

**ST. LOUIS COUNTY
DEPARTMENT OF PUBLIC WORKS
REQUEST FOR QUALIFICATIONS
CONSULTING ARCHITECTURAL/ENGINEERING SERVICES
FOR THE ST. LOUIS COUNTY EMERGENCY COMMUNICATIONS CENTER
ST. LOUIS COUNTY PROJECT NO. 10-027-OC**

PURPOSE:

St. Louis County desires to construct a new facility to house St. Louis County's Emergency Communications Center and portions of the existing Emergency Operations Center which is currently located at 14847 Ladue Bluffs Crossing Drive in the City of Chesterfield, Missouri. St. Louis County intends to select a Consultant to provide detailed plans and specifications for the new structure, appurtenances, and related site improvements.

PROJECT DESCRIPTION:

The new facility will be located in Ohlendorf West County Park in West St. Louis County at 1150 Hanna Road. The new building will be approximately 30,000 square feet and will house a radio system, 911 emergency dispatch, fire dispatch, emergency siren operations department, computer room, office areas, and garage.

SCOPE OF SERVICES:

The general description of these services include:

- Programming and design of the new building, which will include space for, but is not necessarily limited to:
 - The County's emergency communications center operation for 911
 - Voice radio and mobile data communications
 - Conference/training rooms
 - Offices
 - Network operations management
 - Equipment room
 - Communications maintenance area
 - Apparatus bays
 - Personnel support common area
- Associated site improvements, including, but not necessarily limited to:
 - Parking
 - Sidewalks
 - Radio communications tower
 - Access road modifications
- Landscape design
- Interior design including, but not necessarily limited to:

- Dual A/C commercial power feeds
- High level redundant HVAC systems
- Dual emergency backup power generator systems
- Uninterruptible power supply system
- High level grounding system
- Furniture, fixtures, and equipment

The selected Consultant may be required to perform construction phase services, including, special inspections, construction administration, systems testing assistance, owner acceptance, and project closeout. A more detailed scope of services will be established as a result of discussion with the selected consultant.

ESTIMATED PROJECT SCHEDULE:

The following is a general outline of the aggressive project schedule:

Statement of Qualifications Due:	July 30, 2010
Short List Announced:	August 9, 2010
Interviews of Short-Listed Firms:	August 25, 2010
Selection:	August 30, 2010
Negotiation:	August/September, 2010
Legislation/Execution of Contract:	September/October, 2010
Notice to Proceed for Design:	October 25, 2010
Completion of Design:	May 1, 2011
Notice to Proceed for Construction:	August 1, 2011
Construction Substantially Complete:	May 1, 2012

REQUIREMENTS AND SUBMITTAL OF STATEMENT OF QUALIFICATIONS:

All work shall be performed in the United States by any individuals participating on the project.

Interested firms shall submit **seven (7) hard copies, in addition to one (1) PDF copy (one document)** of their Statement of Qualifications (SOQ) for the type of work outlined herein.

The SOQ shall include:

- Completed Standard Form 330
 - All submittals must cite OMB NO: 9000-0157 EXPIRATION DATE: 12/31/2006.

- Section H "Additional Information", in Part I of Standard Form 330, should not be completed and will not be considered. Any information that would normally have been submitted as part of this Section should instead be included in the Consultant Statement and will be counted as part of the ten pages allowed for the Consultant Statement.
- Project Participants; A list of names and titles of the anticipated key personnel who will be charging time to this project, and what their role and responsibility will be for this project. Base this information on the example projects provided. A Project Manager and a Contact Person must be specifically designated in this personnel list.
- Consultant Statement, **limited to ten (10) single-sided 8-1/2" x 11" pages (only the first ten (10) single sided sheets will be read) using Arial Font, with a minimum font size of 10. Any of requested items not sufficiently addressed in Standard Form 330 should to be addressed within the ten (10) pages of the Consultant Statement.**
- No elaborate special presentation brochures, color pictures, etc. are expected. We will not consider any Items other than those requested.
- Provide several example projects that show your firm's experience on similar projects and indicate how these projects compared to the project magnitude and schedule.
- The Consultant should emphasize any previous experience in designing a technical facility similar to the proposed Emergency Communications Center.

