



**ST. LOUIS COUNTY REQUEST FOR QUALIFICATIONS FOR
ARCHITECTURAL, ENGINEERING AND ASSOCIATED CONSULTING SERVICES
QBS 2024-21-DW
MARCH 18, 2024
PROJECT DESCRIPTION**

The St. Louis County Department of Transportation and Public Works requests a statement of qualifications (SOQ) for independent consulting and design services necessary to develop multiple projects within the County under a Master On-Call Agreement where one or more firms may be selected.

ANTICIPATED SCHEDULE	
Expected number of contracts to be awarded	Multiple
Deadline for Questions & Comments	4/4/2024, 2:00pm CDT
Statement of Qualifications Due Date and Time	4/11/2024, 2:00pm CDT
Finalist Interview (optional if County chooses)	4/22/2024 thru 5/3/2024
Select and Notify A/E	5/6-5/10/2024
Award of Contract (Tentative)	6/21/2024
CONTRACT	
Expected Duration of Agreement	Up to 48 months
Option to Renew	Up to one-year with up to two additional one-year terms
Payment method	Invoices based on deliverable milestone progress
DESIGNATED POINT OF CONTACT	
David Wahl	dwahl@stlouiscountymo.gov

While this solicitation is ongoing, communication with County Staff regarding it is prohibited other than through the Designated Point of Contact, and the specific types of communication defined in Section 107.401 SLCRO.

Submit questions and comments to the Designated Point of Contact above. Responses will be given through the St. Louis County Vendor Self-Service (“VSS”) portal at <https://stlouisco.munisselfservice.com/Vendors/default.aspx>.

The VSS Bid Number for this solicitation is: **1938**. Use this number to search for this RFQ in VSS.

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1. INSTRUCTIONS FOR RESPONDENTS

1.1 Pre-Submittal Activities

1.1.1 *Registration*

Organizations or individuals interested in responding to this RFQ must register online in the County's Vendor Self-Service (VSS) portal at: <https://stlouisco.munisselfservice.com/Vendors/default.aspx>. There is no fee to use the portal. For system-related issues notify the Designated Point of Contact.

1.1.2 *Questions, Comments, and Exceptions to the Request for Qualifications (RFQ)*

Submit all questions, comments, exceptions, and suggestions, including notifications of apparent errors, to the Designated Point of Contact. Questions and comments received after the deadline for Questions and Comments may not be acknowledged.

The Respondent, meaning the Lead Firm and subconsultants, is encouraged to submit all questions in a batch at one time and in as few submissions as possible but without delaying sending a batch of questions just to reduce the number of submissions. All questions shall:

1. Be listed separately;
2. Not identify the Proposer in the body of the comment;
3. Be sequentially numbered;
4. Specifically reference the relevant document and page number (include the exact language in question) unless it is a general question; and
5. Address a single issue per question.

If taking exceptions to any portion of this RFQ, identify each specific section and paragraph number to which exception is taken. If requesting changes or additional language, identify specific words or phrases to be changed and provide new requested language. If the County agrees to the changes, the RFQ will be revised, and an addendum will be posted.

Failure to take exceptions prior to the deadline stated or as otherwise directed will be deemed a waiver of any objection. Statements of qualifications that are conditional or that include material exceptions to the specifications or to any terms may be considered non-responsive and will be rejected.

Requests for complete replacement of the County's Standard Agreement Terms will not be granted.

1.1.3 *Revisions to the Request for Qualifications (RFQ)*

The County may cancel, revise, or reissue this RFQ, in whole or in part, for any reason. Revisions will be posted as addenda on the Vendor Self Service site. No other revision of this RFQ will be valid. Respondents are responsible for ensuring that they have received all addenda prior to submitting Statement of Qualifications.

The County may request additional or clarifying information from any Respondent, at the discretion of the Director of Procurement and in accordance with any applicable ordinances.

1.2 Communication

County solicitations, once published, are under a "Cone of Silence. Other than the Designated Point of Contact, no Respondent or person acting on behalf of a prospective Respondent may discuss matters relating to evaluations or proposals or Statement of Qualifications with any officer, agent, or employee of the County except the specific types of communication defined in the solicitation or the County Purchasing Code, unless the information relates only to administrative requirements, such as due dates, access to the Vendor Portal, or similar subjects.

Outside of evaluation committee meetings, members of an evaluation committee and associated subject matter experts may not communicate about matters involving an ongoing solicitation with co-workers, supervisors, directors, individuals in other departments, or other County staff that is not directly involved in evaluating proposals, other than as described in the County Purchasing Code.

