

**REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)
FOR CIVIL ENGINEERING, ARCHITECTURAL, AND OTHER PROFESSIONAL SERVICES
Issued November 7, 2016 - Submissions due December 7, 2016**

PURPOSE

St. Louis Development Corporation (SLDC) is seeking Statements of Qualifications for civil engineering, architectural, and other professional service disciplines for the purpose of establishing a short-list of prequalified firms from which SLDC and its constituent agencies may seek such professional services. Constituent agencies include SLDC, Land Reutilization Authority of the City of St. Louis (LRA), City of St. Louis Port Authority (Port), Planned Industrial Expansion Authority of the City of St. Louis (PIEA), and Land Clearance for Redevelopment Authority of the City of St. Louis (LCRA). Hereafter, "SLDC" shall refer to SLDC and any one of its constituent agencies either individually or collectively. Pending approval of the selected firms by the SLDC Board of Directors and by each of its constituent agencies, the short-list will be in effect until December 31, 2021.

The short-list may include firms that are qualified in one or more of each of the following disciplines: Civil Engineer, Structural Engineer, Architect, Geotechnical Engineer, Land Surveyor, Transportation Engineer, Cartographer, Communications Engineer, Construction Inspector, Construction Manager, Cost Engineer/Estimator, Electrical Engineer, Geographic Information System Specialist, and Security Specialist.

SCOPE OF SERVICES

Firms may seek to be included on the short-list for all of the services that it can provide. Firms may also seek inclusion on the short-list for just one or a few of these service categories:

1. Out-boundary plats/surveys of individual parcels and/or project areas
2. Preparation of legal descriptions certified for title insurance purposes and suitable for recording
3. Topographic, contour, and/or elevation surveys
4. Aerial surveys
5. Mapping associated with any assignment, if required
6. Engineered drawings for street or alley vacations, requiring familiarity with submission requirements to the Board of Public Service for vacation petitions
7. Utility surveys and costs estimating, requiring interaction with public and private utility organizations
8. Cost estimate verification
9. Value Engineering reviews/studies
10. Construction inspections and observations
11. Construction Management Services for various construction contracts including large-scale, multi-million dollar contracts for construction of roads, bridges, buildings and other public improvements
12. Design Engineering for public improvement projects including roads, bridges, buildings, etc
13. Structural inspections of public improvements including roads, bridges, buildings, etc
14. Geological/subsurface investigations of real estate
15. Graphic Information System technical assistance with expertise in ESRI solutions
16. Security and video surveillance system design and technical assistance

SUBMISSION FORMAT

Five (5) paper copies of the Statement of Qualifications, in 8.5"x11" letter-size format, and one electronic copy in a PDF format (scanned copies of all submitted pages) must be received by 3:00 P.M. (St. Louis time) on Wednesday, December 7, 2016.

Statements of Qualifications should be delivered to:

**Rob Orr, Director of Major Projects & Engineering
St. Louis Development Corp.
1520 Market Street, Suite 2000
St. Louis, MO 63103**

Required submittals in the order they should be compiled:

1. Cover letter – Maximum of one page
2. *All parts of the "Statement of Qualifications – Response Form"

Required attachments per "Statement of Qualifications – Response Form":

1. **Part II only of the "Architect-Engineer Qualifications, Standard Form 330"
2. Abbreviated resumes of senior and key personnel; not to exceed four pages

If applicable, required attachments listed in the "Statement of Qualifications – Response Form":

1. Proof of certification as a Minority-owned, Women-owned, or Disadvantaged business enterprise, if applicable
2. Detailed description of all pending lawsuits, if applicable
3. Detailed description of all disciplinary actions taken by the Missouri Division of Professional Registration against the firm or any of its key persons, if applicable
4. Detailed description of any EEO or OSHA violations, antitrust violations, or other regulatory citations, if applicable
5. Detailed description of any federal, state, or city tax liens against the firm, if applicable

Optional attachments:

1. Abbreviated resumes of personnel who could provide ongoing part-time civil engineering and project management assistance to SLDC, if applicable; not to exceed two pages
2. No more than one page (two-sided) of any printed advertising; must be on letter-sized paper

*The "Statement of Qualifications – Response Form" must be downloaded from SLDC's RFQ website. It is a fillable PDF. Do not submit handwritten forms.

