



REQUEST FOR QUALIFICATIONS

Stormwater Master Plan Development

City of Ballwin
1 Government Ctr
Ballwin, MO 63011

August 2026

I. Introduction

The City of Ballwin, Missouri, is seeking Statements of Qualifications (SOQs) from qualified engineering and consulting firms to develop a comprehensive Stormwater Master Plan. The selected firm will assess existing stormwater conditions, identify problem areas, propose mitigation strategies, and create a prioritized action plan for future stormwater improvements.

II. Project Overview

The Stormwater Master Plan will serve as a guiding document for stormwater management within the City of Ballwin. The project will include an evaluation of current stormwater infrastructure and relevant regulations and make suggestions for any appropriate regulation revisions. The selected vendor will also engage with the general public and members of the public impacted by stormwater, identify key projects to assist in the management of stormwater and prioritize those projects in cost-to-benefit form. The final document is a physical comprehensive report supported by GIS-based mapping and visualization.

III. Scope of Services

The selected firm will be responsible for the following tasks:

1. Data Collection & Assessment

- Review existing stormwater infrastructure, maps, and reports.
- Conduct field investigations to identify problem areas.
- Assess existing stormwater policies and regulations and make recommendations for revisions.

2. Public Engagement

- Conduct public meetings to gather input on stormwater concerns.
- Develop educational materials for residents and stakeholders.
- Incorporate community feedback into the master plan.
- Develop project website including online surveys.

3. Project Identification & Prioritization

- Develop a list of recommended stormwater improvement projects. List should include projects on both City owned and non-City owned facilities.
- Prioritize projects based on severity, feasibility, and cost-effectiveness.
- Provide conceptual designs and cost estimates.
- Identify funding sources and cost-sharing opportunities.
- Ensure compliance with environmental and stormwater regulations.

4. Final Stormwater Master Plan

- Develop a comprehensive report summarizing findings and recommendations.
- Provide GIS-based mapping and visualizations.
- Present the final plan to city officials and stakeholders.

IV. Submission Requirements

One hard copy and one electronic copy e-mailed in a .PDF format to esterman@ballwin.mo.us should be submitted. The RFQ response should be labeled “City of Ballwin Stormwater Master Plan” and mailed or delivered to the City of Ballwin, attn.: Eric Sterman, 1 Government Ctr, Ballwin, MO, 63011. The response must be received by 1:00 p.m. (CST) on Friday, September 18, 2026. The RFQ response shall include the following information:

- Cover Letter
- Firm Background, Relevant Experience and Key Staff Members. Include list of staff members who specifically would work on the project in Ballwin.
- Description of Similar Projects Completed
- Approach and Methodology for this Project. Include proposed timeline for completion of the project.
- References

IV. Selection Process

The RFQ responses will first be evaluated by the City staff and elected officials. The criteria that will be utilized to review the RFQ submittals are:

- Relevant Experience
- Qualifications of Key Personnel
- Project Approach & Methodology
- References & Past Performance
- Local Knowledge & Availability

After all responses are evaluated, the City may interview one or more firms it deems as finalists. It is anticipated that the project will be awarded to the selected vendor at the October 12th, 2026, Board of Aldermen meeting, but that is subject to change.

Recommendation for contract award will be contingent on the successful negotiation of contract terms. If a contract cannot be successfully negotiated with the selected firm at a price determined to be fair and reasonable, the City reserves that right to negotiate with another respondent.

V. Additional Information

For questions regarding this RFQ, please contact Eric Sterman at esterman@ballwin.mo.us or 314-227-9000. The City reserves the right to reject any and all submissions. The City is not responsible for any costs incurred by the firms in preparing and submitting their qualifications. The City may request additional information or interviews as part of the selection process.

Any addendums to this RFQ will be posted on the web site and sent to any known respondents. It is the responsibility of potential respondents to check the City's web site to ensure compliance with any addenda.