Violations of the prohibition on communication by a Respondent or Respondent's representative will result in rejection of the Respondent's statement of qualifications by the Director of Procurement and may result in a proposer being found non-responsible, barred from participating in this or future procurements, and becoming subject to other legal penalties.

1.3 Not Used

1.4 Modification or Withdrawal of Statement of qualifications

Statements of qualifications may be withdrawn, modified, or replaced at any time prior to the Due Date and Time. After the Due Date and Time, statements of qualifications may not be modified unless requested by the County.

1.5 Joint statements of qualifications

Unless otherwise specified, a statement of qualifications may be submitted by several entities or individual as a joint submittal, but the County will only sign a single contract with one party that will be responsible for performance under the contract.

1.6 Organizational Conflict of Interest

Respondents and subconsultants/subcontractors are eligible for contracts with the County only if they are not currently, and will not, during the performance of the required services, participate in any other similar work involving a third-party with interests currently in conflict or likely to conflict with the County's interests.

2. SCOPE OF WORK

Respondents must ensure that they, or, as applicable, their collective teams include the appropriate expertise in all disciplines required to perform a full range of architectural and engineering tasks under this Master Agreement On-Call contract.

While the following scope description is not intended to be comprehensive, the St. Louis County Department of Transportation and Public Works is seeking Respondents which are able, through their respective team members, to provide high-quality services associated with the projects identified within this scope of work.

COVID 19 changed the way St. Louis County provides public services; through a comprehensive master planning process (Project Cornerstone) the County has identified facility strategies that consolidate the County's footprint while enhancing public access to County services.

St. Louis County has engaged WSP USA, Inc as Program Manager to prepare the preliminary program and conceptual plan for Project Cornerstone. These documents include a Tabular Area Program for all County Departments that are impacted by this project along with Stacking and Blocking Diagrams that illustrate the desired spatial arrangements. These documents shall be provided to the successful proposer.

The selected Architectural / Engineering Consultant(s) will advance WSP's programming and planning work to develop comprehensive facility solutions that will serve St. Louis County for the years to come. The following paragraphs provide an overview of the scope of work and services required for the projects.

Architectural and Engineering Services may include new site developments, renovation of existing facilities, and tenant fit-out of leased facilities. Design Services may be negotiated and awarded individually or in groups as determined by the County. The County may select one or more Respondents to perform the Design Services identified.

The Design Services, which will vary by specific project, may include the following:

1. Civil Engineering: Site development or restoration design for projects after demolition of facilities.
2. Landscape Architecture: Concept development and design for new site developments and coordinated with architectural design.
3. Architectural Design: Programming, design, and construction administration services for new construction, building addition or interior renovation projects.

4. Interior Design: Interior programming, finish selection, furniture and fixed equipment coordination and procurement.
5. Structural Engineering: Single story, multi-story, and renovation system designs.
6. Fire Protection Engineering: Coordination and design of delegated design fire protection systems as part of renovation or new construction projects.
7. Plumbing Engineering: System replacement and new facility design.
8. Mechanical Engineering: System replacement and new facility design with a focus on long-term maintenance and efficiency.
9. Electrical Engineering: System replacements and new facility design which may include back-up and redundant electrical services.
10. Telecommunications: System replacements, renovations and new facility solutions including room scheduling, access control and security systems, data and wifi networks. Including coordination with Emergency Communications Systems.
11. Regulated Material Coordination: Coordination of County regulated material assessments to assist in project renovations or demolition work.

St. Louis County Council is currently considering an Ordinance that permits the County to utilize the Construction Management at Risk (CMAR) project delivery method for one or more of the identified projects. It is the Administration's goal to have this project delivery vehicle in place and the CMAR selected prior to the November 5, 2024, General Election.

In the event that the County proceeds with Traditional Design/Bid/Build project delivery, then the County's independent cost estimator will develop a Rough Order of Magnitude (ROM) that is based upon the A/E's preliminary design. The independent cost estimate will be compared with the awarded A/E estimate to identify the approved ROM. 100% Construction Documents submitted for permit shall be based upon the approved ROM.

2.1 Project Scope

This project shall include, but is not limited to, the following architectural / engineering projects for St. Louis County. Projects may be negotiated and awarded individually or in groups as determined by the County. The County may select one or more Respondents to perform the work identified.

