



REQUEST FOR QUALIFICATIONS

Prequalification List for:

Engineering Services
Landscape Architecture Services
Architectural Services
Planning Services
Surveying Services

SUBMITTAL DUE DATE: Friday, November 1, 2019
3:00 p.m. Central Standard Time

SUBMITTAL VIA: Great Rivers Greenway website (.pdf format)

Questions or information related to this request should be directed to the GRG website (link will be provided). Questions are due to GRG by Monday, October 14, 2019 by 5:00pm Central Standard Time.

Issue Date: October 3, 2019

BACKGROUND

The Metropolitan Park and Recreation District, d/b/a the Great Rivers Greenway District (“GRG”), is seeking the services of qualified professionals in the following fields:

- Engineering Services
- Landscape Architecture Services
- Architecture Services
- Planning Services
- Survey Services

Firms must indicate clearly in their submittal which category of services they are able to provide. GRG also requests firms to identify their specific skills within those categories identified using the table found in Attachment 1. Submittals are welcome from firms competent in any or all of the disciplines noted above. GRG seeks individual firm submissions and not team submittals. While recognizing that multi-disciplined teams may need to be formed for a specific project, **this initial qualifications submittal is for individual firms only and not team submittals.** Typical GRG projects include, but are not limited to, greenway planning with substantial stakeholder and public involvement, engineering and construction of on-road bicycle facilities, off-road multi-use bike and pedestrian trails, parks, trailheads and trail amenities including landscape and hardscape, parks and greenways.

GRG staff will rely primarily on the list of qualified vendors (“Prequalification List”) that are approved through this Request for Qualifications (“RFQ”) in the selection of consultants for most projects. Please note, however, that vendors used for projects associated with GRG’s **Chouteau Greenway project** will be selected from a separate Vendor List RFQ that was approved in June 2019. Firms interested in all other GRG projects must respond to this Prequalification List RFQ.

The list of qualified vendors under this RFQ will be in effect from 1/1/20 through 12/31/22.

Firms on GRG’s current 2019-2020 Vendors List are required to resubmit updated information to GRG in response to this RFQ in order to be considered for work in the 2020-2022 timeframe. It is understood that placement on the Prequalified List does not guarantee selection for work.

ABOUT GRG

GRG is a regional public agency serving the City of St. Louis, St. Louis County and St. Charles County. Great Rivers Greenway connects the St. Louis region with greenways, making it a vibrant place to live, work, and play.

The agency is operated by a 25 member staff governed by a 12 member board that is appointed by the Executives of St. Louis City, St. Louis County and St. Charles County. Staff members work within three groups to Build, Promote and Sustain the

greenways. More information on GRG can found online at:
<http://www.GreatRiversGreenway.org/>

GUIDELINES AND STANDARDS

GRG has issued a variety of guidelines and standards related to community engagement, greenway design, maintenance, signage and more. Firms may wish to review these documents in order to understand the latest GRG guidelines and standards.

More information can be found online at:
<https://greatriversgreenway.org/design-guidelines/overview/additional-design-resources/>

The listing includes the following:

- Trail Design Guidelines
- Design Plan Checklist
- Level of Care Guidelines
- Greenway Environmental Graphics
- Brand Standards
- Community Engagement Strategy
- Interpretive Strategy
- Exterior Sign Design Standards and Documents

PROJECT CONTROLS SYSTEM

All GRG greenway projects are managed through a Project Controls System (PCS) by GRG's Project Management team. The entire PCS encompasses the administration, personnel, processes, procedures, documents, tools, standards, and activities that are undertaken to manage capital projects within GRG. GRG has formalized a variety of formal and informal processes that have been historically used by GRG and incorporates new processes based on industry standards and best practices for project management. The basis for the PCS is primarily found in two sources: the Project Management Institute (PMI) and SCRUM Project Management. The primary technology tool used in the PCS is a selected cloud-based software known as *Sciforma* (which GRG staff have internally nicknamed "DORA").

While GRG's Project Management team works daily within the PCS, consultants selected for GRG projects from the vendor's list generated by this RFQ are expected to support their respective GRG Project Managers with data and information necessary for adherence to the PCS. This information largely relates to the 10 tenets of the Project Management Institute: Scope, Schedule, Costs, Risks, Quality, Procurement, Resources, Stakeholders, Communication, and Integration.

INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

General Provisions

Any contract awarded as a result of this RFQ will be awarded without discrimination on race, color, religion, age, sex, sexual orientation, or national origin.

Prospective consultants shall assure the GRG that they will comply with the Americans with Disabilities Act of 1990 and Revised ADA Regulations Implementing Title II and Title III, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.) and 2010 ADA standards for Accessible Design.

Prospective consultants should also adhere to the most recent Great Rivers Greenway Regional Plan, the Gateway Bike Plan, American Association of State Highway and Transportation Officials (AASHTO) for bicycle and pedestrians, Manual on Uniform Traffic Control Devices (MUTCD) and National Association of City Transportation Officials (NACTO).

It is the policy of GRG that minority and women-owned businesses shall have the maximum opportunity to participate in contracts utilizing taxpayer funds. In a typical GRG project, participation Goals are 25% Minority Business Enterprise (MBE) and 5% Women Business Enterprise (WBE). Please note that these percentages are goals, not requirements.

Firms selected to work on GRG projects selected as part of this RFQ shall be required to comply in all respects with applicable statutory provisions concerning payment of prevailing wages on public works, Section 290.210 through 290.340 R.S. Mo. 1959, as currently amended, and shall pay to all workmen performing work under contract not less than prevailing hour rate of wages as determined by the Department of Labor and Industrial Relations of the State of Missouri.

