

FOREST PARK FOREVER

REQUEST FOR QUALIFICATIONS

**PROFESSIONAL NATURAL RESOURCES MANAGEMENT PLANNING, PUBLIC INVOLVEMENT &
ECOLOGICAL SERVICES**

FOR

FOREST PARK NATURAL RESOURCES MANAGEMENT PLAN

PURPOSE:

Forest Park Forever (FPF) intends to select a Consultant to provide professional natural resources management planning, public involvement & ecological services for the FOREST PARK NATURAL RESOURCES MANAGEMENT PLAN located within Forest Park in the City of St. Louis, Missouri. See a site location map on the following page.

A Consultant interested in providing the services within this Request For Qualification (RFQ) must submit Statements of Qualifications (SOQ's) for consideration and evaluation.

A Consultant may submit qualifications as the Prime or as part of a Team as a Subconsultant, not both.

Note: Forest Park Forever does not permit exclusivity agreements with Subconsultants.

Forest Park Forever may elect to add additional planning, study or design tasks for other projects by Supplemental Agreement to this planning contract.

Aerial Photographic Site Location Map of Natural Resources Management Plan (NRMP) Limits within City of Saint Louis
(not to scale)



STANDARDS OF PLAN:

Any conceptual alternatives or physical improvements must be planned in accordance with all City of St. Louis design standards and specifications, please see the list below. The Consultant must consider innovation. Consultants should not consider this list all-inclusive. Where a conflict among standards occurs, the more stringent standard will govern.

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| DEPARTMENT OF THE PRESIDENT OF THE BOARD OF PUBLIC SERVICE | |
| DEPARTMENT OF PARKS, RECREATION, & FORESTRY | |
| Tree Ordinance ¹ | Ord. 68607 |
| Emerald Ash Borer Technical Brief ¹ | |
| FOREST PARK SPECIFIC | |
| Forest Park Master Plan as amended through 2006 ² | Dec 15, 1995 |
| Forest Park Stormwater Master Plan, MSD Ref. No. P-0029545-00 by Board of Public Service & Forest Park Forever ² | Jun 25, 2013 |
| Forest Park Tree Master Plan ¹ | |
| Forest Park Water Quality Management Plan ³ | Sept 2003 |

¹See link above or browse available Forestry Division documents
www.stlouis-mo.gov/government/departments/parks/forestry/documents/

²Available for download from the Board of Public Service On Line Plan Room
www.stlbps.org

³See link below for available Forest Park Water Quality documents
<http://www.forestparkforever.org/bids>

These Standards of Design should not stifle the study or planning process. Innovation in planning is hereby encouraged. Any plan by the Consultant, regardless of standard followed, must be economically, environmentally, and socially sustainable.

Master Plan Implementation: The Natural Resources Management Plan should be sensitive to the guiding principles and recommendations of the 1995 Forest Park Master Plan as amended through 2006 and propose specific alternatives and improvement projects to enhance the visitor experience and inclusion of the community. The plan shall evaluate possible impacts to the goal of “no-net-loss-of-open-space”.

The Natural Resources Management Plan development shall include the preparation and performance of informational presentations and public charrettes. The informational presentations include at least two (2) presentations by the Consultant to the public for feedback, recommendations and refinements. Prior to each presentation to the public, Consultant will make a presentation to the project steering committee, whose members shall include Forest Park Forever (FPF), the St. Louis City Department of Parks, Recreation & Forestry, the St. Louis Board of Public Service and other experts and regional environmental groups, such as the Kennedy Woods Advisory Group (KWAG),

Missouri Department of Conservation (MDC), Missouri Department of Natural Resources (MoDNR).

Stormwater Management: The Plan's proposed improvements shall adhere to the requirements of the Metropolitan St. Louis Sewer District (MSD) and the MoDNR.

The Stormwater Master Plan for Forest Park addresses construction projects completed in the past and planned within the park over the coming years. Approved by MSD, this plan provides guidance to the Consultant for stormwater management methods required for planned development projects with the suggested Best Management Practices (BMP's). Water quality treatment will be required for runoff from existing improvements that are tributary to the Linear Connected Waterway. Detailed coordination with MSD is not anticipated with this Plan.