2.1.1 *St. Louis County Public Safety and Administration Facility*

The primary project revolves around the renovation or replacement of the St. Louis County Police Headquarters (PHQ) at 7900 Forsythe Avenue, the Lawrence K. Roos County Administration (LKR) Building at 41 South Central, Clayton, Missouri, and Transportation and Public Works Building at 1050 North Lindbergh Boulevard with a new government center. This project may entail the full interior remodel of the existing

facilities, the design and construction of one or more new facilities, or the renovation and lease of alternative facilities. These new core-function facility(s) may house the Police Headquarters and core county functions of County Council, County Counselor, and County Executive with a new or renovate space of approximately 190,000 GSF (gross square feet). An adjacent 250-vehicle parking structure may be integrated into a new development strategy. The project is anticipated to serve the County with a 50-year design life, environmentally responsible design strategies maximizing operations and maintenance budgets, and provide flexibility to adapt to evolving technology and work environments. The development's planned location would be the county owned parking lot at Carondelet Avenue between S. Central and S. Bemiston Avenues.

- The County will provide topographical survey and geotechnical reports of the proposed property to the awarded consultant, if appropriate.
- The awarded consultant shall be responsible and prepared to interact and coordinate the approvals required for planning, zoning, architectural review, etc.

2.1.2 *St. Louis County Mid-County Satellite*

A centralized customer-focused facility will be constructed in leased space and shall be designed to provide the public easy access to County Services.

This facility is programmed to be 182,000 GSF and the County is currently investigating properties suitable to lease.

- The County anticipates record drawings will be made available by the landlord. Record drawings will be provided to the awarded consultant for field verification and design purposes.

2.1.3 *St. Louis County Police Department – Crime Labs*

St. Louis County Police Department's existing crime lab is located in their Headquarters Building located at 7900 Forsythe Boulevard. This project will relocate the crime lab into a new facility at a location to be determined. The project is programmed to be approximately 41,300 GSF. The Respondent shall be prepared and have distinct experience in designing specialty spaces associated with crime labs, including labs, testing, ballistics, and all associated mechanical systems. Long-term operational and maintenance efficiency shall be a priority for the facility to remain in operation 24/7 with a facility design life up to 50 years.

- The County will provide topographical survey and geotechnical reports of the proposed property to the awarded consultant.

2.1.4 *St. Louis County Courts Central Plant*

The County Courts Building is currently served by the Central Plant located in the lower level of the Lawrence K. Roos County Administration Building (LKR). This project will construct new heating, cooling, plumbing, fire protection and electrical services at the

existing Courts Building to serve the original 5-story north building. This allows the existing central plant in the LKR building to be decommissioned. The project will require integration of the building systems into an existing facility while minimizing impact to existing users with a facility design life up to 50 years. Alternatively, an option to renovate and update the existing central plant to continue serving the existing facilities is being considered in coordination with project 3.1.1 noted above.

- The County will provide record drawings of the central plant for use by the awarded consultant for field verification and design purposes.

2.1.5 *L.K. Roos and Police Headquarters Demolition*

After substantial completion of projects 3.1.1, 3.1.2, 3.1.3, and 3.1.4 described above, the existing Police Headquarters Building located at 7900 Forsythe Boulevard and Lawrence K. Roosevelt County Administration Building located at 41 South Central both in Clayton, Missouri are to be abated and demolished. The resulting open space is to be renovated to complement the existing landscape and hardscape.

- The County will provide record drawings and a regulated material inventory of the PHQ and LKR properties for the awarded consultants' use in preparation of the abatement and demolition packages.

2.1.6 *St. Louis County Southwest-County Satellite*

This facility is planned to consolidate functions from within several leased facilities in south and west St. Louis County into a customer-focused facility that is designed to provide the public easy access to County Services.

This facility is currently being programmed at approximately 120,000 GSF and is proposed to be housed within leased space at a location to be determined.

- The County anticipates record drawings will be made available by the landlord. Record drawings will be provided to the awarded consultant for field verification and design purposes.

2.1.7 *St. Louis County - The Crossings At Northwest*

St. Louis County currently leases approximately 140,000 GSF of office space at the Crossings at Northwest development. Roughly 79,000 GSF is programmed for renovation to better serve the various departments within the facility and make more efficient use of the hybrid work model.

The County will provide record drawings of the existing property for use by the awarded consultant for field verification and design purposes.

