



City of Ballwin Missouri
Parks and Recreation Department
#1 Ballwin Commons Circle
Ballwin, MO 63021
Phone: (636) 227-8950 Fax: (636) 207-2330

Vlasis Park Master Plan & Holloway Park Design and Specifications

REQUEST FOR QUALIFICATIONS (RFQ)

It is the intent of the City of Ballwin to receive statements of qualifications from professional firms/consultants. Using public outreach information and design recommendations provided in the Ballwin Park Master Plan the City of Ballwin is looking for the chosen firm to assess current park conditions and constraints to produce a master plan for the next 10 years of renovation and development of Vlasis Park and separate conceptual design and specifications for Holloway park improvements.

RFQ PROCESS

All statements of qualifications must be received by Chris Conway, Director of Parks and Recreation #1 Ballwin Commons Circle, Ballwin, MO 63021 no later than 2:00 pm, Friday, March 19, 2021. At said time and place, all responses duly received will be opened. All responses to the RFQ shall be a matter of public record.

All criteria for evaluation are set forth in the RFQ located at

<https://www.ballwin.mo.us/Request-for-Bids-Proposals-and-Professional-Services/>

Only these criteria will be used by the City to determine, in its judgment, the most qualified firm/consultant. The City reserves the right to reject any or all responses with or without cause.

Submission

The report should document the planning process with appropriate text and estimated costs for all renovation, expansion, upgrades and additions along with conceptual drawings of suggested improvements.

After review and comment on the draft report, five copies of the final report should be provided to the City in 8.5 x 11" format with color maps and drawings. The report will also be provided in digital format (Adobe PDF) on a USB to the City.

City of Ballwin Parks and Recreation
#1 Ballwin Commons Circle
Ballwin, MO 63021
Attn: Chris Conway, Director of Parks and Recreation
RFQ - VLASIS & HOLLOWAY PARKS

It is the sole responsibility of the firms to see that submittals are received in a timely manner. The firms shall bear any and all risks for any delays associated with their selected method of delivery or that are misdirected due to improper identification.

Proposal Deadline

The receipt deadline will be scrupulously observed. Late submittals shall be date stamped, remain unopened, and returned to the submitter if requested.

All submittals shall be prepared and submitted in accordance with the provisions of the RFQ. The City reserves the right to waive any informalities, irregularities, or variances, whether technical or substantial in nature, or to reject any and all responses at its sole discretion. Any submittal may be modified or withdrawn prior to the indicated time for receipt of the responses or authorized postponement thereof. Any submittal not so withdrawn shall constitute an irrevocable offer for a period of sixty (60) days to provide to the City the services set forth in the RFQ.

Clarification and Addenda

Each firm shall examine all RFQ documents and judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made in writing through the City of Ballwin Parks and Recreation Department.

The City shall not be responsible for oral interpretation given by any city employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information may be given. If any addenda are issued to the RFQ, the City will attempt to notify all prospective consultants who have secured the same. However, it shall be the responsibility of each consultant prior to submitting their proposal, to contact the City of Ballwin Parks and Recreation Department (636) 207-2338 to determine if any addenda were issued and to make such addenda a part of the competitive proposal.

The City reserved the right to request clarification of information submitted and to request additional information of one or more applicants.

Legal Name

Responses shall clearly indicate the legal name, address, and telephone number of the firm/consultant and shall indicate whether the firm/consultant is a corporation, general partnership, individual, or other business entity. Statements of Qualifications shall be signed above the typed or printed name and the title of the signer. The signer shall have the authority to bind the consultant to the submitted competitive proposal.

Openness of Procurement Process

Written responses, other discussions, correspondence, and all other pertinent records shall be handled as public records in compliance with State and Federal open records statutes and regulations. All documents relating to this RFQ, subsequent submittals, and meetings with the City Council are subject to statutory requirements of the Missouri Sunshine Law.

Errors and Omissions

Once a response is submitted, the City may consider requests by any firm/consultant to correct errors or omissions but shall retain sole discretionary authority to determine the outcome of such a request.

Retention and Disposal of Statements of Qualifications

The City reserves the right to retain all submitted statements for public recordkeeping purposes. No copies of any material will be returned to the firm/consultant. The City reserves the right, and the Parks and Recreation Department has absolute and sole discretion, to cancel this solicitation at any time prior to the execution of a formal contract.

