

February 14, 2022

RE: Notice to Consultants
Request for Qualifications
On-Call Transportation Engineering Services
St. Louis County Project No. AR/CR-1862

St. Louis County Department of Transportation (SLCDOT) is requesting to retain the services of a highly qualified team of consulting engineering firms to perform professional transportation engineering services in an on-call capacity.

The County expects to award one to four contracts as a result of this solicitation. The total funding available for this program is \$1,000,000, and the term of the contract will be three (3) years for issuance of new task orders. The number of contracts awarded will be determined by the County after reviewing submissions. The actual number of task orders that will be undertaken and the services requested by the County may be less than the maximum value of the contract.

Qualifications-Based Selection (QBS), in accordance with RSMo. 8.285 through 8.291, will be used to determine the successful respondent. Note, SLCRO 107.071 is not applicable to the selection process for this contract.

General Description of Required Scope of Services:

Proposers must ensure that they, or, as applicable, their collective teams include the appropriate expertise in all disciplines required to perform a full range of transportation engineering tasks under this On-Call contract. While the following list is not intended to be comprehensive, the SLCDOT is seeking proposers which are able, through their respective team members, to provide high-quality services associated with the following focus areas to the greatest extent possible:

- Roadway Analysis & Design
 - Roadway widening
 - Resurfacing
 - Pavement reconstruction
 - Accommodation of utilities
 - Stormwater management
 - Hydraulics
 - Innovative project delivery
 - Value engineering
 - Cost estimates
- Traffic Engineering & Traffic Signal/ITS Design
 - Signal timing/optimization and design
 - Traffic models & simulations

- ITS deployment
- Structural evaluation and design of traffic-related structures such as signal poles, mast arms, sign trusses, lighting poles, ITS structures, etc.
- Traffic safety studies
- Cost estimates
- Bridge Analysis & Design
 - Load ratings
 - Overweight / Over dimension checks
 - Structural design of bridge rehabilitations and bridge replacements
 - Plan development of bridge rehabilitations and bridge replacements
 - Hydraulic studies and reports, including associated “No-Rise” and floodplain development documentation
 - Cost estimates
- Bridge Inspections
 - FHWA/NHI-certified bridge inspectors completing both NBI and element-level inspections
 - Preparation of inspection reports and required repair recommendations
 - Additional supporting documentation – structural repair details, cost estimates, etc.
- Geotechnical Analysis & Design
 - Geotechnical subsurface exploration – borings, etc.
 - Inspection and analysis of existing foundations, retaining walls, etc.
 - Preparation of associated documents – inspection reports, repair recommendations, construction plan details, cost estimates, etc.
- Pedestrian & Bicycle Planning & Design
 - Design of facilities
 - Lighting plans
- Subsurface Utility Engineering (SUE) & Exploration
 - Utility locating services
 - Surveying utility locations
 - Plotting facilities on utility composite drawings at level of accuracy A through D
- Topographic & Right-of-Way Surveys
 - Land surveys, property boundaries, elevation contours, site features, etc.
 - Right-of-Way surveys
 - Preparation of all necessary supporting documentation required for completion of surveys
 - Innovative field data collection services
- Environmental Support
 - Cultural resources, endangered species, NEPA studies, noise studies, etc. Examples include:
 - Phase I surveys
 - Phase II National Register evaluations
 - Phase III adverse effects mitigation
 - Field surveys, specialized species surveys, habitat assessments, analyses for determination of impact to species and protected resources
 - Development of Categorical Exclusion/Environmental Assessment/Environmental Impact Statement documents
- Transportation Conceptual & Planning Support

- Completion of Transportation Improvement Program (TIP) applications, including necessary supporting documentation
- Completion of other funding program/grant applications, including all necessary supporting documentation
- Planning studies
- Concept plan production
- Public Involvement Support
 - Arrangement for public meeting venues
 - Advertisement for public involvement events
 - Collation and analysis of public comments
 - Creation of outreach media, including but not limited to:
 - Websites
 - Social Media
 - Fliers

