



# REQUEST FOR QUALIFICATIONS

Pavement Condition Survey for:  
City of Normandy, Missouri

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## **I. Introduction and Background**

Normandy is a city in the State of Missouri, St. Louis County, located 4 miles South of Florissant, Missouri and is 6 miles North of St. Louis, Missouri. Normandy is part of the surrounding St. Louis, Metro area. The population was 4,287 at the 2021 census. The city of Normandy is on land once owned by Charles Lucas. Lucas obtained property from the federal government with land grants, and he purchased the land from victims of the New Madrid earthquake of 1811. The area was incorporated as a town in May 1945. Normandy annexed Bredell Hills on May 10, 1977, and became a city in June 1977. In August of 2023 the residents of the City of Normandy and the adjacent Village of Glen Echo Park voted to consolidate effective February 2024. The projected population of the new municipality is 4,409 and will retain the name, staff, and ordinances of the City of Normandy.

Normandy is seeking a qualified Consultant to assist with the preparation of a new Pavement Condition Survey (PCS) for approximately 10 miles of City-maintained asphalt and concrete roadways. The City Administrator and staff intends to reference this survey when selecting roads to be included in our resurfacing contract and to prepare a five-year plan for future road projects. The City's previous PCS was completed in 2005.

## **II. Scope of Work and Deliverables Required**

At a minimum, the Consultant's work shall include the following processes and components:

1. Perform a visual evaluation of all existing Normandy asphalt and concrete roadways. A shapefile with current inventory data will be provided to the Consultant by the City.
2. Observe and quantify pavement distresses. Each segment shall include a Pavement Condition Rating (PCR) on a street by street. The Consultant may use alternative survey methods =if prior approval is granted by the City of Normandy, including automated data collection techniques or artificial intelligence.
3. Summarize the results of the survey findings in a written report, which includes summary tables listing the distresses and overall PCR for each street segment. Recommendations for treatment and resurfacing methods shall also be provide. An electronic draft copy shall be provided to the City of Normandy's City Administrator for review prior to finalizing the report. Once all the City's comments have been incorporated, three (3) final hard copies and one (1) final electronic copy shall be provided.
4. Provide recommended maintenance for streets based on their condition and provide rough cost estimates for recommended maintenance for each street in current US Dollars.
5. Present the survey findings to City staff in at least one (1) meeting.
6. The City of Normandy may also wish to retain the selected consultant to review the City's current asphalt road resurfacing technical specifications, and provide a listing of recommended changes, updated references, etc. This work will be considered separate from the Pavement Condition Survey, with a separate fee negotiated with the Consultant.

### III. Proposed Project Timeline

It is the desire of the City of Normandy that the Plan be completed in an approximately **3-month** time frame after the selection of the Consultant and subsequent discussions regarding details and logistics.

### IV. Proposal Requirements

**The following materials must be included in the proposal and received no later than November 17, 2023 for a proposing Consultant to be considered. Consultants are asked to limit their Statement of Qualifications to ten (10) pages or less, not including a front and back cover. Double-sided pages shall count as two (2) pages.**

During the evaluation process, the City of Normandy reserves the right to request additional information or clarifications from a consultant, or to allow corrections of errors and/or omissions. The purpose of the technical proposal is to demonstrate how the Consultant, as a team and/or as individuals, will contribute to the Pavement Condition Survey. The substance of the proposal will carry more weight than form or manner of presentation; the proposal should be complete and concise. Specific proposal requirements include:

1. **Transmittal Letter:** A signed letter briefly demonstrating the Consultant's understanding of the work to be performed, committing to perform the work within the requested 3-month time, explaining why the Consultant believes it is best qualified to perform the services, and stating that the proposal is an irrevocable offer. Also note any unique attributes that your firm and project team bring to the project.
2. **Title Page and General Information:** Title page showing the project title; Consultant's name, address, telephone, and email address of the contact person; and the date of the proposal. Provide general information, year established, and a brief history of the consulting firm. Include information for the prime and any sub-contractors proposed for the project.
3. **Firm Experience:** Submitted materials should demonstrate the qualifications of the Consultant and of the staff assigned to this engagement. The Consultant should demonstrate experience on at least (3) similar projects, preferably within the past five (5) years. The Consultant should be prepared to provide copies of or electronic links to the work product from these projects upon request.
4. **Personnel Qualifications and Experience:** For each member of the project team assigned to this engagement, please provide the following information:
  - Identification of the Project Manager who will lead the project, can negotiate a contract, and can execute a contract.
  - Names and proposed roles of other individual team members.
  - Qualifications of all team members to perform the work requested, including education and prior relevant experience in their assigned functions.
5. **Project Understanding, Methodology, and Approach:** Include a summary of the Consultant's understanding of this project as described in the Scope of Work. Discuss and clearly explain the methodologies and assumptions that will be utilized to accomplish each work item in the scope of work and identify any innovative strategies. Please include details regarding how the firm will rate pavement conditions including formulas, standards, and how they are to be used for decision making.