Collusion

By offering a response to this RFQ, the firm/consultant certifies they have not divulged, discussed, or compared its submittal with any competitors, and have not colluded with any other firm/consultant or parties to this process whatsoever. The firm/consultant also certifies, and in the case of a joint venture each party thereto certifies as to its own organization, that in connection with their submittal:

1. No attempt has been made or will be made by the firm/consultant to induce any other person or firm to submit or not to submit a Statement of Qualifications for the purpose of restricting competition.
2. All persons interested in this project, principal, or principals being named therein, and no other person have an interest in this project or in the Agreement to be entered into.
3. No person or agency has been employed or retained to solicit or secure this Agreement upon an agreement or understating for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or established

commercial agencies maintained by the firm/consultant for the purpose of doing business.

Schedules

The City reserves the right to delete or modify any part of this schedule.

The schedule of submission of statements of qualifications is as follows.

Request for Qualifications issued	February 12, 2021
Deadline to Receive Responses:	2:00 p.m., March 19, 2021

The tentative schedule for the evaluation of proposals, award, and any resulting contractual services is as follows:

Evaluation of submittals and selection:	By March 26, 2021
Award and Contract Execution by Board of Aldermen:	April 12, 2021

Conferences for prospective firm/consultants will be scheduled upon request, and as time allows, providing for interviews with key city staff. These sessions can provide an opportunity for the City to respond to questions about the requested work. Conferences are not mandatory but are highly recommended. Due to the desire to complete the selection process without undue delay, only substantive issues which may be discovered in individual conferences, will be formalized and distributed in an RFQ Addendum. Substantive issues should be generally limited to correcting errors or omissions in the RFQ, alterations or modification to the scope of services or the proposed contract for services; however, the City retains sole discretion to determine the content or need for a formal Addendum.

Contract for Services

The successful firm/consultant will be required to fully execute and comply with all provisions of a PROFESSIONAL SERVICES CONTRACT as prepared by the City with input from the firm/consultant. Firm/Consultants will be advised to thoroughly review the terms of the contract prior to entering into an agreement with the City. As noted in the Instructions for Preparation of a Statement of Qualifications, responses must contain an acknowledgement that a Professional Services Contract, as prepared by the City, is acceptable; and further, the firm/consultant will adhere to the terms and conditions as set forth in the PROFESSIONAL SERVICES CONTRACT.

Terms

The City of Ballwin reserves the right to reject any and all proposals received from this RFQ. It further has the right to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ. The City also reserves the right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFQ process, to obtain further information from any and all respondents, and to waive any defects as to form or content of the RFQ or any submissions by any firm. This RFQ does not commit the City to award

a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submissions become the property of the City as public record. All submissions may be subject to public review upon request.

INSTRUCTIONS FOR PREPARATION OF A STATEMENT OF QUALIFICATIONS

General

All firm/consultants responding to this RFQ shall provide sufficient information and data to fully allow a complete evaluation of their qualifications. Information and data submitted by each firm/consultant with the proposal shall be incorporated into the contract documents by reference. REQUIRED INFORMATION Firm/Consultant, and/or any sub-consultants, must present satisfactory evidence to the City indicating their ability to meet the scope of work within a prompt timeframe. In addition, to ensure consistency, responses should generally conform to the following format:

Cover Letter

Table of Contents

Sections

1. Introduction and Executed Signature Page
2. Qualifications
3. Qualifications of Staff
4. Familiarity/History within the Region
5. References
6. Technical Approach
7. E-verify and Other Information

Section 1 – Introduction and Executed Signature Page

This section must contain an overview of the firm/consultant and any proposed sub-consultants. The introduction shall clearly indicate the legal name, address, telephone number, and local contact information (if available) of the firm/consultant. The introduction will include a statement to the effect that:

The submission of this Statement of Qualifications indicates acceptance by the firm of the stipulations contained in the Request for Qualifications.

The statement must be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the consultant to the submitted response.

Section 2 – Qualifications Provide a description and history of the firm/consultant.

Provide recent experience demonstrating current capacity, familiarity and expertise in completing a comprehensive feasibility study as it relates to the redevelopment of a community park. Specific experience with projects or contracts matching those described within the Scope of Services will be most valuable.