Supplemental Informational Documents and Information: To the extent the natural resources in Forest Park are impacted by proposed and/or ongoing development in the areas adjacent to the Park, the consultant will need to inventory these proposed/ongoing developments and incorporate their expected impacts on the Park in the Natural Resources Management Plan. There are plans underway on all sides of Forest Park:

- BJC's and Washington University Medical Center's campus renewal
- Forest Park Parkway/Kingshighway improvements
- Washington University's Hilltop campus renewal at their eastern entrance at Brookings/Lindell
- Saint Louis Zoo framework plan and development of their Oakland/Hampton site

The Consultant may wish to review supplemental information listed above, some of which is available for download at the City's Online Plan Room at <http://www.stlbps.org>. Forest Park Forever and the City make no warranty as to the accuracy of any document. Please verify the information before making your submittal.

SCOPE OF SERVICES - GENERAL:

Conduct a major planning effort for Forest Park to create a long-range plan for the restoration and ongoing management of the Park's natural resources, especially areas set aside specifically as conservation or natural areas. The Natural Resources Management Plan shall be sensitive to the guiding principles and recommendations of the Forest Park Master Plan and propose specific alternatives and improvement projects to enhance the plant and animal diversity and ecological sustainability of the Park.

The Plan shall include:

1. Determination and documentation of the "current" state of the Park's natural resources and ecology. Otherwise described as the current ecological baseline dataset and report.
2. Working with the project steering committee to determine the vision statement and goals of the Forest Park Natural Resources Management Plan.

3. Determination and documentation of the “desired” state of the Park’s natural resources and ecology.
4. Provision of a timeline of capital improvement, maintenance, and recreation and restoration projects, and management activities to occur over the life of the Plan
5. Provision of a cost analysis, staffing requirements (full-time employees, seasonal employees, volunteers and contractors and alternative organization structures) and other resource needs for the capital improvement, maintenance, and recreation and restoration projects and management activities contemplated in item 4.

After the Natural Resources Management Plan is complete, Forest Park Forever will be able to execute the Plan’s recommendations and improve park-wide ecological sustainability. The Plan will arrange its recommendations chronologically and efficiently such that duplication of effort is prevented, subsequent activities leverage the value of prior activities, subsequent actions do not undue or destroy or damage prior activities or diminish their value, and least negative ecological impact occurs. The Plan will also provide guidance when engaging external projects (projects outside of, but adjacent to the Park as well as projects of other entities within the Park) and requests for improved interactions between the Park’s natural and built environments.

SCOPE OF SERVICES - SPECIFIC:

Forest Park Forever has a vision to create a sustainable and balanced ecology in Forest Park while coexisting with the numerous man-made operations and human activities that occur there.

The consultant team shall demonstrate expertise in the following disciplines:

1. Ecology
2. Natural History Biology
3. Hydrology
4. Stormwater management and project design
5. Biology
6. Botany
7. Wildlife Biology
8. Aquatic Biology
9. Urban Forestry
10. Forestry
11. Ecological Restoration
12. Public engagement
13. Capital improvement, maintenance, recreation and restoration project, and management activity cost estimating and resource requirement estimating
14. Natural resource project design
15. Natural Resource Management

Specific areas to be addressed by the consultant in this Natural Resources Management Plan include, but are not necessarily limited to:

1. History of the Site
 - a. Natural history – geology, biology, historic communities or reference ecosystems
 - b. Archeological significance
 - c. The use of the land and cultural influences over time
 - d. Ownership changes
 - e. Third party property rights, e.g. easements, rights-of-way, ...
2. Natural resource assessment
 - a. Flora surveys and/or inventories
 - i. Floristic Quality Assessment (FQA) by sub area
 - ii. Floral composition, including diversity, density, stocking rate (if applicable), size-class ranges, and importance values by sub area
 - b. Faunal surveys and/or inventories
 - i. Species diversity and abundance by sub area
 - c. Identification, quantification and location of invasive species
 - d. Diseases and pests present
 - e. Geological formations & soil types and quality
 - f. Topography or other distinguishing factors
 - g. Watershed condition, e.g. erosion issues
 - h. Waterway and water bodies
 - i. Biotic and abiotic analysis
 - ii. Comparison of design plan water hydrology vs. current hydrology
 - iii. Development of recommended flow rate management plan
 - iv. water quality condition, e.g. compliant with MoDNR full body contact water quality requirements as well as being of a quality able to sustain native plant and animal species
 - i. Riparian areas condition assessment
 - j. Ecological connectivity potential and impairments
 - k. Endangered plant and animal species present
 - l. Design of integrated ecological monitoring program
 - i. Development of fauna, flora, and hydrological protocols in which people of various skill levels can collect data to assess the Natural Resource Management Plan's implementation impacts
3. Strategic direction
 - a. Work with the project steering committee to develop a vision statement and goals for the project.
4. Management objectives
 - a. Establish and meet periodically with the project steering committee during the plan's development
 - b. Public input management

