

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

REQUEST FOR QUALIFICATIONS

**ARCHITECTURAL/ENGINEERING DESIGN SERVICES
FOR “GREEN ALLEYS” PHASE II ALLEY IMPROVEMENTS
ST. LOUIS, MISSOURI**

PURPOSE:

The City of St. Louis, Board of Public Service, intends to select a consultant for an architectural/engineering consulting contract to provide design services for “Green Alleys” Phase II Alley Improvements in the Tower Grove South Historic District. The Missouri Department of Natural Resources, under its “319 Water Protection Program”, is providing the majority of the funding. This design contract will be funded by CDBG-R funds. The “Green Alleys” project objectives are to retain storm water in the area it falls through percolation, to slow the overflow run-off to MSD sewers, to filter storm water, and to educate residents on storm water best management practices.

The budget for this “Green Alleys” project is \$1.12 M which includes design, construction, and administration.

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.

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:

Project: Green Alleys Phase II

The services to be provided by the consultant under this contract will consist of designing three (3) new “Green Alleys” in City Blocks 2095, 2096, and 4115 in the Tower Grove South neighborhood. The current hydraulic brick driving surfaces will be removed and the reusable bricks sorted and stored in a City Street Department materials yard. The new “Green Alleys” surfaces will consist of short sections of reused hydraulic brick at each alley entry with the Aqua-Bric Type I paver blocks making up the remainder of the alley surfaces. The Aqua-Bric Type I paver blocks allow storm water to flow past the blocks into a bio-aquifer rock storage bed below. Storm water overflow of the Bio-Aquifer will drain into a perforated pipe at the base of the subsurface rock storage bed and ultimately into a MSD sewer lateral. (See drawing attached to this RFQ.)

Two foot wide ribbons of concrete will be placed along the edges of the reused hydraulic brick and new Aqua-Bric surfaces to provide lateral stability and a means of warping the new alley surfaces to adjacent property anomalies along the lengths of the alleys.

Phase I of the overall project consists of a similar alley that has been designed in the same Tower Grove neighborhood between Grand Blvd. and Spring Avenue in City Block 2097. The street addresses are in the 3600-3700 blocks of Utah Street. The Phase I alley design shall be a model for this “Green Alleys” Phase II project. Bids have been obtained for Phase I and the alley will be constructed in the Spring/Summer of 2011.

A “Green Alley” medallion will be inset in the alley surfaces near each entry to identify the alley as a specially constructed “Green Alley”.

The following is a list of specific services that will be provided under this design contract:

- Surveys – Topographical and boundary surveys will be needed to accurately locate the alley between private properties along the lengths of the alleys.
- Field verification of existing conditions and measurements.
- Hydraulic calculations and related drawings, documents, etc. to obtain a MSD permit.
- Submittal of review plans and specifications at 50%, 90%, and 100% levels of project design.
- Preparation of final design documents and construction documents for competitive bidding to be administered by the Board of Public Service in accordance with state, local, and federal laws regarding public works.
- Recording design time spent during the project work on 1589 forms.
- Opinions of probable construction cost at the 90%, 100%, and final bid document submittals.
- Research of applicable city, state, and federal codes and regulations; and coordination with all outside agencies with a controlling interest in the project to ensure issuance of required permits and approvals. The Missouri Department of Natural Resources, MSD, and City Cultural Resources Office will review the project design review submittals.
- Presentations regarding projects before various City Boards, State, and Federal agencies or other public meetings.
- Services during bidding and construction phases would include pre-bid conferences/walk-throughs, review and answering prospective bidder questions, generating addenda, answering requests for clarification, reviewing and approving contractor material submittals and generating final reports.

DESIGN SCHEDULE:

The consultant will be provided the following schedule to complete the design:

50% review documents will be due 60 days from Notice to Proceed.

90% review documents will be due 25 days upon receiving comments on the 50% set.

100% review documents will be due 15 days upon receiving comments on the 90% review set.

Final plans, specifications, and estimate will be due 5 days from receiving any comments on the 100% review set.

