Selection Committee will meet to evaluate the SOQ's and the firms ranking #1, #2, and #3 will be invited to make presentations of their qualifications and design approach to the Selection Committee at a later date.

SUBMITTAL OF STATEMENTS 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 or SF330 Part II).**

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:

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Statements of Qualifications will be received no later than 5:00 p.m. CT, MAY 10, 2016 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.

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

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

QUALIFICATIONS EVALUATION CRITERIA:

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, construction cost, design fee, and the 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. Project with incomplete information will not be considered toward the **Prime Consultant's** experience.
Up to three points will be awarded for each applicable project. (0-15 points)
2. Present experience, qualifications, and technical competence of Project Manager relative to the five projects described in Item 1 above. List Project Manager's experience in managing similar projects within last 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 licensed in the State of Missouri and shall be currently certified for MoDOT's LPA Basic Training.**
Up to three points will be awarded for each applicable project. (0-15 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 (0-15 points)
4. Present your team's approach and any unusual issues/problems anticipated. Present your team's understanding of the special requirements, industry best practices, and regulations pertinent to each of the following components (up to 10 points will be awarded for each component, total 0-30 points).
 - a. Fiber Optic Network and Video Surveillance Systems (0-10 points)
 - b. Transportation Enhancement Systems (vehicles, transit, bicycles, pedestrians) (0-10 points)
 - c. TMC Staffing and System Maintenance (experience in providing staff for on site management, operation and maintenance programs) (0-10 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. (0-10 points)

6. The **DBE** Utilization Plan will be evaluated on the qualifications and feasibility of implementation as proposed. DBE firms will be evaluated and points assessed proportionately based on each of the DBE's applicable NAICS codes reflecting the actual work to be performed and the actuality of the % of the scope of work identified for each of the DBE's on the Utilization Plan compared to overall of scope of work entailed on the project. (0-10 points)

7. Present your team's approach to providing On the Job Training (OJT) which should include recruitment of professional/technical service trainee candidates from the community, training curriculum, utilizations of trainees. (0-5 points)

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 (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:

It is the policy of the U. S. Department of Transportation and the City of St. Louis that businesses owned by socially and economically disadvantaged individuals (DBE's) have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. In this regard the prime consultant agrees to take all necessary and reasonable steps to assure that DBE's have the maximum opportunity to compete for and perform services on this project. The prime consultant plans to utilize the services and/or supplies to be provided by the following certified disadvantaged-owned business enterprises in the execution of this project.

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