- i. Conduct public input sessions during the plan's development to inform all other management recommendations
 - c. Terrestrial resource management
 - i. Achieve healthy and diverse natural Missouri habitats
 - ii. Control invasive species
 - iii. Manage natural habitats for the purpose of ecological integrity, public demonstration and educational programming
 - iv. Development of flora species mix list for restorations and re-creations per habitat type
 - d. Aquatic resource management
 - i. Recreate and manage healthy and diverse savanna and prairie riparian corridors to provide connectivity across the park
 - ii. Enhance water quality and associated fauna
 - iii. Treat nuisance aquatic plants as needed
 - iv. Identify erosion issues, develop & implement engineered solutions
 - v. Reduce dependence on city water as a source of supply for the linear waterway and waterbodies
 - e. Visitor use management
 - i. In Forest Park's natural areas, assess existing trail system for safe and visitor-friendly walking, running and biking and make any recommendations identified for their improvement
 - ii. Evaluate existing interpretive signage and make any recommendations identified for their improvement
 - iii. Provide protocols that can be used by FPF volunteers, volunteer environmental organizations or students in school or university educational programs with a range of skill levels and/or participant ages that can be used to assess the Natural Resource Management Plan's implementation success, especially with respect to the restoration of natural areas
 - iv. Identify, document and recommend solutions to multiple use conflicts
- 5. Capital Improvement, maintenance, recreation and restoration projects, and recurring management activities timeline
 - a. Reduce management recommendations to:
 - i. A series of discrete activities or action items complete with:
 - 1. Durations
 - 2. Timing
 - 3. Recurrence frequencies, e.g. annually, biannually, every 5 or 10 years
 - b. Identify milestones and recommend when they should be achieved:
 - i. This is a long duration plan and intermediate wins will be needed to maintain momentum, and public and donor interest/support
 - c. Establish metrics by which progress and goal achievement success will be measured

6. Human resource requirements
 - a. Estimate expected productivity per activity, e.g. person-hours/acre of Timber Stand Improvement, person-hours/acre of plant plug installations
 - b. Identify and recommend work to be performed with FPF staff and the appearance of that staff organization structure
 - c. Identify and recommend work to be performed by consultants/contractors vs. volunteers or government entities such as AmeriCorps
7. First-time and ongoing/recurring activities management cost estimates and cash flow schedule
 - a. Determine from the activities, activities timeline and human resource requirements:
 - i. The annual funding requirements to perform the first-time execution of this plan at a reasonable pace and in the order recommended
 - ii. The annual funding requirements to perform ongoing/recurring management activities.
8. Supplemental information
 - a. Documentation of steering committee and public input
 - b. A table of current land and water types broken down by acres and percentage of total acres for each
 - c. Maps
 - i. Topographic
 - ii. Ecological land types
 - iii. Current cover types
 - iv. Burn units
 - v. Faunal connectivity routes
 - vi. Aquatic resources, including natural and manmade water inputs and outflows
 - d. Existing funding source possibilities, e.g. MDC, MoDNR, Fish & Wildlife, and charitable foundation grants
9. Forms of Final Natural Resources Management Plan Document
 - a. Detailed technical plan document directed toward and for use by FPF Land Management staff and St. Louis City Department of Parks, Recreation & Forestry staff in their implementation and ongoing operational use of the plan's recommendations.
 - b. Summary plan document that addresses the plan's recommendations and associated estimated costs, the order in which recommended actions are to be executed, and timeline with milestones identified, all at a higher level relative to the detailed technical plan (see item 9.a.). This plan document is to be used to inform interested parties, e.g. a broad range of experts and non-experts, government agencies and non-government organizations with a passion for the preservation, care and sustainability of natural resources and open spaces, on the natural resources management needs of Forest Park,

why they exist and why the recommendations it contains for addressing those needs are the sustainability solution.

