Request for Proposals (RFP)

Carondelet Park Traffic Calming – Phase 1 Design

Holly Hills Special Business District

Proposal Due Date	June 11, 2026 at 5:00 PM CT
Submission Method	PDF via email to HollyHillsSBD@gmail.com
Questions Due	June 8th, 2026 at 5:00 PM CT
Questions Submitted To	HollyHillsSBD@gmail.com
Project Location	Carondelet Park, 3900 Holly Hills Blvd, St. Louis, MO 63116
Contract Type	Lump Sum / Fixed Fee

Proposals submitted after the due date and time will not be eligible for consideration. All proposals must meet the requirements set forth in this RFP to be considered. The HHSBD Board of Directors is not obligated to accept the lowest bid and reserves the right to reject any or all proposals or amend the scope of the project.

Section I: Introduction & Purpose

The Holly Hills Special Business District (HHSBD) is seeking proposals from qualified firms to provide professional design services for traffic calming improvements within Carondelet Park, St. Louis, MO. The HHSBD seeks a qualified firm to deliver permit-ready construction documents.

This project is grounded in the HHSBD's 2025 Traffic Calming Plan, developed by CBB Transportation Engineers & Planners and Trailnet, which identified Carondelet Park as a priority area for traffic calming improvements. The plan documents frequent reckless driving, including "donuts" at large, wide intersections, as well as unclear signage, hidden pedestrian crossings, and the need for physical interventions that reduce space for dangerous maneuvers. The full plan is available at:
https://hollyhillssbd.com/wp-content/uploads/2025/03/final-hh-sbd-traffic-calming-plan_2025-1.pdf

Phase 1 focuses on the design of seven channelization islands ("pork chops"), raised medians or traffic islands that separate and direct traffic at intersections, forcing vehicles to navigate around them and eliminating the open space that enables reckless driving.

The selected firm will be responsible for the Phase 1 design, including topographic survey, engineering design, permit-ready construction documents, and coordination with the City of St. Louis Board of Public Service (BPS) through permit approval.

Section II: Scope of Services

The selected firm must provide the following services at a minimum:

2.1 Topographic Survey

- Field survey of all project areas, including intersections and improvement zones
- Location of existing utilities, curb lines, pavement markings, and grade elevations. Preparation of a base map suitable for engineering design

2.2 Civil Engineering Design

- Traffic calming layout design consistent with the 2025 HHSBD Traffic Calming Plan • Geometry design for channelization (pork chop) islands
- Pavement marking and signage plan
- Coordination with City of St. Louis engineering standards.

2.3 Construction Documents

- Permit-ready plan sheets, to include:
  - Site layout plans
  - Grading and drainage plans (as needed)
  - Details for concrete islands, curbs, and signage
- Technical specifications
- Engineer's seal (Missouri PE required)

2.4 Permitting & Agency Coordination

- Submission of construction documents to the City of St. Louis Board of Public Service (BPS)
- Response to BPS review comments and plan revisions as required. A minimum of two (2) rounds of BPS revisions shall be included in the lump sum fee. Any additional revision rounds required beyond this threshold will be addressed via written change order, subject to HHSBD approval prior to proceeding.
- Coordination with the City of St. Louis to ensure designs meet applicable standards

2.5 Deliverables & Ownership

- All deliverables shall be provided in PDF format at minimum. Native file formats (CAD, etc.) shall be provided upon request.
- All drawings, plans, specifications, and other work product produced under this contract

shall be the sole property of the Holly Hills Special Business District upon delivery. The HHSBD shall have the unrestricted right to use, reproduce, and distribute all deliverables, including for purposes of construction bidding and future project phases, without additional compensation to the vendor.

2.6 Exclusions & Assumptions

Proposals should clearly identify any items considered outside the proposed scope. Common exclusions may include:

- Traffic study or traffic count analysis
- Geotechnical investigation
- Full-time construction administration or site inspection
- Permit fees or agency review fees
- Public engagement or community outreach

Vendors are encouraged to identify optional add-alternates or value engineering ideas with corresponding cost impacts.

Section III: Instructions to Bidders

Vendors must follow all instructions and requirements set forth in this RFP. Proposals are to address each of the following items in the response:

3.1 Firm Qualifications & Experience

- Provide a brief firm history including years in operation, ownership information, and firm size
- Identify the key personnel who would be directly responsible for management and technical execution of this project, including their qualifications and licensure (Missouri PE required)
- Describe the firm's experience with traffic calming design, channelizer islands, roundabouts, and related infrastructure
- Provide at least three (3) references from past clients for comparable completed projects. Include reference name, organization, email address, and phone number

3.2 Description of Proposed Services

- Provide a detailed description of the approach to fulfilling each element of the Scope of Services (Section II)
- Describe the proposed approach to topographic survey and base mapping
- Describe the approach to BPS permitting and coordination with City of St. Louis standards

- Identify any subconsultants proposed for any portion of the work and describe their roles

3.3 Project Schedule

- Provide an estimated project schedule from notice-to-proceed through BPS permit approval
- Identify key milestones and any anticipated schedule risks or dependencies

3.4 Cost Proposal

- Provide a total lump sum fee for all services described in the Scope of Services, inclusive of all subconsultant costs
- Provide a breakdown of costs by service line (e.g., survey, design, construction documents, permitting coordination)
- Identify any optional services or add-alternates with associated costs •

Describe preferred invoicing procedures and payment milestones

3.5 Insurance

- Vendors must maintain general liability insurance with a minimum coverage of $1,000,000 per occurrence. Proof of current coverage must be provided upon request and prior to contract execution.
- Vendors must comply with all applicable state and local licensing requirements. A statement of compliance must be included in the proposal.

