

Request for Proposals (RFP)

Holly Hills Boulevard & Leona Avenue Traffic Calming Improvements – Phase 1 Design

Holly Hills Special Business District

Proposal Due Date	October 2, 2026 at 5:00 PM CT
Submission Method	PDF via email to HollyHillsSBD@gmail.com
Questions Due	September 14, 2026 at 5:00 PM CT
Questions Submitted To	HollyHillsSBD@gmail.com
Project Location	Intersection of Holly Hills Boulevard and Leona Avenue, 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 engineering firms to provide professional survey, civil engineering, traffic-calming design, construction documentation, and permitting services for improvements at the intersection of **Holly Hills Boulevard and Leona Avenue in St. Louis, Missouri**.

The HHSBD seeks a qualified firm to take an existing conceptual design for the intersection and develop it into **complete, permit-ready construction documents** suitable for submission to and approval by the City of St. Louis Board of Public Service (BPS).

This project is grounded in the HHSBD's 2025 Traffic Calming Plan, developed by CBB Transportation Engineers & Planners and Trailnet. The plan identified areas within the Holly Hills neighborhood as priorities for traffic-calming improvements and documented concerns including reckless driving, large open intersections that allow dangerous vehicle maneuvers, unclear pedestrian crossings, and the need for physical interventions that better define traffic movements.

The full 2025 Traffic Calming Plan is available at:

Project Focus

Phase 1 of this project will focus specifically on traffic-calming improvements at the intersection of Holly Hills Boulevard and Leona Avenue.

The HHSBD has developed a conceptual design for the intersection that identifies multiple traffic-calming and pedestrian-safety improvements. The conceptual design is intended to establish the overall project scope and desired configuration of the improvements.

The selected engineering firm will be responsible for reviewing the HHSBD's conceptual design, conducting the necessary field survey and engineering evaluation, and developing the concept into **complete, permit-ready construction documents** suitable for submission to the City of St. Louis Board of Public Service (BPS).

The proposed improvements generally include, but are not limited to:

- Curb extensions and/or bump-outs
- Traffic-calming islands
- Channelization islands
- Pedestrian refuge areas
- Modifications to intersection geometry
- Improved pedestrian crossing areas
- ADA accessibility improvements
- Pavement markings and signage
- Related grading and drainage improvements
- Other improvements shown or reasonably required by the attached conceptual drawing

Conceptual Drawing

Responding firms should carefully review the attached conceptual drawing as part of their proposal preparation.

The drawing is intended to communicate the HHSBD's desired layout, location, and general character of the proposed improvements and should serve as the basis for the engineering design and construction documents.

Reference Drawing:

Holly Hills Boulevard & Leona Avenue Traffic Calming Concept Plan – [INSERT DRAWING NAME/DATE]

The selected firm should identify in its proposal any significant engineering, regulatory, constructability, ADA, drainage, utility, or other concerns associated with the conceptual design and should identify any recommended modifications necessary to obtain City approval and create a safe, functional, and constructible project.

The HHSBD is seeking a qualified engineering firm to take the conceptual design through the survey, engineering, documentation, permitting, and approval process. The selected firm should not be expected to develop an entirely new traffic-calming concept unless modifications are necessary to address engineering, regulatory, safety, or constructability requirements.

The final design shall be coordinated with applicable City of St. Louis standards and requirements and shall include all improvements reasonably necessary to produce a complete and constructible project.

Section II: Scope of Services

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

1. Topographic Survey

The selected firm shall conduct a field survey of the Holly Hills Boulevard and Leona Avenue intersection and all areas reasonably necessary to complete the proposed improvements.

Survey services shall include, at a minimum:

- Field survey of the existing intersection and proposed improvement areas
- Location of existing curbs, sidewalks, pavement, pavement markings, signage, drainage structures, and other relevant site features
- Identification and location of visible utilities and available utility information
- Existing grade elevations necessary for engineering and drainage design
- Documentation of existing pedestrian crossings and accessibility conditions
- Preparation of a base map suitable for engineering design
- Survey information necessary to accurately establish the improvements shown on the conceptual drawing

The proposal should clearly identify the extent of survey work included in the firm's fee.

2. Civil Engineering & Traffic-Calming Design

The selected firm shall develop the conceptual design into a complete engineered design.