2.2 **Project Goals**

The Proposer shall take into consideration the Project Goals in drafting its Proposal. The County has identified the following goals for the Project:

- Start construction of the new Public Safety and Administration facility by January 1, 2026 in order to meet the schedule mandate of vacating LKR building by 1/1/28
- Leverage Contractor and CM involvement during design phases to achieve cost-effective design and construction approaches.
- Design and construct to optimize life-cycle for a quality, sustainable facility with minimized long-term maintenance and operating expenses.
- Consider innovative design to achieve a contemporary, adaptive, and constituent focused facility.
- Meaningful M/WBE Participation
- Minimize impacts to constituents and businesses by providing strategies for reducing parking impact and public disruption.
- Provide strategies to maintain County operations and constituent services before, during construction, and post construction, including staff movement phases.
- If the County procures a CMAR, leverage the advantages of the CMAR delivery method to help the County meet the Project Goals.

2.3 Project Budget

The preliminary estimate of construction for the project scope above are identified as follows. Each budget identified shall be considered the project maximum for planning purposes on an individual project basis.

Table 1: Preliminary Construction Costs Estimate

3.1.1	Public Safety and Administration Facility (Clayton)	\$250,000,000
3.1.2	Mid-County Satellite TI	\$53,000,000
3.1.3	Police Crime Lab	\$38,000,000
3.1.4	Central Plant Reallocation	\$26,000,000
3.1.5	PHQ and LKR Demolition	\$43,000,000
3.1.6	Southwest Satellite	\$34,000,000
3.1.7	Crossings at Northwest Renovation	\$22,000,000

2.4 Project Schedule

The anticipated schedule milestones for projects 3.1.1 thru 3.1.4 are identified below. The design and construction related work for 3.1.5 will follow these projects while 3.1.6 and 3.1.7 may occur at independent timelines on their own schedules.

Table 2: Anticipated Project Schedule

February 28, 2025	Design Development (60%) Submittal Due
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March 28, 2025	Finalize Project Probable Cost of Construction
June 23, 2025	Issue 100% Construction Documents for Permit
September 15, 2025	Issue for Bid
January 2, 2026	Construction Contract Award
December 31, 2027	Construction is Substantially Complete

2.5 Consultant responsibilities

The Consultant may be required to directly enter subconsultant/subcontractor utilization and payment data into one or more web-based data collection applications, complete standardized forms, and/or complete standardized spreadsheets in the performance of this contract.

The Consultant may be asked to require all subconsultants/subcontractors at all tiers to directly enter lower tier subconsultant/subcontractor utilization and payment data into one or more web-based data collection applications, complete standardized forms, and/or complete standardized spreadsheets in the performance of this contract.

The selected Firm will perform independent project programming and conceptual design activities to optimize the space layouts, evaluate square foot needs and generate a site plan and exterior look that fits within the context of the Owner's project expectations and budget.

Scope will include, but not be limited to, the following services in addition to the primary disciplines discussed previously:

- a. Ownership of Design Documents to be transferred to St. Louis County at each design phase milestone.
- b. Presentation to the County Council: One Presentation per Design Phase
- c. Coordination with Utility Providers
- d. Cost estimate of each individual project at each primary design milestone for use in comparison with and confirmation of either 3rd party cost estimate or CMAR cost estimate.
- e. Meeting with AHJ Agencies to Pre-plan for Permitting
- f. Obtaining All Permits
- g. Construction Administration Services shall include, but not be limited to:
 - a. Routine Onsite Visits
 - b. Submittal Review and Approval
 - c. Create and Maintain a Nonconformance Log

- d. Issuing Proposal Requests, Architect's Supplemental Instructions, Constructive Change Directives and Change Orders in AIA format
- e. Pay request review and confirmation.
- h. Professional Photographs of completed project
- i. 11-Month Walk Through with Owner, documenting and issuing a list of outstanding warranty items

Owner is providing

- a. Owner Representative Services including County staff and Technical Advisors

2.6 No Commitment

This RFQ does not commit the County to make an award, nor will the County pay any costs incurred by Respondents in the preparation and submission of qualifications, fee negotiations, or costs incurred in making necessary studies for the preparation of qualifications statements or fee negotiations.

2.7 Non-Compliance

Failure to comply with the requirements of this RFQ or evidence of unfair business practices in the pursuit of this contract may cause rejection of the proposal.

2.8 Ownership of Proposals and Materials

All opened statements of qualifications, including documents and materials submitted with qualifications statements, become the property of the County.

2.9 Disclosure of Proposals

The County is subject to Chapter 610 of the Revised Statutes of Missouri. With selected exceptions, the contents of any submissions during the RFQ process will be treated as open records and will be open to inspection after a contract is executed or the County rejects all statements of qualifications.

Documents protected by law from public disclosure will not be disclosed if clearly marked with the word "Confidential" on each applicable page, with each confidential provision clearly identified. A mere list of confidential pages will not suffice to meet this requirement. Requests to treat the entire statement of qualifications as confidential will be rejected and will result in no part of the submittal being treated as confidential.

