

REQUEST FOR QUALIFICATIONS
ARCHITECTURAL and ENGINEERING SERVICES
for the
NORTH CENTRAL PLAN DEVELOPMENT

PURPOSE

Land Clearance for Redevelopment Authority of the City of St. Louis (LCRA) is seeking Statements of Qualifications from Architectural and Engineering firms for the purpose of surveying, planning and designing infrastructure improvements for a mixed use commercial/retail/residential development of an area approximately 30 acres in size, generally bounded by Cook Avenue on the north, Sarah Street on the west, C.D. Banks Avenue on the south and Vandeventer Avenue on the east. The development will be implemented in phases.

Funding for this project is provided by Community Development Block Grants administered by the U.S. Department of Housing and Urban Development. The successful proponent shall be responsible for ensuring that all design work complies with all applicable laws, regulations and ordinances, and any and all requirements of the funding sources.

SCOPE OF SERVICES

The project shall include horizontal and vertical surveys and associated mapping of existing infrastructure, detailed design, preparation of construction plans, cost estimates, specifications, and construction administration of new or modified streetscape infrastructure. The initial negotiation of services will entail all of the above activities except for construction administration which will be negotiated at a later date. Such infrastructure shall include streets, sidewalks, parks, utility modifications including determining the adequacy of storm and sanitary sewers and water lines, and landscaping. Of special note is the design of a new park, approximately 100 feet x 550 feet, to be sited near the center of the development. Infrastructure design efforts will explore designs which maximize neighborhood esthetics and which employ best green practices, especially in regard to the handling/retention of stormwater on site. In the course of performing the above work, the selected firm will obtain data from and will otherwise interact with various city agencies and public and private utilities. The selected firm should be familiar with Board of Public Service requirements for submission of street and alley vacation and dedication petitions. The overall projected project boundaries are shown on the attached map of the area.

LCRA is requesting the Architectural/Engineering firm/team qualifications and experience, including a history of similar assignments, to evaluate in a qualifications-based procurement process.

LOCAL BUSINESS PARTICIPATION

LCRA is committed to the growth and development of local disadvantaged small businesses. This commitment will, in the long term, result in a stronger, more dynamic local economy, increased revenue for City government, and greater opportunities for City-based business enterprises and City residents to succeed in the private sector segment of the economy.

If the lead consultant is not located in the City of St. Louis, the consultant will be encouraged to partner with a firm(s) located in the City to ensure local business participation in the project. LCRA encourages the formation of joint ventures or mentor-protégé relationships to achieve this objective.

SUBMISSION REQUIREMENTS

Interested firms are to submit their Statement of Qualifications to:

Otis Williams, Deputy Director
St. Louis Development Corporation
1015 Locust Street, Suite 1200
St. Louis, MO 63101

Eight (8) copies of the Statement of Qualifications, in 8.5"x11" letter-size format, including a copy of the firm's Form 330 must be received **by 3:00 p.m. (central time) on December 12, 2008**. Elaborate special presentation brochures are not expected or desired. The following information should be included in your response for each firm or consultant team:

Consultant shall identify Team Composition in an organizational chart format which shall indicate relationships, firms, staff, and responsibility on the project.

NOTE: Team composition shall remain the same unless change is submitted and approved by the Executive Director, LCRA.

The Selection Committee will evaluate each Statement of Qualifications using the following criteria. Submittal shall be in the same sequential format as follows:

1. Experience, qualifications, and technical competence of the **Prime Consultant** relative to comparable design projects within last 5 years for which your company was the designer of record. Consultant to include start and completion dates and references w/names and phone numbers.
2. Experience, qualifications, and technical competence of **Project Manager** relative to projects described in Item 1. List firm if not firm submitting this proposal. Provide copy of current professional registration certificate from State of Missouri for Project Manager. List Project Manager's experience in managing projects funded through the Federal Transportation Program.
3. Experience, qualifications, and technical competence of **subconsultants** relative to comparable project within last 5 years. Include % of project completed by subconsultant.
4. Experience of team working together on prior projects. List projects if not included in Item 1. Provide dates, references with names and phone numbers.
5. Capability and capacity of the Consultant/Subconsultants to perform the work within time limitations. Include resource loaded schedule of all proposed on your team's organization chart. This should make it clear to the evaluator that the team has adequate resources and time to meet the schedule. List number of employees in your local office by employee classification (i.e. civil engineer – P.E., civil engineer, architect, electrical engineer, etc.)
6. Past record of Consultants/Subconsultant's performance with regard to quality of work, budget control, and ability to meet schedules on projects included in Items 1 and 4. Indicate contract completion dates and dates plans were accepted by the owner. Past record of client satisfaction.
7. Approach to project and any unusual issues/problems anticipated.
8. Understanding of special requirements, codes, and regulations pertinent to the project.
9. Consultant's plans for M/WBE participation (25% / 5%). (Complete attached DBE Utilization Plan Form and include with Statement of Qualifications.)

