

REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES:

PHASE I: STORMWATER NEEDS ASSESSMENT

**PHASE II: STORM WATER MASTER PLAN WITH CONCEPTUAL
DESIGN & COST ESTIMATES**

**PHASE III: STORM WATER PROJECTS: PROJECT DESIGN
DEVELOPMENT AND FINAL PLANS/SPECIFICATIONS/BID
DOCUMENTS**



City of Ladue
Department of Public Works
9345 Clayton Road
Ladue, MO 63124

DECEMBER 2014

I General Community Information

The City of Ladue has an estimated population of 8600 within its nine square miles. The City is located minutes from St. Louis City and is accessible from interstates I-64/40 and I-170. Established in 1936, the City of Ladue is a residential community that prides itself on preserving its unique character and quality of life by adhering to the City's Comprehensive Plan and Zoning Ordinance. Ladue is highly regarded for its rural and open feel within an urbanized perimeter as well as the variety of premium quality, unique homes. The City of Ladue is located entirely within the Deer Creek Watershed and comprises 22% of the total area of the watershed. There are 22 center line miles of public roadways and over 60 miles of private lanes. Approximately 5% of the City land area is zoned for commercial development. The City has several very successful business districts which are home to a variety of specialty retail businesses and unique dining locales.

II Project Background and Overview

The City of Ladue has decided to begin cataloging and addressing stormwater concerns and complaints that exist throughout the City. This Request for Qualifications (RFQ) is being issued for engineering services to be provided to the City of Ladue, Missouri for a three-phased Citywide Stormwater program. This RFQ is intended to gather pertinent information concerning the ability of consultants to meet the needs of the City. We expect that the consultant chosen will be experienced in the type of stormwater planning and engineering services required by municipalities.

The City will initially contract with the selected consultant for Phase I of the project. Based upon consultant performance in Phase I, the City will determine whether or not to contract for the future phases with the Phase I consultant. In the event the consultant selected for Phase I is not chosen for the future phases, the Statements of Qualifications received in response to this RFQ will be utilized in selecting the consultant for the future phases.

- PHASE I: STORMWATER NEEDS ASSESSMENT (March 2015 – September 2015)
 - The City of Ladue is committed to first assessing the needs of the community by soliciting for information from the property owners of the community through both written communication and public engagement. Existing information from both MSD and the City's complaint records will be utilized in addition to property owner feedback to identify existing stormwater problem areas. Some analysis of the feedback will be required in order to map proposed project locations.
- PHASE II: STORM WATER MASTER PLAN WITH CONCEPTUAL DESIGN & COST ESTIMATES (Fall 2015 – Summer 2016)
 - After the problem areas are identified and prioritized in Phase I, basic concept solutions will need to be identified. Based on the project prioritization, concept design and cost estimates will be required for key projects. A schedule will need to be developed for implementation.

- PHASE III: STORM WATER PROJECTS: PROJECT DESIGN DEVELOPMENT, EASEMENT EXHIBITS, AND FINAL PLANS/SPECIFICATIONS/BID DOCUMENTS (Summer 2016 - 2021)
 - After the planning phases have been completed, the City anticipates funding the highest priority projects over a five-year period before a reevaluation is required. The consultant will develop construction plans and specifications as well as any required easement exhibits, legal descriptions, or maintenance agreements required for the implementation of the highest priority projects.

IV Statement of Qualifications (SOQ) Requirements

One hard copy and one electronic copy e-mailed in a .PDF format to alamitola@cityofladue-mo.gov) of the SOQ should be submitted. The SOQ should be labeled “City of Ladue Stormwater Engineering Services” and mailed or delivered to the City of Ladue – Public Works Department, attn.: Anne Lamitola, 9345 Clayton Road, Ladue, MO 63124. Hand delivered submittals should be delivered to the Public Works Building, one building north of City Hall on the municipal campus located at 9345 Clayton Road. The SOQ must be received by 2:00 p.m. (CST) January 8, 2015. The SOQ shall be limited to **15 pages** including the cover letter and shall include the following information:

- A. Cover Letter including contact information of consultant point of contact
- B. Qualifications & Experience
 - Overall company qualifications, including capacity of firm
 - Description of the project team (including any sub-consultants), including roles and responsibilities, specific qualifications of key team members, including resume for project manager
 - Experience of consultant and project team related to storm water projects; include the names of clients, brief project description, and the project team’s involvement.
- C. Proposed Methodology/Approach
 - Project Understanding
 - Unique and creative technical approaches that will enhance the project outcomes, deliverables, and schedule
 - List & describe major phases or tasks to be performed for the project

V Selection Process

The SOQ’s will first be evaluated by the City’s review committee consisting of various City personnel. The criteria that will be utilized to score the SOQ’s are:

- Qualifications of firm (25 points)
- Qualifications for Project Manager and Project Team (25 points)
- Relevant Storm Water Experience (25)
- Methodology/Approach (25)

After all SOQ's are evaluated and scored, a short-list of three firms will be established. The Selection Committee will conduct interviews of the three short-listed firms on January 28, 2014 who will then make a recommendation to the Ladue City Council of a consultant for approval at the February 17, 2015 City Council meeting.

VI Anticipated Project Timeline

RFQ Issued:	December 8, 2014
RFQ Informational Meeting:	December 17, 2014 at 9:00 a.m.
RFQ Response Due Date:	January 8, 2015 at 2:00 p.m.
Short list notification:	January 20, 2015
Consultant Interviews:	January 28, 2015
Phase I Scoping meeting:	February 4, 2015
City Council meeting (Award of Contract):	February 17, 2015
Phase I: approximately 6 months	March 2, 2015 – September 4, 2015
Phase II: approximately 9 months	Fall 2015 – Summer 2016
Phase III: five-year implementation	Summer 2016 - 2021

VII Anticipated Scope of Work – Phase I

As stated in the background information section, Phase I will consist of assessing the stormwater needs and concerns of the community. The anticipated scope of work will include the following:

- 1) Attend Kick-off meeting with City Project Manager and other City team members
- 2) Develop Stormwater Concern Form for distribution to residents (by City) for the purpose of collecting and documenting stormwater problems
- 3) Review existing stormwater studies, reports, complaint logs obtained provided by the City and obtained from MSD
- 4) Conduct, in conjunction with the City Project Manager, up to three public meetings designed to inform citizens of the needs assessment and to collect information on stormwater problem areas
- 5) Perform necessary field visits to analyze problem areas identified in items three and four above
- 6) Develop an evaluation system for storm water concerns that includes distinguishing between public and private problems
- 7) Prepare preliminary stormwater needs assessment including plotting problem areas on map of City; potentially by category
- 8) Present preliminary stormwater needs assessment to City staff
- 9) Incorporate City review comments into Final Stormwater Needs Assessment
- 10) Present Final Stormwater Needs Assessment to City Council

VIII Additional Information

The City reserves the right to amend the RFQ, not award a contract for requested services, waive any irregularities or informalities in any SOQ, and accept the consultant deemed to be the most beneficial to the public and the City of Ladue.

The City will not pay any costs incurred in the preparation, printing, interview, or negotiation process. All costs associated with preparing and presenting statements of qualifications shall be borne by the proposing consultant.

This Request for Qualifications is not a contract or a commitment of any kind by the City and does not commit the City to award a contract or to pay any costs incurred in the submission of a SOQ.

SOQ's may be modified or withdrawn prior to the time and date specified for SOQ submission by formal written notice from an authorized representative of the applicant. SOQ's submitted will become the property of the City after the SOQ submission deadline and may be released as public documents after that time.

The selected consultant will be required to furnish a Certificate of Insurance as required in Attachment One.

VIII Contact Information

Questions about this RFQ can be presented at the optional informational meeting being held on December 17, 2014 at 9:00 am in the Public Works Conference Room located in the Public Works Building on the municipal City campus located at 9345 Clayton Road, Ladue, MO 63124.

Any other question regarding this Request for Qualifications shall be directed to:

Anne C. Lamitola, P.E.

Director of Public Works

Project Manager for Stormwater Needs Assessment

City of Ladue, MO

9345 Clayton Road

Ladue, MO 63124

314-993-5665

alamitola@cityofladue-mo.gov

Thank you for your consideration and interest in performing engineering services for the City of Ladue's Stormwater program.