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 M/WBE 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. Statement 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 ARCHITECTURAL/ENGINEERING DESIGN SERVICES FOR “GREEN ALLEYS” PHASE II ALLEY IMPROVEMENTS ST. LOUIS, MISSOURI

Statement of Qualifications will be received no later than 5:00 p.m., MARCH 24, 2011 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 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. Proximity to and familiarity with the area in which the project is located.(0 to 5 points)

7. The M/WBE plan will be evaluated for the feasibility of implementation as proposed. (0 to 5 points)

MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES PARTICIPATION:

The City of St. Louis is fully committed to involving M/WBE firms in meaningful roles on all consultant contracts. To that end, the City, acting through its DBE Program Office at the Airport, has established a goal of **25% MBE and 5% WBE** 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 minorities and women.

A copy of the current directory of Certified M/WBE's is available on the internet at www.mwdbe.org or by contacting the Airport DBE Office at 314- 426-8111.

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:

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 (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
MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) UTILIZATION PLAN

CONTRACTING AGENCY:
PROJECT NAME:

Project Goal:

NAME OF PRIME CONSULTANT:

The prime consultant shall utilize and require all subconsultants to utilize the maximum number of certified minority/women business enterprises possible and will purchase materials and supplies from minority/women 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 minority/women 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	M/WBE 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.

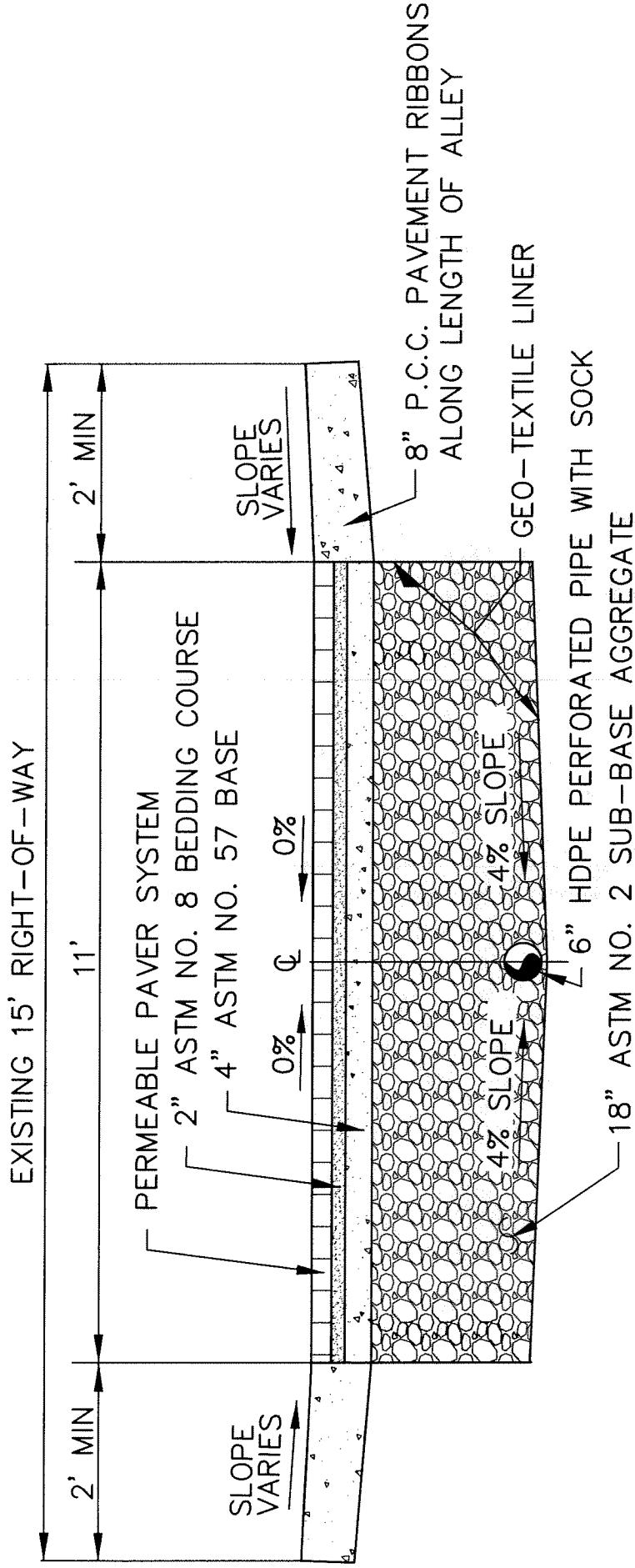
Affiant

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 of Memorandum of Understanding with Homeland Security for E-Verify must be submitted with proposal.



TYPICAL ALLEY SECTION

NOT TO SCALE