3.6 Conflict of Interest Disclosure

- No vendor, employee, officer, or agent of a responding firm shall participate in the preparation of a proposal if a real or apparent conflict of interest exists. This includes any financial or personal interest in the award of this contract by the firm, its principals, or immediate family members.
- All vendors must disclose in their proposal any known or potential conflicts of interest. Failure to disclose a conflict of interest may result in disqualification.
- This requirement is consistent with the HHSBD Procurement Guidelines and applicable Missouri law.

3.7 Additional Information

- Indicate any features, capabilities, or value-added services not covered elsewhere in the response that may enhance the firm's ability to carry out this project
- All bidders must be duly licensed to perform the proposed work in the State of Missouri and the City of St. Louis

All questions regarding this RFP must be submitted by email to HollyHillsSBD@gmail.com no

later than June 8, 2026 at 5:00 PM CT. Responses to all submitted questions will be posted at www.hollyhillssbd.com as soon as practicable following the question deadline.

Section IV: Evaluation

Proposals will be evaluated based on: (1) vendor meeting all proposal instructions and requirements, (2) technical response evaluation criteria, and (3) price. Evaluations will be conducted in an impartial, objective, and professional manner. The HHSBD may request interviews or presentations from shortlisted firms prior to award.

Technical Evaluation

Maximum Technical Points Possible: 240.

Describe the firm's experience with comparable traffic calming projects, including channelization islands, traffic circles, pedestrian refuge islands, and similar infrastructure. Provide examples of completed projects, particularly in the City of St. Louis or comparable municipalities.	100
Describe the firm's capacity to deliver the full scope of services, including key personnel, relevant licensure, and any proposed subconsultants. Include an estimated project schedule from notice-to-proceed through BPS permit approval.	80
Describe the firm's communication and reporting process for project status updates throughout design, permitting, and delivery phases.	60
Total Technical Points Possible	**240**

Price Evaluation

Maximum Price Points Possible: 60. Points are awarded using the following formula:

Maximum Price Points × (Lowest Price / Vendor's Price) = Total Price Points

The lowest-priced compliant proposal receives the full 60 points. Higher-priced proposals receive proportionally fewer points. Vendors must include a breakdown of project costs by service line and a description of preferred invoicing procedures. Cost estimates must be inclusive of all RFP requirements.

Total lump sum fee (all-inclusive). Points awarded by formula: Maximum Price Points × (Lowest Price / Vendor's Price) = Total Price Points.	60
Total Price Points Possible	**60**

Maximum Total Evaluation Points (Technical + Price): 300 points.

Section V: Proposal Submission Requirements

Proposals must be submitted as a single PDF document and must include all of the following:

1. Cover letter introducing the firm and summarizing relevant qualifications 2. Detailed responses to all items listed in Section III (Instructions to Bidders) 3. Itemized cost proposal with complete pricing structure and breakdown by service line 4. Project schedule with key milestones from notice-to-proceed through BPS permit approval
5. At least three (3) client references from comparable projects
6. Identification of any proposed subconsultants and their roles
7. Conflict of interest disclosure (or statement that no conflict exists)
8. Statement of compliance with applicable Missouri and City of St. Louis licensing requirements
9. Optional: Description of any value-added services, add-alternates, or value engineering ideas

Submission Deadline & Method

Proposals must be received no later than June 11, 2026 at 5:00 PM CT. Late proposals will not be considered.

Submit proposals via PDF to: HollyHillsSBD@gmail.com

The HHSBD shall not be responsible for any costs incurred by respondents in the preparation, submission, or negotiation of proposals. All such expenses are the sole responsibility of the bidder, and no reimbursement will be provided regardless of the outcome of the RFP process.

Section VI: Proposed Schedule

RFP Issued	May 29, 2026
Deadline to Submit Questions	June 8, 2026 at 5:00 PM CT

Responses to Questions Posted	June 9, 2026
Proposal Due Date	June 11, 2026 at 5:00 PM CT
Proposal Review / Evaluation	Est. June 11-13, 2026
Potential Interviews or Presentations	Est. June 11-12, 2026
Contract Award Notification	Est. June 13, 2026
Project Commencement	Est. June 29, 2026

Section VII: Terms & Conditions

- The HHSBD Board of Directors reserves the right to reject any or all proposals and is under no obligation to accept the lowest or any proposal submitted.
- The HHSBD reserves the right to amend the scope of the project or cancel this RFP at any time without obligation.
- All proposals become the property of the HHSBD upon submission.
- The selected firm will be required to execute a written contract with the HHSBD consistent with HHSBD procurement policies and applicable Missouri law. • This procurement is subject to the HHSBD Procurement Guidelines, including competitive proposal requirements applicable to contracts in excess of $25,000 and conflict of interest prohibitions consistent with Missouri law.
- The selected firm must maintain proof of active insurance coverage and provide documentation prior to contract execution.
- Any additions or alterations to the scope of work following contract execution must be agreed upon in writing by both parties prior to proceeding, and may impact the project schedule and fee.

Contact Information

For questions or additional information regarding this RFP, contact:

Organization	Holly Hills Special Business District
Email	HollyHillsSBD@gmail.com
Website	www.hollyhillssbd.com

Mailing Address	Holly Hills SBD, PO Box 22166, St. Louis, MO 63116