10. Indicate past record of meeting M/W/DBE goals for projects included in Item 1.

SELECTION PROCESS

A selection committee will be convened by LCRA to review the statements of qualifications submitted. The selection process may include additional criteria. LCRA reserves the right to reject any or all submittals; to select one or more respondents; to void this RFP and the review process and/or terminate negotiations at any time; to select separate respondents for various components of the scope of services; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate fees, rates and financial arrangements, etc; to establish further criteria for selection; to ask respondents to submit additional information or evidence of their qualifications and experience; to waive informalities in the proposals and in the proposal process; and to negotiate with respondents; to reject any and/or all proposals for any reason, in their sole discretion.

If you have any questions about this request, please contact Otis Williams by phone at (314) 622-3400.

MINORITY/WOMEN OWNED BUSINESS ENTERPRISE (M/WBE) PARTICIPATION:

The City of St. Louis is fully committed to involving M/WBE firms in meaningful roles. The Mayor's Executive Order 28 has established goals of 25% MBE and 5% WBE participation for this consultant contract. To that end, the LCRA will work with the City's Minority, Women, and Disadvantaged Business Enterprise Program Office located at the Airport to monitor M/WBE participation.

A copy of the MRCC (Missouri Regional Certification Committee) DBE Directory is available on the internet at www.mwdbe.org or by contacting the Airport DBE Office at 314-551-5000.

NON-DISCRIMINATION

LCRA is an Equal Opportunity Employer that does not discriminate on the basis of age, race, color, religion, sex, physical handicap, national origin, or sexual orientation. Any consultant(s) hired as a result of this RFQ shall not discriminate likewise nor be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this RFQ and any potential contract(s) that may result from it.

CITY OF ST. LOUIS
BOARD OF PUBLIC SERVICE
M/WBE UTILIZATION STATEMENT (PART B)

Policy: It is the policy of the City of St. Louis that minority and women-owned businesses, as defined in the Mayor's Executive Order of July 24, 1997, shall have an opportunity to participate in the performance of contracts utilizing City funds, in whole or in part. Consequently, the requirements of the aforementioned Executive Order apply to this contract.

Project and Bid Identification:

Contracting Agency: _____
Project Name: _____
Letting Number: _____ Date: _____
Contract MBE/WBE Goal: 25% MBE and 5%WBE Participation
Total Dollar Amount of Prime Contract: \$ _____
Total Dollar Amount of Proposed MBE: \$ _____ Percent MBE _____
Total Dollar Amount of Proposed WBE: \$ _____ Percent WBE _____

Obligation: The undersigned certifies that (s)he has read, understands and agrees to be bound by the bid specifications, including the accompanying exhibits and other items and conditions of the request for proposals regarding minority and women business enterprise utilization. The undersigned further certifies that (s)he is legally authorized by the respondent to make the statements and representations in the M/WBE Forms and Exhibits and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned will enter into formal agreements with the minority/women business enterprises listed in the Subcontractor List, which are deemed by the City to be legitimate and responsible. The undersigned understands that if any of the statements and representations are made by the respondent knowing them to be false, or if there is a failure of the successful respondent to implement any of the stated agreements, intentions, objectives, goals and commitments set forth herein without prior approval of the City, then in any such events, the contractor's act or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the City to terminate the contract for default. The right to so terminate shall be in addition to, and not in lieu of, any other rights and remedies the City may have for other defaults under the contract. Additionally, the contractor may be subject to the penalties cited in Section Twelve of the Mayor's Executive Order #28

Assurance: I, acting as an officer of the undersigned bidder or joint venture bidders, hereby assure the City that on this project my company will (check one):

- _____ Meet or exceed contract award goals and provide participation as shown above.
_____ Fail to meet contract award goals but will demonstrate that good faith efforts were made to meet the goals and my company will provide participation as shown above.

Name of Prime Contractor(s): _____

Prime Contractor Authorized Signature

Title

Date

**CITY OF ST. LOUIS
BOARD OF PUBLIC SERVICE
M/WBE UTILIZATION STATEMENT (PART B)**

On the spaces provided below, please list each M/WBE firm proposed for utilization on this contract. Use additional sheets as necessary.

NAME OF FIRM

ESTIMATED AMOUNT
