

REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES:

- A) ADA SELF EVALUATION
- B) ADA TRANSITION PLAN



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

MARCH 2017

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 Municipal Government Structure and Facilities

The City of Ladue has 87 fulltime employees and three part-time employees. The Departments of the City are the Fire Department, Police Department, Administration Department, Public Works Department, and the Building Department. There is one small municipal park; Rodes Park. Buildings owned and maintained by the City are:

- City Hall; houses Administrative Department, various City meetings, municipal court
- Building Department; houses the Building Department staff, ARB meetings
- Public Works Department complex (three buildings, one of which is open to the public), houses the Public Works Department and maintenance yard
- Police Department Building; houses the Police Department and Dispatch Center
- Fire House Number 1; under construction with projected completion August 2017; first level space occasionally open to the public
- Fire House Number 2; completed in Fall 2014; first level space occasionally open to the public.

Programs operated by the City include municipal meetings which are held in the various City owned buildings. The City organizes an annual special festival event which in 2017 will be held, in part, on public right-of-way.

III Project Background and Scope of Services Overview

The City has identified the need for the identification of ADA barriers within the public rights-of-way for the purpose of creating an ADA transition plan. This plan is a requirement of ADA as set forth by the United States Department of Justice. To achieve this goal, the City of Ladue will contract with an engineering firm, as identified through a Qualifications Based Selection, to conduct an ADA self-evaluation and develop an ADA transition plan.

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 ADA self-evaluation analysis and development of ADA transition plans as required by municipalities.

The draft scope of services has been developed as follows:

- Review of policies, programs, and services to identify barriers to access
- Development of policies, practices, and procedures to comply with ADA administrative requirements for municipalities including development of the grievance procedure, designating an ADA coordinator
- Aid the City in obtaining Public input regarding ADA self-evaluation and prioritization
- Evaluate municipal owned buildings and parking areas, as outlined in section II, for ADA compliance
- Identify physical obstacles in public right-of-way with respect to ADA requirements including curbs, sidewalks, driveways, crosswalks, and one traffic signals
 - Obtain data through field evaluation
 - Input data into City GIS system
- Describe corrective measures and develop schedule to remove barriers on right-of-way and City owned buildings.
 - Schedule shall be prioritized per criteria specifically developed for Ladue and will be based on proximity to highly used areas, public transportation, and other factors as determined through the self-evaluation & public input process

IV Statement of Qualifications (SOQ) Requirements

One electronic copy e-mailed in a .PDF format to alamitola@cityofladue-mo.gov of the SOQ should be submitted

One hard copy shall be submitted to the City of Ladue – Public Works Department, attn.: Anne Lamitola, 9345 Clayton Road, Ladue, MO 63124. The SOQ should be labeled “City of Ladue – ADA self-evaluation and transition plan”.

The SOQ must be received by 2:00 p.m. (CST) March 30, 2017. The SOQ shall be limited to **5 pages**, including any cover letter, and shall include the following information:

A. Qualifications & Experience

- Overall company qualifications
- Brief statement on capacity of firm
- Description of the project manager and team (including any sub-consultants), including roles and responsibilities, specific qualifications of key team members
- Experience of consultant and project team related to ADA self-evaluations and transition plans; include the names of clients, brief project description, and the project team’s involvement.

B. 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 ADA experience (25)
- Methodology/Approach (25)

The scored SOQ's will be then reviewed by the Public Works Committee for selection. It is anticipated that final contract approval will occur at the April 24, 2017 City Council meeting.

VI Anticipated Project Timeline

RFQ Issued:	March 9, 2017
RFQ Response Due Date:	March 30, 2017 at 2:00 p.m.
Public Works Committee meeting:	April 5, 2017
Scoping meeting:	April 7, 2017
City Council meeting (Award of Contract):	April 24, 2017 at 4:00 pm
ADA self-evaluation, public comment	Spring & Summer 2017
Development of transition plan	Fall 2017

VII 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.

VIII Contact Information

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

Anne C. Lamitola, P.E.

Director of Public Works

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.