**The "Architect-Engineer Qualifications, Standard Form 330, Part II" must be downloaded from the GSA Forms Library. It is a fillable PDF. Do not submit handwritten forms.

LIVING WAGE ORDINANCE

Firms selected for the short-list shall agree to comply with Living Wage Compliance Provisions and with the regulations for the entire term of any contract or agreement with SLDC and shall submit the reports required by the regulations for each calendar year or portion thereof during which such contract or agreement is in effect. Copies of the Ordinance and Regulations may be obtained on the City's website:

<https://www.stlouis-mo.gov/government/departments/supply/documents/upload/4-1-16-Living-Wage-Rates.pdf>

MBE/WBE/DBE PARTICIPATION

Under the Mayor's Executive Order 28, as amended, the City of St. Louis has established the goals of at least 25% Minority-owned Business Enterprise (MBE) participation and at least 5% Women-owned Business Enterprise (WBE) participation of the original agreement amount in contracts where agency funds are expended. These goals remain in effect throughout the life of the agreement. When an agreement is executed with MBE/WBE participation less than the minimum goal, the consultant shall continue good faith efforts throughout the life of the agreement to increase the MBE/WBE participation to meet the minimum goals. The consultant shall complete and submit a request for waiving the goals in situations where the goals cannot be met.

For projects financed with Federal funds, the consultant shall comply with Federal Disadvantaged Business Enterprise (DBE) instead of MBE/WBE.

SELECTION PROCESS

A selection committee will be convened to review the statement of qualification(s) and submittals from each firm, to score all submittals and to select a set of firms scoring within a range adopted by the selection committee. Firms may or may not be interviewed by the selection committee at its sole discretion. Upon completion of its review of the responses, the selection committee shall select the firms it deems best qualified according to the criteria described above for the short-list of approved firms from which SLDC may secure professional services.

The criteria for evaluating responses to this RFQ will be the following:

- Specialized experience, qualifications and technical competence of the firm, its principals, project manager and key staff;
- Capacity and capability of the firm to perform the work within specified time periods;
- Past performance record of the firm as to quality, timeliness, professionalism and cost control;
- Physical proximity of the firm's office(s) to the City of St. Louis;
- MBE/WBE certification or collaboration experience with MBE/WBE firms;
- Other items which may arise during the review or interview process

SLDC reserves the right to modify or eliminate certain criteria or establish further criteria for evaluation of proposals, to require additional submissions, to waive any informalities in submissions, to modify its selection process, and to reject any or all proposals.

Questions regarding this RFQ should be directed to Rob Orr via email: OrrR@stlouis-mo.gov no later than 3:00 p.m. on Wednesday, November 23, 2016. If the Authority chooses to respond to any question(s), responses will be posted on the RFQ website no later than 3:00 p.m. on Wednesday, November 30.

Any communications relating to this RFQ, written, oral, electronic or otherwise, between firms submitting statements of qualifications in response to this RFQ (including their agents and family members) and SLDC, its constituent agencies and/or their respective staff, employees, commissioners, agents, directors, officials or officers is strictly forbidden during the time that Selection Committee deliberations are taking place EXCEPT when responding to a direct inquiry from the Selection Committee or during an interview with the Committee. Firms violating this admonition will be disqualified. Members of the selection committee will be expected to submit a personal statement of personal/private interest as required by applicable law.

NO GUARANTY OF WORK

It should be understood by all firms submitting responses to this RFQ, and by those firms ultimately selected for the short-list, that no firm can or will be guaranteed any amount or type of work during the period of time the short-list is in effect. When SLDC requires professional services, it may, in its sole unrestricted discretion, without offering the work to any other firm on the short-list, make an award to a firm on the short-list as it deems best qualified, most ready, willing and able to perform in a timely manner and/or most familiar with the subject real estate or project. Alternatively, SLDC may decide to take oral or written bids from one or more of the short-listed firms for a specific project.

Moreover, for certain projects deemed by SLDC to be particularly complex, time sensitive or of particular importance, SLDC reserves the right, in its sole, unrestricted discretion, to publicly issue a separate RFP and/or RFQ, unrestricted by the short-list. Moreover, SLDC reserves the right to reconstitute the short-list at any time acting in its sole unrestricted discretion.