SUBMITTAL OF STATEMENT OF QUALIFICATIONS (SOQ):

Interested firms shall submit TEN (10) copies of the (SOQ) for the type of work outlined above. The SOQ shall be limited to FIVE (5) single-sided 8-1/2" x 11" pages with a minimum font size of 10. The 5 pages do not include the M/WBE Utilization form, the executed Affidavit Compliance with the Prevailing Wage Law, the Unauthorized Alien Employee Affidavit and Signature Sheet of Memorandum of Understanding with Homeland Security for E-Verify (see Attachments A, B & C). These forms, affidavits and E-Verify are not required at this point for the SOQ; however, interested firms and SOQs should acknowledge and include short statements or plans to address future compliance with these requirements. Interested firms may submit a cover sheet or cover letter limited to ONE (1) single-sided 8-1/2" x 11" page with a minimum font size of 10.

NO OTHER MATERIAL WILL BE ACCEPTED – THIS INCLUDES COPY OF CERTIFICATIONS, REGISTRATIONS, etc.

Statements of qualifications shall be bound by a single staple and shall not be bound in any other manner. If additional information is included in the Statement of Qualifications, it will be removed from the SOQ before distributing to the Selection Committee members.

The qualifications and envelope shall identify the submittal is for:

PROFESSIONAL NATURAL RESOURCES MANAGEMENT PLANNING, PUBLIC
INVOLVEMENT & ENGINEERING SERVICES FOR
FOREST PARK NATURAL RESOURCES MANAGEMENT PLAN
FPF PROJECT NO. 2017-06-02
FOREST PARK, CITY OF ST. LOUIS, MO
STATEMENT OF QUALIFICATIONS

A sealed SOQ for the Forest Park Natural Resources Management Plan located within the City of St. Louis, MO will be received no later than 4:00 p.m. local time, June 26, 2017 at Forest Park Forever, Inc., 5595 Grand Drive in Forest Park, St. Louis, MO 63112. The SOQ envelope shall be marked to the Attention of Shawnell Faber, Director Land Management. Responses received after this time will not be accepted. FPF reserves the right to accept or reject any or all responses, or to cancel this request in part or in its entirety. All submittals become and remain the property of FPF. After the above listed deadline, the submittals will be open and read.

Electronic Statements of Qualifications for the Forest Park Natural Resources Management Plan located within the City of St. Louis, MO may be received no later than 4:00 p.m. local time, June 26, 2017 by Forest Park Forever, Inc., emailed to Shawnell Faber at sfaber@forestparkforever.org. Responses received after this time will not be accepted. One (1) electronic copy in *.pdf format emailed to

sfaber@forestparkforever.org of the SOQ should be enclosed, preferably within one (1) *.pdf email attachment. After the above listed deadline, the submittals will be open and read.

QUALIFICATION EVALUATION CRITERIA

The SOQ shall include a contact person name, firm name, address, phone and fax number, and e-mail address. NOTE: Team composition shall remain the same unless a change is submitted and approved by FPF. The Selection Committee will evaluate each SOQ using the following criteria. The submittal shall be in the same sequential format as follows:

1. Provide examples of five comparable projects that show the experience, qualifications, and technical competence of the PRIME CONSULTANT within the last ten years either for which your company was the Prime Consultant or on the Consultant Team. Preferably, these projects should be complete or near completion. Include record of meeting the project schedule, project budget, construction cost, design fee, and M/W/DBE goals for these projects. Provide start and completion dates as applicable, your company's role and references with names, phone numbers, and e-mail addresses of owner's representative who is most knowledgeable of your firm's performance. Projects with incomplete information will not be considered toward the PRIME CONSULTANT'S experience.
2. Present experience, qualifications, and technical competence of the PROJECT MANAGER relative to the five projects described in Item #1. List the Project Manager's experience in managing similar projects within the past ten years if not directly associated with the firm submitting this proposal. If applicable, provide any Project Manager's Professional Certifications or Registration information including profession and license # (Do not include copies of certifications or licenses.).
3. Present experience, qualifications, and technical competence of EACH SUBCONSULTANT on the team relative to five comparable projects completed within the last ten years. Include a description of the exact role of the subconsultant and percentage of the project completed by subconsultant. Provide start and completion dates. These projects must be complete or near completion.
4. Present your team's approach and any unusual issues/problems/difficulties anticipated. Present your team's understanding of special requirements, codes, and regulations pertinent to the project. Present your internal quality control procedures.
5. Present a team organizational chart identifying each firm's role (including team member names) and responsibility in the project. Indicate availability of team members for the project. List the number of employees by employee classification for the prime and each subconsultant in their main office and additionally those company-wide if they will be utilized for this project. If the Consultant has multiple offices, indicate in which office this work will be performed.