Services shall include, as applicable:

- Review of the HHSBD conceptual drawing
- Evaluation of existing intersection geometry and site conditions
- Engineering review of the proposed traffic-calming improvements
- Design of curb extensions and bump-outs
- Design of traffic-calming islands
- Design of channelization islands
- Design of pedestrian refuge areas

- Intersection geometry modifications
- Pedestrian crossing improvements
- ADA accessibility review and design
- Pavement marking and signage plan
- Evaluation of drainage impacts associated with proposed improvements
- Identification and consideration of existing utilities
- Coordination with applicable City of St. Louis engineering and design standards
- Preparation of any engineering modifications to the conceptual design necessary for safety, constructability, ADA compliance, drainage, utility conflicts, or City approval

The final design should balance traffic calming with the operational needs of vehicles, pedestrians, bicycles, emergency vehicles, transit, and adjacent properties.

3. Construction Documents

The selected firm shall prepare permit-ready construction documents sufficient for review and approval by the City of St. Louis.

Plan documents shall include, as applicable:

- Existing conditions plan
- Proposed site and intersection layout
- Traffic-calming improvement plans
- Grading and drainage plans
- ADA and pedestrian-accessibility details
- Pavement marking and signage plans
- Details for concrete islands, curbs, sidewalks, ramps, and related improvements
- Construction details
- Technical specifications
- Other drawings and documentation reasonably required for permit approval and construction

All engineering documents shall bear the seal of a **Missouri-licensed Professional Engineer (PE)** where required.

4. Design Review & HHSBD Coordination

The selected firm shall coordinate with the HHSBD throughout the design process.

At a minimum, the selected firm shall:

- Review the conceptual design with HHSBD representatives
- Identify significant engineering or constructability concerns
- Present proposed engineering modifications to HHSBD for review
- Incorporate reasonable HHSBD comments into the design
- Provide a final design suitable for City submission

The selected firm should anticipate at least one formal design review with HHSBD prior to submission to the City.

5. Permitting & Agency Coordination

The selected firm shall:

- Prepare and submit construction documents to the City of St. Louis Board of Public Service (BPS)
- Coordinate with appropriate City departments and agencies
- Respond to BPS review comments
- Revise plans as required during the permitting process
- Coordinate with the City of St. Louis to ensure the proposed improvements meet applicable standards and requirements
- Provide reasonable technical assistance to HHSBD during the permitting process

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 through a written change order, subject to HHSBD approval prior to proceeding.

6. Deliverables & Ownership

All deliverables shall be provided in PDF format at minimum. Native file formats, including CAD files, shall be provided upon request.

Deliverables shall include, as applicable:

- Survey/base map
- Existing conditions drawings
- Final engineering plans
- Grading and drainage plans
- ADA/accessibility details
- Pavement marking and signage plans
- Construction details
- Technical specifications
- Permit submission package
- Revised plans resulting from BPS review
- Final permit-ready construction documents

All drawings, plans, specifications, survey information, and other work product produced under this contract shall become the sole property of the Holly Hills Special Business District upon delivery.

The HHSBD shall have the unrestricted right to use, reproduce, modify, and distribute all deliverables, including for purposes of construction bidding, construction, grant applications, public communication, and future project phases, without additional compensation to the vendor.

7. Exclusions & Assumptions

Proposals should clearly identify any items considered outside the proposed scope.

Common exclusions may include:

- Traffic study or traffic count analysis
- Detailed traffic modeling
- Geotechnical investigation
- Environmental investigation
- Utility relocation design
- Full-time construction administration
- Full-time construction inspection
- Construction staking
- Permit fees or agency review fees
- Construction costs
- Public engagement or community outreach
- Additional design services outside the conceptual project area

Vendors are encouraged to identify optional add-alternates, recommended supplemental services, or value-engineering opportunities 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.

1. Firm Qualifications & Experience

Provide:

- A brief firm history including years in operation, ownership information, and firm size
- Identification of key personnel who would be directly responsible for management and technical execution of this project, including qualifications and licensure
- Confirmation that a Missouri-licensed Professional Engineer will be responsible for applicable engineering work
- Description of the firm's experience with traffic-calming design, intersection improvements, channelization islands, curb extensions, pedestrian safety improvements, ADA improvements, and related infrastructure
- Experience working with the City of St. Louis or comparable municipalities
- At least three (3) references from past clients for comparable completed projects

References should include:

- Reference name

- Organization
- Email address
- Phone number
- Brief description of the comparable project

2. Description of Proposed Services

Provide a detailed description of the firm's proposed approach to fulfilling each element of the Scope of Services in Section II.

