ST. CHARLES COUNTY CONVENTION AND SPORTS FACILITIES AUTHORITY

REQUEST FOR QUALIFICATIONS

PROFESSIONAL SURVEYING, ENVIRONMENTAL ASSESSMENT, GEOTECHNICAL STUDY, PLANNING, DESIGN, ARCHITECTURAL AND ENGINEERING SERVICES

YOUTH SPORT DEVELOPMENT
ST. CHARLES COUNTY, MISSOURI

Issue Date: September 15, 2026

Dear Potential Respondent:

The St. Charles County Convention and Sports Facilities Authority ("Authority"), invites qualified professionals to submit Statements of Qualifications ("SOQ") for one or more categories of professional surveying, geotechnical studies, environmental assessment, planning, design, architectural, and engineering of proposed sites and development for a youth sport facilities campus in the Lake Saint Louis area of S. Charles County, , Missouri or other adjacent communities.

Respondents should submit electronic copy of their qualifications no later than:
September, 29, 2026, 5:00 p.m. CST

Questions and requests for clarification shall be submitted in writing to:
Bart Lowen
PB Development
bartl@pricebrotherskc.com

Submittals should not exceed twenty~~forty~~ (20) pages excluding cover, table of contents, tabs, and dividers. The envelope should state which scope of services to which it applies

The Respondent shall submit ~~four (4) copies of its Statements of Qualifications in a sealed and clearly labeled envelope to the following address~~digital document in pdf form to the attention of:
~~**Youth Sport Development Professional Services RFQ**~~
Diane Tocco
~~St. Charles County Convention and Sports Facilities Authority~~
dtocco@stcharlescountycsfamo.gov

Include the following reference in the subject line:
Youth Sport Development Professional Services RFQ

The Authority appreciates your interest and looks forward to reviewing your qualifications.

Sincerely,
Diane Tocco
St. Charles County Convention and Sports Facilities Authority

1. INTRODUCTION

The St. Charles County Convention and Sports Facilities Authority seeks qualifications from highly experienced professionals to perform professional surveying, environmental assessment, geotechnical study, planning, design, architectural and engineering services services for the site selection due diligence, planning, design, and implementation of the proposed **Youth Sport Development** in the Lake Saint Louis area of S. Charles County, Missouri or other adjacent communities. Respondents may submit qualifications for **one, several, or all** of the following services categories:

- **Survey**: Surveying services for the site selection due diligence including survey sand legal descriptions for the site that will meet ALTA standards to support the issuance of a satisfactory title insurance policy.
- **Geotechnical** : Geotechnical Study services for the site selection due diligence, planning, design, and implementation of the proposed Youth Sport Development. Approximately 20 borings are contemplated to determine if the site can accommodate the proposed development alternatives.
- **Environmental:** Phase 1 Environmental Assessment services and follow-up Phases for the site selection due diligence.
- **Civil engineering**: Civil engineering due diligence and preliminary layout design services for the development. The scope includes reviewing zoning, entitlement, permitting, utility availability, regulatory requirements, site constraints, and agency approvals; coordinating with utility providers; and preparing a due diligence memorandum identifying project risks and recommendations. Following due diligence, develop grading concepts, utility extension plans, conceptual stormwater management improvements, legal descriptions and exhibits for incentive boundaries, and support project cost estimating and coordination with the design team.
- **Master Planning**: Master planning, schematic design, and development plan assistance for the proposed mixed-use development. The scope includes coordinating with the civil engineer, attending design meetings, preparing a merchandising site plan, establishing development design criteria, and producing concept renderings and imagery to support state application efforts. Work product would include site layout and civil coordination, merchandising plans, development criteria, aerial and ground-level renderings, and a colored site plan.
- **Conceptual Planning**: Conceptual planning and landscape architecture services. The scope includes participation in project meetings, development of a conceptual site plan, character imagery and narrative descriptions, and a color-rendered illustrative site plan to help communicate the vision, quality, and materials for key project elements such as streetscapes, the Main Street area, pedestrian nodes, ballfields, parking areas, and trail systems.
- **Conceptual Design:** Conceptual design services to support preliminary contractor pricing. The scope includes development of a space program, conceptual floor plans, building elevations, and two renderings, with the goal of defining the overall building concept.

The selected Respondent will work collaboratively with the Authority, the Project Developer (PB Development) , and other project stakeholders.

2. PROJECT BACKGROUND

Project Vision

The youth sport development is envisioned as a landmark regional destination that integrates sports, recreation, wellness, entertainment, hospitality, and lifestyle-oriented development into a unified campus for a complete family sports experience.

