

# REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES:

## ON-CALL ENGINEERING & CONSULTING SERVICES:

- Beautification: Parks, Trails, and Landscape Architecture
  - Roadway/Sidewalks/ADA
- Stormwater: Bank Stabilization, Infrastructure, and other
  - Traffic Studies and Analysis
  - Surveying & Mapping



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

February 1, 2024

## **I General Community Information**

The City of Ladue has an estimated population of 8900 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 twenty-two center line miles of public roadways and over sixty miles of private lanes. Approximately 5% of the City land area is zoned for commercial development. The City has several remarkably 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: Parks, Trails, and Landscape Architecture
- Roadway/Sidewalks/ADA including pavement design, roadway projects, sidewalks/ADA
- Stormwater: Bank Stabilization, Infrastructure, Bridges, Culverts, Flood buyout assistance, and miscellaneous
- Traffic Studies and Analysis
- Surveying and mapping

The City of Ladue will review the qualifications provided by firms for use in selecting varying numbers of firms for each category. It is anticipated that the City will select two or more firms for the Beautification, Roadway/Sidewalks/ADA, and Stormwater categories, and one or potentially two consultants for each of the remaining categories: Traffic Engineering and Surveying. There could be up to five consultants elected for the Stormwater category. 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. 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](mailto:alamitola@cityofladue-mo.gov) of the SOQ should be submitted. The SOQ should be labeled "City of Ladue On-Call Engineering Consulting Services" and mailed or delivered to the City of Ladue –attn.: Anne Lamitola, 9345 Clayton Road, Ladue, MO 63124. Hand delivered submittals should be delivered to Ladue City Hall on the municipal campus located

at 9345 Clayton Road. The SOQ must be received by **2:00 p.m. (CST) March 7, 2024**. The SOQ shall be limited to **eight (8) pages including the cover letter, printed single-sided on 8.5"x11" sheets with a font size of 11-point**. If a firm is submitting on more than one category, then a maximum of **six (6)** additional pages may be submitted per additional project category.

The SOQ shall include the following information:

- Cover Letter which shall include the specific categories in which the firm is submitting.
    - Beautification: Parks, Trails, and Landscape Architecture
    - Roadway/Sidewalks/ADA including pavement design, roadway projects, sidewalks/ADA
    - Stormwater: Bank Stabilization, Infrastructure, Bridges, Culverts, Flood buyout assistance, and miscellaneous
    - 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
- A. Related Project Experience
- 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 provide budget & cost information if available.
- C. Project Team/Personnel & Capacity/Capability
- 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
- Specialized experience and approach to on-call/task order engineering projects with emphasis on the applicable project category.
  - Describe your familiarity with the City of Ladue and its unique circumstances, and how you are qualified to take on those challenges.

#### **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 SOQs 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:	February 1, 2024
<b>RFQ Response Due Date</b>	<b>March 7, 2024 at 2:00 p.m.</b>
Selection committee review	March/April 2024
City Council Awards Contracts	May 20, 2024
Contract period	July 1, 2024 – June 30, 2027

#### **VI Anticipated Scope of Work**

Individual scope and fee agreements will be developed for each project.

For the Stormwater Category, the City anticipates issuance of an Invitation to Interview to one or more of the on-call firms under contract, for projects that are identified in the Stormwater Master Plan update. This will take place on a project-by-project basis.

The following outlines additional information about the five categories of work as well as general scope information that could apply to any of the project categories:

#### **BEAUTIFICATION: PARKS, TRAILS, AND LANDSCAPE ARCHITECTURE**

- Parks projects including sidewalks, pedestrian features, trails, park amenities design
- Landscape/hardscape design
- Coordination/assistance with various beautification groups for public/private partnerships

#### **ROADWAY/SIDEWALKS/ADA**

- Pavement design and roadway projects
- Sidewalk projects; replacement for ADA compliance, Sidewalk and trail planning, new sidewalk design

#### **STORMWATER**

- Stormwater design including drainage analysis, bridge and culvert evaluation, conveyance system improvements, stream bank stabilization, stormwater infrastructure projects, flood buyout assistance, and miscellaneous drainage related projects
- The City is in the process of updating the Stormwater Master Plan. As projects are identified, the City anticipates issuing an Invitation to Interview to one or more firm from the on-call firms that are under contract with the City as a result of this RFQ.

#### **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. SOQs 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](mailto:alamitola@cityofladue-mo.gov)

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