Section 3 – Qualifications of Staff

Provide an organizational chart and summary of staff qualifications. State the number and nature of the staff employed with the firm and the office in which the bulk of the work engagements will be performed. Provide resumes for the project staff likely to be utilized in performing the Scope of Services. The submittal shall include notice of any investigations or disciplinary action taken or pending by national or state regulatory bodies against the firm or individuals employed by the firm.

Section 4 – Familiarity/History within the Region

Provide a list of all relevant engagements the firm completed for local government entities within the last five (5) years. Illustrate how previous experience may be of benefit in the execution of the present Scope of Services.

Section 5 – References

Provide at least five references for which the firm has performed services within the past two (2) years that are similar to the requirements in the Scope of Services. At least two (2) of the references should be from government entities for work performed that is similar to that specified in this RFQ. Provide the reference contact name, address, e-mail address, telephone number and a summary and date of the services provided.

Section 6 – Technical Approach

Provide a general description of the firm's approach to provide the Scope of Services. Include an explanation of the firm's quality control and quality assurance measures. Describe the firm's technological capabilities and the ability to comply with deadlines and timelines identified in the Scope of Services.

Section 7 – E-Verify and Other Information

E-Verify provisions pursuant to RSMo. 285.530 are applicable. All Contractors for contracts exceeding five thousand dollars (\$5,000) shall by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Consultants shall use the Affidavit form included in the RFQ and include with their Statement of Qualifications, along with an executed E-verify Memorandum of Understanding and demonstration of enrollment in the federal E-verify system. The preceding requirement will be waived for consultants who previously submitted suitable E-verify documents within the last 120 calendar days. Current E-verify

documents will be required in conjunction with any contract execution, addendum or extension.

Scope of Services

Background

The City of Ballwin is a second-ring western suburb of St. Louis, located in St. Louis County, Missouri. The population was 30,404 as of the 2010 census. It was named by *Money* magazine in 2005, 2011, and 2013 as one of the 100 best places to live in America.

Vlasis Park

The City conducted a system wide park and recreation master plan in 2018. As a result and due to complexity of the park upgrades, the relocation of the police department, potential expansion of the public works yard and environmental issues the City seeks a 10 year park development plan for Vlasis Park.



Site Analysis

Inventory and analyze all existing park structures as well as the existing location of the Ballwin Police Department and feasibility of the expansion of the Public Works yard.

Identify constraints for future park development i.e.; topography, environmental issues, infrastructure, utilities.

Community/Staff Input

Facilitate a series of meetings with city staff as well as the Mayor and Board of Aldermen and a minimum of one community meeting and one online community survey to gather input and report results of findings. Final presentation of the Master Plan will be made to the Mayor and Board of Aldermen at a regularly scheduled public meeting.

Master Plan

Plan Narrative should include but not be limited to:

- Analyze current infrastructure of the park's, facilities, and equipment
- Review and assess community demographic needs
- Analyze current facilities with respect to current usage, community need, and possible additions relative to need, and impact to the operating budget
- Identify future best uses for areas located within the park to include the current police department site.
- Identify proposed development/renovation of facilities to include expansion of the public works yard.
- Establish implementation phases based on priorities
- Estimate costs of proposed facilities in each phase
- Outline financing alternatives and methods

Preliminary Concept Plan and Engineering Plan

1. Develop Concepts may include but not limited to playground, pickleball courts, tennis courts, additional pavilions, lake edge improvements, ballfield improvements, comfort stations, multi use performing arts and plaza area.
2. Develop a concept engineering plan that takes into account stormwater detention/retention impact in the park and location of utilities as they pertain to certain park amenities and facility requirements.

Full Development Cost Estimates

1. Provide development cost estimate broken down by;
 - a. Environment abatement (if required)
 - b. Permits, design fees, engineering fees, etc.
 - c. Site development, i.e. land balancing
 - d. Infrastructure costs, i.e. internal infrastructure, parking, ingress/egress, etc.
 - e. Construction costs with prevailing wage considerations.

