

REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES:

ON-CALL ENGINEERING:

- Beautification: Landscape Architecture, Parks/Trails
- Roadway/ROW Rehabilitation & Reconstruction
 - Traffic Studies and Analysis
 - Surveying & Mapping



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

APRIL 2018

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 a variety of engineering needs and therefore is inviting select engineering firms to submit qualifications for professional services for a variety of services in the City of Ladue, Missouri. The scope of work for projects may include but is not limited to the following categories:

- Beautification: Landscape Architecture & Parks/Trails
- Roadway/ROW Rehabilitation and Reconstruction, including Sidewalks, Bridges, Culverts, and ADA compliance
- Traffic Studies and Analysis
- Surveying and mapping

The City of Ladue will review the qualifications provided by firms for use in selecting two or three firms in each category listed above. You may provide qualifications for any or all of the categories. Below you will find the format required for the submittal. The City will be evaluating each firm based on the information provided in each category of the qualification. There will be no bias based upon the number of categories in which a consultant submits qualifications. In fact, specialty firms tend to perform better within their niche, rather than trying to qualify in multiple categories.

It will be at the discretion of the City how the firms are selected and used for specific projects. Successful firms will be asked to enter into hourly-rate contracts that will be used for a term of three years. One or all firms may be used at one time or another depending on circumstances surrounding the particular project or work task. Individual project scope and fee agreements will be developed for each project.

III Statement of Qualifications (SOQ) Requirements

Two hard copies 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 On-Call Engineering" 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) May 3, 2018**. The SOQ shall be limited to **eleven (11) pages including the cover letter, printed single-sided on 8.5"x11" sheets with a font size of 11-point**. If firm is submitting on more than one category, then a maximum of **nine (9)** additional pages may be submitted per project category

The SOQ shall include the following information:

A. Cover Letter which shall include: (2-page limit)

- Categories in which firm is submitting
 - Beautification: Landscape Architecture & Parks/Trails
 - Roadway Rehabilitation and Reconstruction, including Sidewalks and ADA compliance
 - Traffic Studies and Analysis
 - Surveying, Mapping, and GIS
- Basic Information (short answers preferred, using the outline provided)
 - Firm name
 - Local office location(s)
 - Years in business (corporate and local)
 - Number and disciplines of local employees
 - Names of principals
 - Professional services provided by the firm
 - Primary contact's phone number and email address

B. Related Project Experience (3-page limit)

- Indicate the prior experience of your Firm, and sub-consultants, in providing professional engineering services on projects of similar scope and magnitude; include the names of clients, client contact information, and brief project descriptions. Projects must have been completed within the past five years.
- List the services provided and indicate the cost therefore.

C. Project Team/Personnel & Capacity/Capability (3-page limit)

- Describe the project team organization; identify roles and responsibilities, and specific qualifications/expertise of key team members,
- Provide project team capacity; identify the number and discipline of the personnel available to the project from the Firm and sub-consultants.
- Provide existing workload and availability information for the Firm and sub-consultants.

D. Proposed Methodology/Approach (3-page limit)

- Project category understanding.
- Describe your familiarity with the City of Ladue and its unique circumstances, and how you are qualified to take on those challenges. (paragraph form)
- The specialized experience and technical competence with respect to the type of services that the firm is submitting for

IV Selection Process

The SOQ's will 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:

- Prime consultant qualification (25 points).
- Relevant Experience (25).
- Qualifications of the Project Manager and Project Team (25 points).
- Methodology/Approach (25).

Firms will be ranked based on the SOQ received using the point system above for each qualification. Once firms are selected, hourly rate contacts will be negotiated for a three-year period. As projects arise, the scope and fee will be negotiated on a project by project basis.

V Anticipated Project Timeline

RFQ Issued:	April 12, 2018
RFQ Response Due Date	May 3, 2018 at 2:00 p.m.
Selection committee review	May – June 2018
City Council Awards Contracts	June 25, 2018

VI Anticipated Scope of Work

Individual scope and fee agreements will be developed for each project. The following outlines additional information about the four categories of work as well as general scope information that could apply to any of the project categories.

LANDSCAPE ARCHITECTURE, PARKS/TRAILS, BEAUTIFICATION, AND PEDESTRIAN FEATURES

- Landscape/hardscape design
- Coordination/assistance with various beautification groups for public/private partnerships

ROADWAY/ROW CORRIDOR REHABILITATION AND RECONSTRUCTION, INCLUDING SIDEWALKS, BRIDGES, CULVERTS AND ADA COMPLIANCE

- Pavement, sidewalk, ADA ramp, culvert, and bridge evaluation
- Roadway drainage analysis

TRAFFIC STUDIES AND ANALYSIS

- Traffic studies
- Parking studies
- Signal timing and programming
- Intersection Analysis
- Crosswalk Analysis

SURVEYING, MAPPING, AND GIS

- Preparation of various surveys including Boundary, ROW, Topographic, Site, Roadway
- Property research
- Construction staking
- Development of maps
- Data collection and/or update of Geographic Information Systems (GIS)
- Preparation of right of way plats and legal descriptions

WORK CATEGORIES COULD INCLUDE ANY OF THE FOLLOWING COMPONENTS

- Development of conceptual plans, alternatives and/or cost estimates
- Preparation of plans, estimates and specifications for construction
- Permitting and utility coordination
- Development of right of way plans or easements
- Right of way acquisition
- Grant writing and procurement
- Attend City meetings as needed
- Public engagement

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 consultants 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.

Selected consultants will be required to furnish a Certificate of Insurance as required by the City.

VIII Contact Information

Questions regarding this Request for Qualifications shall be in writing, and shall be sent by electronic mail to:

Anne C. Lamitola, PE
Director of Public Works
City of Ladue, MO
alamitola@cityofladue-mo.gov

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