Trade secrets may be marked as confidential only to the extent they meet the requirements of the Missouri Uniform Trade Secrets Act. Only information claimed to be a trade secret at the time of submittal to the County and marked as confidential will be treated as a trade secret.

Submission of any materials in response to this RFQ constitutes:

Consent to the County's release of such materials without notice to the person or entity submitting the materials; and

Complete waiver of all claims against the County and its officers, agents, and employees that the County has violated a Respondent's right to privacy, disclosed trade secrets, or caused damage by allowing the statement of qualifications or other materials to be inspected; and

Agreement to hold harmless the County for release of such information; and

Acknowledgement that the County will not assert any privileges that may exist on behalf of the person or entity submitting the materials.

2.10 Emergency Extension of Submittal Deadline

If an emergency or unanticipated event interrupts normal County business or processes so that statements of qualifications cannot be received by the exact time specified in the RFQ, and urgent County requirements preclude amendment of the RFQ, the time specified for receipt of statements of qualifications will be deemed extended to the same time of day specified in the RFQ on the first work day on which normal County business resumes.

2.11 Estimated Quantities

If the solicitation results in an indefinite quantity or requirements contract, the actual amount of goods and services requested by the County may be less than the maximum value of the contract and there is no guarantee, either expressed or implied, as to the actual quantity of goods and services that will be authorized under the contract.

3. STATEMENT OF QUALIFICATIONS CONTENTS AND FORMAT

Statements of qualifications must demonstrate that the Respondent has the experience, capacity, training, knowledge, and skills necessary to successfully perform the required work. Include all information that would enable the County to make a fair assessment.

3.1 Statement of Qualifications Format and Submission

Submit statements of qualifications in the following order. Number all pages of the submittal.

All pages of the statement of qualifications (with the exception of the organization chart) shall be 8.5-inch by 11-inch, with a margin of no less than one inch provided on all pages (excluding header/footer text). Minimum font size shall be 11-point; however, 10-point text is permissible on charts, graphs, and tables.

Other than signatures, hand-written responses, whether or not submitted electronically, will be rejected.

Statements of qualifications exceeding the page limit outlined in each section will not be reviewed past the set page limit.

All documents must be completed electronically and submitted via email. Hard copy of submissions will NOT be accepted. Portable drives or other electronic devices containing the Statement of Qualifications will not be accepted as a submission.

Respondents should EMAIL their SOQ (Statement of Qualifications) to Kevin Underwood at kunderwood@stlouiscountymo.gov by the Due Date and Time on page 1.

3.2 Statement of Qualifications Content

3.2.1 Legal and Financial Standing of Respondent

This section will demonstrate the legal and financial standing of the Lead Firm. There is **no page limit** to this section.

Provide the following information on the Lead Firm:

- Date, state and type of business organization
- Federal and State tax ID numbers
- Names of Owners, Principals and/or Officers
- The name, title, email address, mailing address and telephone number of the officer authorized to represent the Firm

Pertaining to the last ten years, if the answer to any item below is affirmative, the Respondent shall provide complete details about the matter in an attachment to this statement of qualifications. While an affirmative answer to any of these items will not automatically disqualify a Respondent from consideration, at the sole discretion of the County, such an answer and a review of the background details may result in a rejection of the Respondent from further participating in this procurement. The County will make this decision based on its determination of the seriousness of the matter, the matter's possible impact on the Respondent's performance under the contract, and the best interest of the County.

- The Respondent or its affiliates have been involved in a contract pursuant to which was determined, pursuant to a final determination in a court of law, arbitration proceeding or other dispute resolution proceeding, to be liable for a material breach of contract; or terminated for cause.
- The Respondent or its affiliates have been involved in arbitration, litigation, or dispute review board proceedings in an amount in excess of \$500,000 related to performance in projects with a contract value in excess of \$15 million.
- The Respondent or its affiliates have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal, state, or local entity.

- The Respondent or its affiliates have been convicted or had a civil judgment rendered against them by a court of competent jurisdiction in any matter involving fraud, anti-trust violations, theft, official misconduct, or other offenses indicating a lack of business integrity or business honesty.
- The Respondent or its affiliates are currently indicted or otherwise criminally or civilly charged by a federal, state, or local government with fraud, anti-trust violations, theft, official misconduct, or other offenses indicating a lack of business integrity or business honesty.
- Professional liability insurance claims were made against the Respondent or its affiliates.
- The Respondent or its affiliates have filed bankruptcy.
- The Respondent or its affiliates have been unable to complete a project due to the financial wherewithal of the Respondents or its affiliates.