Preference will be given to businesses located within St. Louis City, St. Louis County or St. Charles County (Great Rivers Greenway's district), secondarily within the State of Missouri.

Statement of Qualifications (SOQ)

Provide one (1) electronic file of the SOQ in .pdf format along with one (1) completed Attachment 1 in .xlsx format, uploaded to GRG's website.

Submittals should contain the following information:

1. One page letter of interest on the firm's letterhead that includes:
 - a. A synopsis of the qualifications of the firm.
 - b. A profile of firm including number of employees and location(s). Provide a brief description of the firm's ownership structure. Indicate percentage ownership by women and minorities if applicable.
 - c. Identify which professional service the firm can provide and the firm's related skills using Attachment 1. If the firm can provide more than one category of professional services, or has multiple skills, requested by this RFQ, please mark all that apply.

- d. Identify the primary contact for GRG (include contact information), and/or the project principal stating his/her professional credentials. Please clearly state the individual representing the contractual authority of the firm.
2. Resumes of no more than four (4) key staff members identified by the firm identified for potential roles on GRG projects. Resumes may not be longer than three (3) pages per person. At their discretion, firms may include up to two (2) additional pages listing other staff members and their related experience and/or expertise in short paragraphs or bullet points.

It is necessary for firms submitting for Engineering Services and Surveying Services and Landscape Architecture Services and Architecture Services to have a professional who is licensed in the State of Missouri within the firm and listed as one of the four key staff members. For planning services, preference will be given to firms that have a professional who has the American Institute of Certified Planners (AICP) certification and listed as one of the four key staff members. Staff members with Project Management Professional (PMP) certifications are also preferred.

3. Project descriptions for three (3) recent projects the firm has undertaken within the last five (5) years. It is acceptable if the projects were for GRG. Please keep project descriptions to no more than two (2) pages per project. Preference for projects that feature on-road and/or off-road bicycle/pedestrian facilities, parks, trails (including related trailheads and amenities), greenways and master planning projects related to parks, trails and greenways. Include the following information on the project description:
 - a. Indicate if the firm was the lead on the project or a sub-consultant.
 - b. A description of the services provided by the firm.
 - c. A description of the planning/design/engineering process and the project goals or objectives. Describe coordination with partners, stakeholders and community members. Describe the public outreach and engagement.
 - d. Describe the outcomes of the project and whether goals were achieved. If applicable, describe how the project demonstrated sustainable planning and design techniques. Describe how the project is doing now, long-term successes or challenges, etc.
 - e. Indicate firm's key personnel involved and their roles on the project.
 - f. Provide the name of the client with current contact information.
4. Disclose any material agreements, relationships, or employment your firm or team members has with any other engineering, planning or design firm, government agency or other person or entity that may create a conflict of interest or the appearance thereof.
5. Include (as an appendix) copies of your firm's most recent Equal Opportunity form (EEO-1) and Affirmative Action policies, if applicable.

Submittals should be no more than 25 pages in length including text, graphics and cover letter. Use a minimum 10-pt. font. Cover sheet, title page, dividers and EEO-1 and Affirmative Action policies, if applicable, are not included within the page limitation.

SELECTION PROCESS AND CRITERIA

GRG will assemble an internal review committee to evaluate all responses to this RFQ. Interviews may be requested for firms that were not previously qualified on the 2019-2020 list, or for previously qualified firms that have had significant changes to their ownership, staff and/or expertise. Additionally, the review committee may contact respondents to clarify submitted information.

The basis for evaluating submittals shall include the firm's ability to undertake projects; professional excellence; demonstrated experience and competence in the services to be provided; education and experience of the key personnel and other staff members; staffing capability, workload and record of meeting schedules; the nature, quality and relevance of recently completed work; and ability and willingness to respond to state and federal requirements.

From this review, the committee will select all consultant(s) considered qualified for the 2020-2022 GRG Prequalified List in the categories and with the firm's identified skills noted in Attachment 1 listed in the Statement of Qualifications.

The recommended Prequalified List will be approved by the GRG's Board of Directors by December of 2019. Firms will be notified via electronic mail (e-mail) whether or not they have been recommended to be placed on the 2020-2022 GRG Prequalified List.

During the 2020-2022 timeframe, when GRG staff initiates a new project that requires engineering, landscape architecture, architecture, surveying or planning services, GRG staff will review the information submitted by the firms that are included on the 2020-2022 GRG Prequalified List. Interviews may be conducted and/or a selection may be made directly from the Prequalified List. Due to the uniqueness of a project, GRG may, at its discretion, conduct a separate RFQ process that may be extended to firms including but not limited to the firms on the 2020-2022 GRG Prequalified List.

Important Considerations

GRG reserves the right, at its sole discretion, to 1) reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so, 2) waive minor informalities of a submittal, 3) cancel, revise, or extend this solicitation, 4) request additional information which GRG deems necessary.

This RFQ does not obligate GRG to pay any costs incurred by any respondent in the submission of statements of qualifications or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be

furnished under this request for qualifications. GRG will give preference to firms located in the GRG's district (St. Louis City, St. Louis County and/or St. Charles County) and secondly, in the State of Missouri, when other considerations are equal.

Responses Due

Submittals must be uploaded to GRG's website no later than 3:00 PM Central Standard Time on Friday, November 1, 2019. Electronic submittals only via .pdf format will be considered, no facsimile or paper copies will be accepted.

All submittals received after the due date and time will not be considered. It shall be the responsibility of the respondent to ensure their submittal has been received by GRG prior to the deadline date and time.

Questions

All questions must be submitted to the GRG website for this RFQ by 5:00pm Central Standard Time on Monday, October 14, 2019. Answers to questions received by October 14, 2019 will be distributed to all known recipients of the RFQ by Friday, October 18, 2019.