The Statement of Qualifications and envelope shall identify the submittal as follows:

**STATEMENT OF QUALIFICATIONS
Emergency Communications Center
St. Louis County Project No. 10-027-OC**

SOQs will be received no later than 3:30 p.m., Friday, July 30th, 2010, at:

**St. Louis County Department of Public Works
Attention: Tom Heinze
121 S. Meramec Ave. 7th Floor
St. Louis, MO 63105**

Responses received after this time will not be opened and will be returned to sender.

St. Louis County reserves the right to accept, or reject, any or all responses, or to cancel this request in part or in its entirety. This Request for Qualifications does not commit St. Louis

County to enter into a Contract or to pay any costs in the preparation of a response to this invitation. The Consultant is responsible for all costs associated with preparation of their submittals.

STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA:

The Selection Committee will evaluate each SOQ using the following criteria:

1. Experience, qualifications, and technical competence of the Consultant relative to comparable projects within the last five (5) years for which your company had significant involvement. This item will also be scored as to how past experience may affect this project. Your packet must include start and completion dates and provide references with names & phone numbers. (25 points)
2. Experience, qualifications, and technical competence of Project Manager designated in the SOQ relative to projects described in Item 1. (15 points)
3. Capability and capacity of the Consultant to perform the work within aggressive time limitations. Indicate proposed use and availability of all projected staff on your team's organizational chart. (20 points)
4. Past record of Consultant's performance with regard to quality of work, budget control, responsiveness and ability to meet schedules on projects included in Items 1 and 2. Indicate contract completion dates and dates documents were accepted by the owner. St. Louis County may verify client satisfaction with references; therefore, the Consultant shall verify reference names and contact information prior to submittal of their SOQ. Any guarantees regarding responsiveness should be discussed here. (25 Points)
5. Consultant's ability to meet Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) participation at 10% or above. Although specific MBE/WBE sub-consultant information is not required at this time, the consultant must describe their proposed approach to utilizing MBE/WBE firms in this work. This should include the anticipated work that the MBE/WBE firm will perform. (10 Points)
6. Percent of work that will be performed in Missouri offices located within the St. Louis Metro area (5 Points)

Total (100 Points)

Any of these items not sufficiently addressed in Standard Form 330 needs to be addressed within the ten (10) page Consultant Statement.

MINORITY BUSINESS ENTERPRISE (MBE)/ WOMEN BUSINESS ENTERPRISE (WBE) PARTICIPATION:

St. Louis County is fully committed to involving MBE/WBE firms in meaningful roles. To that end, St. Louis County will establish a minimum MBE/WBE combined goal of 10% for portions of this contract that are not specialized. Of this 10% goal, a minimum of 7% must be performed by Minority Business Enterprise (MBE) firms. All MBE/WBE firms whose efforts will go towards satisfying this project's MBE/WBE goal must be on the Missouri Regional Certification Committee's database or the Missouri Minority/Women Business Enterprise Program through the Missouri Office of Supplier and Workforce Diversity.

CONSULTANT SELECTION PROCESS:

In accordance with Section 8.291 of the RSMo, St. Louis County's Selection Committee will meet to evaluate the SOQs received and a minimum of the three highest-ranking firms will be selected for an interview. The Selection Committee will evaluate the interview results and St. Louis County will negotiate a fee with the firm considered to be the best qualified firm.

POINT OF CONTACT:

Mr. Tom Heinze, P.E., Project Manager at (314) 615-7148.

theinze@stlouisco.com

Questions should be submitted by Tuesday, July 20, 2010. Questions may only be directed to Mr. Heinze. Questions received after this date may not be addressed.