Anticipated Schedule:

The anticipated project schedule is as follows:

Qualifications Statements Due:	March 16, 2022
Selection Announced:	April 8, 2022
Negotiation:	April - May, 2022
Council Authorization:	June, 2022
Contract Execution:	July, 2022
Estimated Notice to Proceed Date:	July, 2022

Submittal Requirements:

All Statement of Qualification (SOQ) submittals shall adhere to the following requirements. Although no page limitation will be imposed, content, completeness, clarity, and conciseness are of the utmost importance. The submittal should include the following:

- Transmittal letter:
 - Indicate interest and commitment to perform on-call services for the SLCDOT.
 - Include contact information (physical address, telephone, email address) for the primary person responsible for the SOQ. This person is the point of contact for the SLCDOT on all correspondence and communications pertaining to the SOQ.
 - A statement must be included indicating receipt and consideration of any addendums issued by the SLCDOT.
 - The letter must be signed by an officer of the firm who is authorized to bind the firm to the contract and shall contain a statement to this effect.
- Firm experience, qualifications, and approach:
 - Firm's history of performing on-call transportation engineering services to other government agencies within the past five (5) years

- Outline the firm's (and associated firms on the team) qualifications, expertise, and experience as they relate to the subject matter listed in the "General Description of Required Scope of Services"
- Discuss the firm's unique approach to best perform on-call services for the SLCDOT
- Key personnel qualifications and experience:
 - Submit qualifications, experience, and areas of expertise for the project manager, as well as all key staff and support staff who are anticipated to be assigned work throughout the contract
- A statement indicating the prime firm on the team is prequalified with MoDOT
 - All firms on the team need not be prequalified, but the prime firm must be prequalified
- A statement indicating the proposer has reviewed SLCDOT's contract (attached as Exhibit A) and agrees that the firm will meet the prerequisite insurance requirements, and, if selected, agrees to enter into such agreement.
- E-Verify Memorandum of Understanding (15CSR 60-15.020) must be included.
- Affidavit of Compliance with the federal work authorization program must be included.

It is the policy of the St. Louis County to ensure that minority and women owned business enterprises (M/WBE) have an equal opportunity to receive and participate on County contracts. The County promotes fair and open competition for M/WBEs and Disadvantaged Business Enterprises (DBE) through the removal of barriers to participation, assistance in business development to small firms, and ensuring firms currently certified with a local presence are permitted to participate on County contracts.

Statement of Qualifications Scoring Criteria

Statement of Qualifications Submittals will be scored based on the following criteria:

- Demonstrated ability to implement innovative methods and solutions – **10%**
- Demonstrated ability of prime firm and associated team members to successfully provide technical assistance for all focus areas listed in the "General Description of Required Scope of Services" – **40%**
- Demonstrated ability of prime firm's project manager, based on listed experience and qualifications, to successfully manage the team for on-call transportation engineering services – **20%**
- Prior experience and ability to work with SLCDOT personnel and other stakeholders – **10%**
- Availability and depth of staff and technical resources to deliver quality products on schedule, including work on short notice and under time constraints – **20%**

Selection will be made based upon the scoring of the Qualifications Statements received and interviews will not be conducted for this contract.

If your firm would like to be considered for the on-call transportation engineering services, please e-mail your Qualifications Statement to KNeely@stlouiscountymo.gov 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 16, 2022 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. on March 2, 2022. 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, Kori Neely, P.E. at KNeely@stlouiscountymo.gov
Supervisor, Project Managers, Dan Howell, P.E. at DHowell@stlouiscountymo.gov
Assistant Division Manager, Glenn Henninger, P.E. at GHenninger@stlouiscountymo.gov
Assistant Division Manager, Pamela Thebeau, P.E., at PThebeau@stlouiscountymo.gov
Acting Deputy Director, Joseph Kulesa, P.E., at JKulesa@stlouiscountymo.gov.

Exhibits:

Exhibit A – Sample SLCDOT Contract for On-Call Transportation Engineering Services