The Respondent will also submit the Lead Firm’s financial wherewithal in order to demonstrate the Respondent’s ability to complete the Project.

3.2.2 *Demonstrated Success of the Lead Firm and Project Understanding*

This section will demonstrate success of the Lead Firm on similar projects, including references of past projects with contact information. The maximum length of this section will be **13 pages**.

Provide a company profile including a brief history of the Lead Firm. Include an organizational chart depicting all sub consultants to be used on the project, each sub consultant’s area of responsibility and their relationship to Lead Firm. Provide a table listing the projects the Lead Firm has completed with each sub consultant.

Include a summary of the Lead Firm’s experience and qualifications designing facilities in the following markets:

- Governmental Administration Facilities
- Public Safety Facilities including Administration, Crime Lab, and Investigation units.
- Commercial office environments
- Structured parking facilities
- Building Systems renovation including mechanical, electrical and plumbing systems replacements and new designs maximizing long-term maintenance and operational efficiency.

Include a summary describing CMAR or alternative delivery experience of the Lead Firm. The summaries shall identify and describe how partnerships and collaboration, especially

for innovative design and identifying opportunities for cost savings in design, have been used effectively to deliver past projects.

Please include information for up to four projects including (dates, description, size, cost, locations, key personnel and references). Emphasis should be given to projects relevant to the Project, performed within the last ten years and from the local area office using staff nominated as available for this project.

Provide a record of past performance with respect to your ability to design to a budget. Provide references for the last five (5) clients (please list in order based upon contract date) that have utilized your Lead Firm's services.

Describe your understanding of the project and approach to delivering the Design Services requested, including an understanding of the scope, schedule, and effective, flexible processes to advance and manage the Project in a manner that can remain cost-effective and ensure quality while maintaining the schedule.

St. Louis County is seeking to hire two or more qualified Architectural and Engineering teams to perform the work. Please include a bulleted list of the Design Services and/or projects outlined in the SCOPE OF WORK for which you believe your team's qualifications and experience allow your team to act as the prime consultant.

3.2.3 *Qualifications of Key Personnel*

The section will demonstrate qualifications of *Key Personnel* assigned to the Project considering education, experience and professional licensing. The maximum length of this section will be **8 pages**.

Provide a staffing proposal which includes the names and resumes of the Key Personnel (including sub consultants) outlined below to be committed to the project. For each of the Key Personnel identify years in industry, education, years with Lead Firm (or sub consultant firm), a list of up to four previous experiences on similar projects with similar roles, name and contact information for previous projects listed, licenses/registrations, professional certifications and the office location where they reside. Describe the workload of the proposed staff and their ability to competently and expeditiously provide the design services required.

The same individual may fill more than one Key Personnel position, however a separate list of previous experiences on similar projects with similar roles relevant to the position should be submitted. Each of these roles shall be filled with staff having a minimum of 10 years of experience in that role on projects of similar scale and type.

- Project Manager: Direct experience managing a multi-disciplinary team with direct control of managing design progress, design and construction budgets, and overall project schedules to ensure timely delivery.

- Lead Architect: Direct experience with project types indicated; especially in coordination of architectural design with all building systems to meet the design requirements of the projects.
- Mechanical Engineer: Direct experience working with the design team to facilitate overall facility design to maximize operational and maintenance budgets of mechanical systems. The ability to identify and communicate the various system designs available, impact to the project's long-term success, and provide a recommendation(s) for the project meeting the design requirements.
- Electrical Engineer: Direct experience working effectively and coordinating with the building systems team to successfully implement an efficient power strategy; potentially including building and system redundancy.
- Telecommunications and Low Voltage Engineer: Direct experience with recent and new technologies that provide the necessary security and A/V solutions for a public safety and administrative facility that will continue to evolve.
- Sustainability Lead: Direct experience with projects of this type and scale, coordinating the design solutions, to create an effective and long-term facility.

3.2.4 *Methods of Quality Control / Quality Assurance*

This section will identify the ways in which Lead Firm delivers a quality, fully coordinated product to the client, including the Respondent's approach to providing quality assurance and quality control for the Project's delivery. The maximum length of this section will be **1 page**.

3.2.5 *Local Presence of the Firm*

This section will list the Lead Firm's and subconsultant's specific experience interacting with the local agencies that will be involved with this project. List projects conducted in St. Louis County, if any, which may add to the respondent's knowledge, capability, and efficiency on this project. The maximum length of this section will be **1 page**.