6. **References:** Include a list of clients where similar services were (or are currently being) provided by members of the project team along with the name, telephone number, and email address of a person who may be contacted at that client.

## V. Selection Process, Criteria, and Submission Instructions

A City of Normandy Selection panel consisting of the City Administrator, Mayor, and Public Works Director will evaluate and rank each proposal based on the completeness of the submittal, the Consultant's understanding of the scope of work and project objectives, the strength and relevance of previous similar experience with projects of a similar scope and scale, the qualifications of key personnel on the proposed team, the ability to meet the project schedule, and other factors as deemed appropriate by the City.

The Selection Panel may elect to interview select firms at a mutually agreed upon presentation date and time. Once staff has selected a firm, the City will attempt to negotiate a scope and fee with the top ranked firm and develop mutually agreed upon contract documents.

Interested firms should submit **one (1) electronic PDF copy of the completed proposal via e-mail** no later than **November 17, 2023** to:

**Samuel Johnson, City Administrator City of Normandy**  
**7700 Natural Bridge Rd.**  
**Normandy, Missouri 63121**  
[sjohnson@cityofnormandy.gov](mailto:sjohnson@cityofnormandy.gov)

## VIII. Proposal Terms and Conditions

- A. This RFQ does not commit the City of Normandy to award a contract. No other party, including any proposer, is intended to be granted any rights hereunder. Proposals which, in the sole discretion of the City of Normandy, do not meet the minimum requirements, including without limitation the minimum proposal submission requirements, may not be reviewed. This RFQ and the process it describes are proprietary to the city and are for the sole and exclusive benefit of the City. Any response, including written documents and verbal communication by any proposer to this RFQ, will become the property of the City of Normandy and if required by law may be subject to public disclosure by the City or any authorized agent of the City. The City of Normandy is not liable for any costs associated with the development, preparation, transmittal or presentation of any proposal or material(s) submitted in response to this RFQ.
- B. It shall be the proposer's responsibility to review and verify the completeness of its proposal. The City of Normandy may request additional or clarifying information or more detailed information from any proposer at any time, including information inadvertently omitted by a proposer. The city may request to contact clients referenced in the proposal. The City of Normandy reserves the right to conduct investigations with respect to the qualifications of the proposer.
- C. Verbal communication made by any City employee or agent of the City with respect to this RFQ is not binding and shall not in any way be considered as a commitment by the City. Only written responses to questions submitted in writing to the City or written addenda to this RFQ issued by the City will be considered binding on the city.

- D. The City may enter negotiations for a contract, on terms and conditions satisfactory to the City with one or more selected proposer(s). However, the City reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple proposers. The City reserves the right to negotiate acceptable terms in an otherwise unacceptable proposal. Such negotiations may result in changes in terms material to this RFQ; in such an event, the City shall not be obligated to inform other proposers of the changes, or permit them to revise their proposals accordingly, unless the City, in its sole discretion, determines that doing so and permitting such is in the City's best interest. Should negotiations not prove satisfactory with the selected proposer(s), the City reserves the right to discontinue negotiations. Additional individuals/businesses may be asked to enter into negotiations, and/or the City may solicit new proposals.
- E. The City reserves and may exercise the following rights and options with respect to evaluation of proposals and selection for negotiation:
- i. To reject all proposals and re-issue the RFQ at any time prior to execution of a final contract if, in the City's sole discretion, it is in the City's best interest to do so.
  - ii. To supplement, amend, substitute or otherwise modify this RFQ at any time prior to selection of one or more respondents for negotiation and to cancel this RFQ with or without issuing another RFQ;
  - iii. To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the City's best interest to do so;
  - iv. To reject the proposal that, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City or another government entity, is financially or technically incapable or is otherwise not a responsible proposer.
  - v. To reject as informal or non-responsive any proposal which, in the City's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from this RFQ or contains erasures, ambiguities, alterations, or items of work not called for by this RFQ;
  - vi. To waive any informality, defect, non-responsiveness and/or deviation from this RFQ that is not, in the City's sole judgment, material to the proposal.
  - vii. To permit or reject, at the City's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the respondents following proposal submissions.
  - viii. To request that some or all of the proposers modify proposals based upon the evaluation of the City.