

# **REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES:**

**CONSTRUCTION DRAWINGS FINAL  
PLANS/SPECIFICATIONS/BID DOCUMENTS**



**City of Ladue**  
Building Department  
9345 Clayton Road  
Ladue, MO 63124

January 2021

## 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 address the needs and functioning of the Building and Public Works Department office spaces. This Request for Qualifications (RFQ) is being issued for architectural services to be provided to the City of Ladue, Missouri for a complete design for the ability to bid and construct. 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 commercial tenant finish planning and architectural services required by municipalities.

The City will contract with the selected consultant for the project.

- FINAL PLANS/SPECIFICATIONS/BID DOCUMENTS
  - The consultant will develop construction plans and specifications as well as bid documents as required for renovations to the Building and Public Works Department Buildings.

## III Statement of Qualifications (SOQ) Requirements

One hard copy and one electronic copy e-mailed in a .PDF format to [rstewart@cityofladue-mo.gov](mailto:rstewart@cityofladue-mo.gov) of the SOQ should be submitted. The SOQ should be labeled "City of Ladue Building Department and Public Works Lunch/Locker room Remodel" and mailed or delivered to the City of Ladue – Building Department, attn.: Roger Stewart, 9345 Clayton Road, Ladue, MO 63124. Hand delivered submittals should be delivered to the Building Department west side on the municipal campus located at 9345 Clayton Road. The SOQ must be received by 2:00 p.m. (CST) February 12, 2021. One electronic copy should also be emailed to [rstewart@cityofladue-mo.gov](mailto:rstewart@cityofladue-mo.gov). The SOQ shall be limited to **5 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 building renovation 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

**IV 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 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 in March who will then make a recommendation to the Ladue City Council of a consultant for approval at the April City Council meeting.

**V Anticipated Project Timeline**

RFQ Issued:	January 15, 2021
RFQ Informational Zoom Meeting:	January 27, 2021 at 11:00 a.m.
<b>RFQ Response Due Date:</b>	February 12, 2021 at 2:00 p.m.
Short list notification:	February 24, 2021
Consultant Interviews:	March first week 2021
Phase I Scoping meeting:	March 15, 2021
City Council meeting (Award of Contract):	April 26, 2021
III: Final Plans	Early Summer 2021

**VI 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.

## **VII Contact Information**

Questions about this RFQ can be presented at the optional informational meeting being held on January 27, 2021 at 11:00 am Via Zoom.

*Topic: RFQ Informational on Building and Public Works Department Remodel  
Time: Jan 27, 2021 11:00 AM Central Time (US and Canada)*

*Join Zoom Meeting*

<https://us02web.zoom.us/j/87535989811>

*Meeting ID: 875 3598 9811*

*One tap mobile*

*+19292056099,,87535989811# US (New York)*

*+13017158592,,87535989811# US (Washington D.C)*

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

Roger Stewart, CBO

Building Commissioner

City of Ladue, MO

9345 Clayton Road

Ladue, MO 63124

314-997-6308

[rstewart@cityofladue-mo.gov](mailto:rstewart@cityofladue-mo.gov)

Thank you for your consideration and interest in performing architectural services for the City of Ladue's Building and Public Works Departments.