This section will list the Lead Firm's and subconsultant's specific experience interacting with the local agencies that will be involved with this project. List projects conducted in St. Louis County, if any, which may add to the Respondent's knowledge, capability, and efficiency on this project.

Clearly identify the office location for each individual proposed for this project from both the Lead Firm and sub consultants.

Include any other pertinent information that demonstrates the Respondent's strength, knowledge and presence in the local market.

3.3 Required Forms

The Respondent will need to provide the following forms:

- Work Authorization Affidavit for Business Enterprise Entities Pursuant to 285.530 R.S.Mo. (Attachment 1)
- Authorized Signatures (Attachment 2)
- E-Verify Memorandum of Understanding found at <https://www.e-verify.gov/>
- Copy of Missouri Secretary of State Registration showing current status

4. QUALIFICATION EVALUATION AND CONTRACT AWARD

4.1 Respondent Certifications

By submitting a statement of qualifications, each Respondent certifies that:

- Its submission is not the result of collusion or any other activity that would tend to influence the selection process directly or indirectly; and
- It is able or will be able to comply with all requirements of this solicitation at the time of contract award; and
- All required licenses, certificates and permits are or will be valid at the time of contract award and will be kept valid for the duration of the contract; and
- Neither Respondent, its employees, nor any affiliated firm providing goods and services contemplated by this solicitation has any other actual or potential conflict of interest; and

It is unaware of any financial or economic interest of any public officer or employee of the County relating to this solicitation.

4.2 Evaluation Process

The County will review each statement of qualifications to confirm that it is responsive. The County will then review each statement of qualifications for pass/fail criteria.

The County will establish a committee to evaluate responsive and “passing” statements of qualifications. Evaluations will be based on the criteria specified in the RFQ as well as information gathered from oral presentations, if requested and when applicable. Inaccuracy or errors within a statement of qualifications may result in rejection of the submittal. After reviewing all responsive submittals, the Evaluation Committee will recommend contract negotiations be initiated with the most qualified Respondent. If terms cannot be reached between both parties, the County shall formally break negotiations with that firm and enter into negotiations with the next most qualified firm. This process will be repeated until either a contract is awarded, or the solicitation is cancelled.

4.3 Determination of Responsiveness

Each statement of qualifications will be reviewed to determine whether it conforms to the instructions set forth in this solicitation. The County, in its sole discretion, may waive minor irregularities in submissions if it determines that there will be no advantage provided to the Respondent and no other Respondent would suffer a disadvantage.

Failure to conform to any revisions in instructions or specifications may render a statement of qualifications non-responsive. Responsiveness Requirements include:

- Submission and receipt of the statement of qualifications by the Due Date and Time on page 1.
- Submitted SOQ follows the formatting and submission requirements outlined in *Statement of Qualifications Format and Submission*.
- All required forms outlined are *Required Forms* are submitted and duly signed.

If a statement of qualifications is found nonresponsive, the County will notify the Respondent and the Respondent will no longer be included in any activities or correspondence regarding the solicitation.

4.4 Pass/Fail Evaluation Criteria

The County will evaluate each SOQ that complies with the responsiveness requirements based upon the following pass/fail criteria:

- Neither the Lead Firm nor any subcontractor or Key Personnel is currently disqualified, removed, debarred, or suspended from performing or bidding on work for the United States federal government, the County or any other state or territory of the United States, or any governmental entity, instrumentality or authority; and
- The information disclosed in attachment due to affirmative responses in *Legal and Financial Standing of* does not, in the County's sole determination, materially adversely affect the Respondent's responsibility, including its integrity and ability to carry out the Project responsibilities potentially allocated to it.

4.5 SOQ Evaluation Criteria

Each responsive SOQ passing all of the "pass/fail" requirements set will be evaluated and scored according to the criteria and their point allocation set forth below by the Evaluation Committee.

Table 3: Evaluation Criteria

Evaluation Criteria	Maximum Score
Demonstrated Success of the Lead Firm and Project Understanding	40 points
Qualifications of Key Personnel	30 points
Methods of Quality Control / Quality Assurance	20 points
Local Presence of the Firm	10 points
Total	100 points

Each evaluation criteria will be evaluated in accordance with the following considerations.