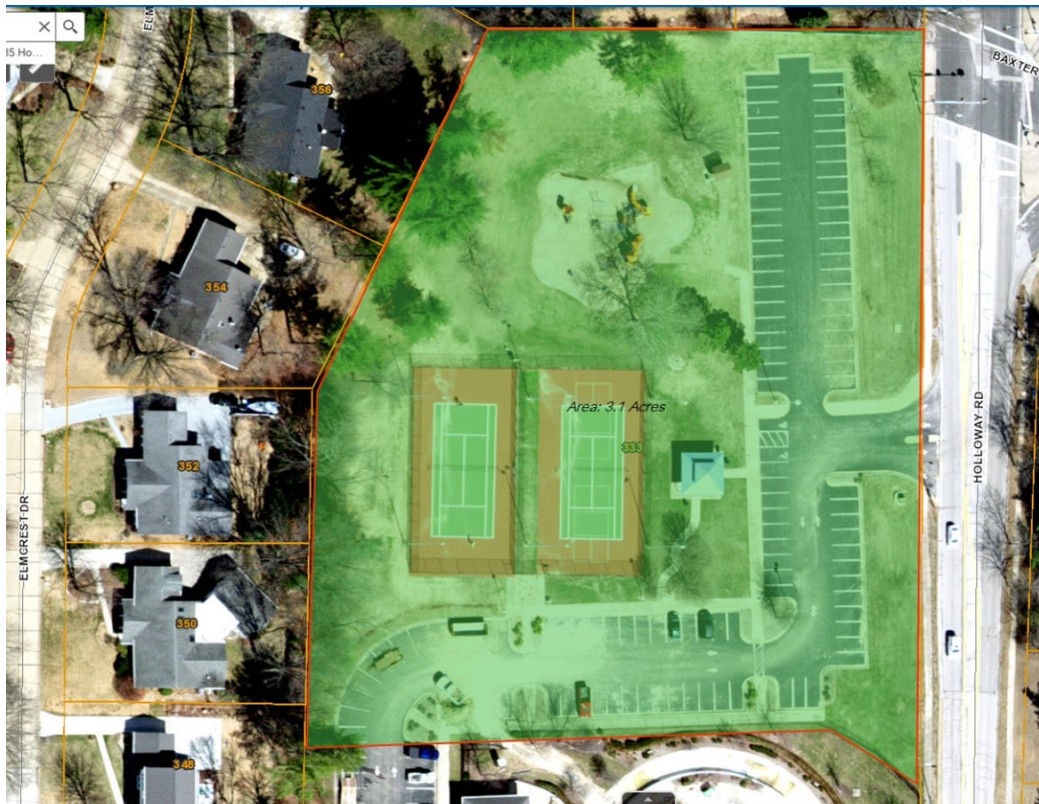
VLASIS PARK MASTER PLAN BUDGET

The budget for the development of the Vlasia Park Master plan is \$50,000

Holloway Park

The vision for Holloway park is to modernize and enhance play value of playground, establish better connectivity from sidewalks, address needs of separate user groups i.e.

pickleball and tennis players, add a comfort station and use topography to enhance the user experience.



Site Analysis

Inventory and analyze all existing park structures. Identify constraints for future park redevelopment i.e.; topography, environmental issues, infrastructure, utilities.

Preliminary Concept Plan and Engineering Plan

1. Develop Concepts for new playground, comfort station conversion of half of the tennis courts to pickleball courts. Develop a concept engineering plan that takes into account stormwater detention/retention impact in the park and location of utilities as they pertain to certain park amenities and facility requirements.

Redevelopment Cost Estimates

1. Provide development cost estimate broken down by;
 - a. Environment abatement (if required)
 - b. Permits, design fees, engineering fees, etc.
 - c. Site development, i.e. land balancing

- d. Infrastructure costs, i.e. internal infrastructure, parking, ingress/egress, etc.
- e. Construction costs with prevailing wage considerations.

CONCEPTUAL DESIGN FEE BUDGET

The budget for the development of the Holloway Park Conceptual Design is \$15,000

SELECTION CRITERIA

Proposals will be evaluated using the following criteria:

- Qualifications and experience of the proposer;
- Demonstrations of proposer's ability to perform projects comparable in design, scope, and complexity to the Project;
- Demonstration of good faith efforts to achieve compliance with federal, state, and local affirmative action requirements;
- Qualifications of proposer personnel who will manage the Project;
- Demonstration of successful management systems which proposer has employed for the purposes of estimating, scheduling, and controlling costs; and
- References from owners for whom planning services have been performed.

CONTRACT AWARD

The City of Ballwin will evaluate each response to the Request for Qualifications based on the established selection criteria. Recommendation for contract award will be contingent on 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 proposer.