6. Familiarity with the area in which the project is located.
7. The M/WBE plan and proposed goals by interested firms will be evaluated for the feasibility of implementation as proposed.

NON-DISCRIMINATION; MBEs/WBEs

This is an equal opportunity bidding event. Women and Minority in Business are encouraged to participate.

FPF and the Consultant shall not discriminate against any employee or applicant for employment because of race, creed, religion, color, sex, age, national origin, disability, marital status or sexual orientation. FPF and the Consultant shall agree that Mayor's Executive Order #28 of the City of St. Louis, as amended, shall be applied to the extent applicable to this contract and to its consultants, subconsultants and contractors (see Attachment A). No City funds are used for this study.

MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE) PARTICIPATION

FPF is fully committed to involving M/WBE firms in meaningful roles on all consultant contracts. To that end, FPF has established goals of 10% MBE and 5% WBE participation for this consultant contract. The goal is a percent of the original contract amount for the utilization of firms owned and controlled by minorities and women (see Attachment A). A copy of the current directory of Certified M/WBE's is available on the internet at <http://www.mwdbbe.org> or by contacting the Airport DBE Office – Certification Section at (314) 426-8111.

Interested firms and SOQs should state their proposed M/WBE participation for this consultant contract and include short statements or plans to address compliance with the M/WBE goals. The M/WBE Utilization forms in the Attachments are for reference but are not required at this point for the SOQ.

UNAUTHORIZED ALIEN EMPLOYEES

As a condition for the future award of this contract or grant, CONSULTANT, shall, pursuant to the provisions of Sections 285.530 through 285.555 of the Revised Statutes of Missouri 2000, as amended, by sworn affidavit and provision of documentation, affirm its enrollment and participation in E-Verify, a federal work authorization program, with respect to the employees working in connection with this Agreement. CONSULTANT shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Agreement pursuant to the above-stated Statutes.

In addition to the affidavit the CONSULTANT shall provide a copy of the front page and signature page of their Memorandum of Understanding with Homeland Security for E-Verify (see Attachment C) as a condition for the future award of this contract or grant.

These forms, affidavits and E-Verify are supplied for reference but are not required at this point for the SOQ; however, interested firms and SOQs should acknowledge and include short statements or plans to address future compliance with these requirements.

LITIGATION AND VENUE

FPF reserves the right, at its sole discretion, to disqualify or refuse to accept any proposal from any potential consultant or subconsultant that is a party to litigation against FPF or the City of St. Louis, or was adverse to FPF or the City of St. Louis in past litigation.

This contract shall be governed by and construed in accordance with the Laws of the State of Missouri, excluding its conflicts of law principles. It is further agreed that any action at law, suit in equity or other judicial proceeding to enforce or construe this contract or regarding its alleged breach, shall be instituted in the Circuit Court of St. Louis City, Missouri (22nd Circuit).

CONSULTANT SELECTION PROCESS

Once the SOQ's are received, FPF will direct a Selection Committee to meet to evaluate the SOQ's. Through this evaluation process, finalists will be selected on the basis of the qualification evaluation criteria described above and invited to make presentations of their qualifications and design approach to the Selection Committee.

AWARD

A Professional Service Agreement or contract will be awarded to the most responsive, best qualified Consultant who has responded to all conditions set forth in this RFQ and submitted a complete and correct SOQ. The budget for the Professional Service Agreement or contract will be determined after the Award.

POINT OF CONTACT

All questions shall be directed to Shawnell Faber, by e-mail at sfaber@forestparkforever.org (please reference project name in Subject Line if sending an e-mail) or by US Mail directed to Forest Park Forever, Inc., 5595 Grand Drive in Forest Park, St. Louis, MO 63112, to the Attention of Shawnell Faber, Director Land Management. Answers to technical questions will be made available to consultants by information posted in "pdf" format to the FPF website at <http://www.forestparkforever.org/bids> or made available for paper copies at FPF during office hours.