The response should specifically address:

- Approach to reviewing and engineering the HHSBD conceptual drawing
- Approach to evaluating the Holly Hills Boulevard and Leona Avenue intersection
- Proposed topographic survey and base-mapping methodology
- Approach to engineering the proposed bump-outs, curb extensions, traffic islands, pedestrian improvements, and other features shown on the conceptual drawing
- Approach to pedestrian and ADA considerations
- Approach to grading and drainage
- Approach to utility coordination
- Approach to developing final construction documents
- Approach to BPS permitting and coordination with City of St. Louis standards
- Identification of any subconsultants proposed for any portion of the work and their respective roles
- Identification of any significant modifications the firm anticipates may be necessary to the conceptual design

3. Project Schedule

Provide an estimated project schedule from notice-to-proceed through BPS permit approval.

Identify:

- Anticipated survey date
- Preliminary design milestone
- HHSBD design review
- Final construction documents
- BPS submission
- Anticipated BPS review periods
- Final permit approval

Identify any anticipated schedule risks, dependencies, or assumptions.

4. Cost Proposal

Provide:

- A total lump sum fee for all services described in the Scope of Services, inclusive of all subconsultant costs
- Breakdown of costs by service line, including:
 - Survey
 - Engineering/design
 - Construction documents
 - Permitting and agency coordination
 - Any optional services or add-alternates with associated costs
 - Preferred invoicing procedures and payment milestones

All costs should be clearly identified and inclusive of the requirements described in this RFP unless specifically identified as an exclusion.

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 shall be included in the proposal.

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.

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.

7. Additional Information

Indicate any features, capabilities, experience, or value-added services not covered elsewhere in the response that may enhance the firm's ability to successfully complete 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 **September 14, 2026 at 5:00 PM CT**.

Responses to 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
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

Evaluation Criteria	Points
Describe the firm's experience with comparable traffic-calming and intersection improvement projects, including curb extensions, bump-outs, traffic islands, pedestrian refuge islands, intersection modifications, 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 survey, engineering design, construction documents, permitting, key personnel, relevant licensure, and 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 survey, 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.

Evaluation Criteria	Points
Total lump sum fee for all required services. Points awarded using the formula above.	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
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. Confirmation that the firm has reviewed the attached conceptual drawing
10. Identification of any anticipated modifications to the conceptual design
11. Optional description of value-added services, add-alternates, or value-engineering ideas

Submission Deadline & Method

Proposals must be received no later than:

October 2, 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

Milestone	Date
RFP Issued	August 21, 2026
Deadline to Submit Questions	September 14, 2026 at 5:00 PM CT
Responses to Questions Posted	September 18, 2026
Proposal Due Date	October 2, 2026 at 5:00 PM CT
Proposal Review / Evaluation	October 5–9, 2026
Potential Interviews or Presentations	October 12–13, 2026
Contract Award Notification	October 16, 2026
Project Commencement	October 26, 2026

The HHSBD reserves the right to modify the proposed schedule as necessary.

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.
- The selected firm shall be responsible for ensuring that all engineering work is performed by appropriately licensed professionals.
- The HHSBD reserves the right to request clarification or additional information from any responding firm as part of the evaluation process.

- The conceptual drawing provided with this RFP is intended to communicate the HHSBD's desired project scope and general configuration. The selected firm shall be responsible for determining the final engineered design and identifying any modifications necessary to meet applicable standards, safety requirements, ADA requirements, constructability requirements, or City approval requirements.

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

Project Location

Holly Hills Boulevard & Leona Avenue

St. Louis, Missouri 63116

The project includes the intersection and immediately adjacent areas reasonably necessary to implement the traffic-calming and pedestrian-safety improvements identified in the attached conceptual drawing.

Attachment A – Holly Hills Boulevard & Leona Avenue Traffic Calming Concept Plan

The conceptual drawing should be included with the final RFP issued to prospective bidders.