1. Demonstrated Success of the Lead Firm and Project Understanding
 - i. The extent to which the Respondent’s experience demonstrates experience relevant to the size, complexity, and composition of the anticipated Project in the areas of the ability to maintain the project schedule, develop and maintain an agile design, and deliver innovative design;
 - ii. The extent to which the Respondent’s experience demonstrates relevant experience that will improve the likelihood of successful project delivery; and
 - iii. The extent to which the Respondent demonstrate a full understanding of the Project’s scope, goals and complexity with respect to design, including the approach to delivering timely, compliant and responsive designs for the Project.
2. Qualifications of Key Personnel
 - i. The extent to which the required Key Personnel meets or exceeds preferred requirements for qualifications and experience;
 - ii. The extent to which the experience of each Key Personnel included work of a similar scope, nature, and complexity as the Project; and
 - iii. The extent to which the Key Personnel can demonstrate a history of commitment to collaboration among all parties.
3. Methods of Quality Control / Quality Assurance
 - i. The extent to which the Respondent and Key Personnel demonstrate experience with methods of quality control and quality assurance, and

degree of success related to, quality assurance aspects of the design of projects of a similar size, scope and complexity.

4. Local Presence of the Firm

- i. The extent to which the Respondent demonstrates the Respondent's strength, knowledge and presence in the local market.

4.6 Determination of Responsibility

Prior to awarding a contract, the County will make a determination of a Respondent's responsibility based on initial information submitted in the statement of qualifications, information submitted upon request by the County, information resulting from the County's inquiry of Respondent's references, the County's own knowledge of the Respondent. The County will take into consideration matters such as the Respondent's integrity, compliance with public policy, record of past performance, and financial and technical resources. Respondents determined to be non-responsible and who cannot be made to be responsible within timelines set by the County will not be considered further.

4.7 Contract Award

Award, if made, will utilize the Qualifications-Based Selection (QBS) process, in accordance with RSMo. 8.285 through 8.291.

Contract award will be made by action of the County Council or as otherwise may be allowed by County ordinance.

Debriefings, if requested, will only be provided after contract award.

5. POST AWARD

5.1 Disclosures

If applicable and requested by the County prior to commencing work, the selected Respondent must:

- Disclose all pending litigation and tax liens;
- Disclose all criminal charges where the company and/or officers, and/or owners of over 10% of the company are defendants regarding the charges;
- Provide audited financial statements for the past three fiscal years, if requested by the County.

5.2 Staff agreements

If the work requires access to County documents that include materials not available to the general public, the County may require execution of a non-disclosure or similar agreement prior to providing access to such materials. Regarding any agreements requested by the County, the selected Respondent must agree to collect, store, and

maintain signed agreements for all staff, which may cover such matters as confidentiality, conflict of interest, or other matters deemed important by the County.

6. PROTESTS

Protests that do not comply with the protest procedures outlined below will be rejected.

6.1 Protest Eligibility

Protests or objections may be filed regarding the procurement process, solicitation or addendum content, or contract award.

The County will review only protests submitted by responsive or prospective Respondents. Protests by responsive or prospective subconsultants or subcontractors will be rejected.

Protests that simply disagree with the recommendation of the Evaluation Committee will be disregarded.

6.2 Protest Deadlines

File protests with any supplemental materials by 5 p.m. CST, as appropriate, on the deadlines set forth below. Failure to file by the relevant deadline constitutes a waiver of any protest on those grounds. Supplemental protest materials filed after the relevant deadline will not be considered unless the County determines that there are extenuating circumstances.

If relating to the content of the solicitation or any addendum, file within five business days after the date the County releases the solicitation or addendum with the revised content.

If relating to notice of non-responsiveness, file within five business days after the County issues such notice.

If relating to the intent to award, file within five business days following the County's notice of intent to award by placing the item on the calendar of the County Council.

The date of filing is the date the County receives the protest, unless received after 5 p.m. CST, on a non-Business Day, in which case the date of filing will be the next Business Day.

6.3 Protest Contents

Protests must be submitted in writing to the Director of Procurement. Include all of the following in the letter of protest:

Detailed grounds for the protest, supported with technical data, documentary evidence, names of witnesses, and other pertinent information related to the subject being protested; and

The law, rule, regulation, or policy upon which the protest is based, alleging a clear violation of a specific law, rule, regulation, or policy; and

Identification of proprietary and confidential material, which must be indicated by:

- Stating on the front page of the protest document that proprietary material is included; and
- Identifying the alleged proprietary information wherever it appears within the protest documents.

Protest documents will not be withheld from any interested party outside of the County unless withholding the information is required by law or regulation. Identifying either the entire contents or the majority of contents of a protest as proprietary or confidential will result in no part of the protest being treated as proprietary or confidential by the County.

-End of RFQ-