The project is anticipated to support:

- Tournament and competitive sports facilities
- Indoor and outdoor recreational amenities
- Multi-purpose event venues
- Sports performance and training facilities
- Wellness and health-oriented uses
- Hospitality components
- Retail and food & beverage venues to serve the athletes and their families.
- Public gathering spaces
- Family entertainment attractions to serve the athletes and their families
- Pedestrian connectivity, open space, and placemaking features
- Future expansion opportunities

The development is intended to establish St. Charles County as a premier regional and national sports destination while providing year-round community benefits.

Project Location

The 70+ acre project site is located in the Authority area.
Specific site information, acreage, surveys, and planning documents will be provided under Non-disclosure agreements, during the solicitation process to shortlisted Respondents.

3. QUALIFICATION SUBMITTAL REQUIREMENTS

Each response should identify which scopes of work the response is addressing for each piece of information required to be included in the response as set forth below.

3.1 Respondent Information and Team Structure

Provide:

- Respondent overview
- Ownership structure
- Office locations
- Years in practice
- Organizational chart
- Primary point of contact
- Proof the firm is duly authorized to conduct business in the State of Missouri in the applicable discipline(s) requested;
- Proof that at least one (1) member of the Respondent possesses professional registration issued by the State of Missouri in the applicable discipline(s requested);
- Provide a statement of intent to assign at least one (1) licensed professional to each project awarded;

3.2 Relevant Experience

Provide a summary of similar services completed within the last five years.

For each project include:

- Client
- Location
- Completion date
- Size
- Construction cost
- Services provided
- Key personnel involved
- Reference information

3.3 Key Personnel

Identify key team members and provide resumes for each individual that include:

- Experience
- Professional registrations
- Project role
- Relevant project experience
- Office location

3.4 References

Provide at least five client references for comparable projects completed within the past ten years.

Include:

- Client name
- Organization
- Email
- Phone number
- Project description

3.5 Local Experience and Familiarity

Describe:

- Experience in Missouri
- Experience in St. Charles County
- Experience with municipal approvals
- Knowledge of applicable local regulations

3.6 Terms and Conditions.

INSURANCE:

Errors and Omissions (Professional Liability): With limits of not less than $1.0 million per claim/$2.0 million aggregate covering all services provided by the Contract. Coverage to be written on a claims-made basis.

Commercial General Liability (CGL): $1,000,000/$3,000,000 including Products/Completed Operations. CGL coverage shall cover all liability arising from premises, operations, independent contractor and personal injury and liability assumed under an insured contract.

Automobile Liability: covering liability arising out of the use of any owned, hired, leased or non-owned vehicle in an amount of no less than $1,000,000 per occurrence.

Workers Compensation/Employer's Liability: Statutory WC limits as required by the Statutes of the State of Missouri, (or a qualified self-insurer) and Employers Liability in an amount of no less than $1.0 million.

Excess Umbrella: liability with a limit of no less than $1,000,000 in excess of the above policies.

- All insurance to be written through a company duly authorized to do business in the State of Missouri with an A.M. Best Rating of A-IX or higher.
- The Professional Liability, CGL, Automobile and Umbrella policies shall be endorsed to include the County as an additional insured and provide for 30 days advance written notice of any material change.
- A Waiver of Subrogation in favor of the Authority shall be endorsed on each of the policies.
- The required insurance provided by the "Respondent" shall be primary insurance with respect to any other insurance or self-insurance programs maintained by the County.
- A Certificate of Insurance evidencing the above coverage(s) together with a copy of the required endorsements shall be provided to the Authority prior to the commencement of any work.

CERTIFICATION
The Respondent understands and agrees that by signing the statement of Qualification document, the Respondent certifies the following:

- The Respondent shall only utilize licensed professional personnel who have had their qualifications submitted as part of the Respondent's Qualifications document (or subsequent updates).
- All personnel utilized must be authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.
- If the Respondent is found to be in violation of this requirement or applicable federal, state and /or local laws and/or regulations, and if the Authority has reasonable cause to believe that the Respondent has knowingly employed individuals who are not eligible to work in the United States, the Authority shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the Respondent from doing business with the Authority.
- The Respondent agrees to fully cooperate with any audit from federal, state, or local auditor or investigation by federal, state, or local law enforcement agencies.

EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED (Missouri Revised Statutes Section 285.530)
As a condition for the award of any contract or grant in excess of five thousand dollars by the Authority to a business entity (Respondent), the business entity shall, by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work

authorization program (E-Verify) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirm that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]
An employer may enroll and participate in a federal work authorization program (E-Verify) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]
Any entity contracting with St. Charles Authority shall only be required to provide the referenced affidavit on an annual basis. Respondents shall send the notarized affidavit and E-Verify MOU signature page along with a Qualification solicitation response.

An authorized officer of the company submitting the Qualification must sign all Qualifications, in blue ink.

4. SELECTION PROCESS

4.1 Evaluation Criteria

Qualifications will be evaluated based on the following weighted criteria:

Criteria	Weight
Professional Qualifications and Organization	10%
Relevant Experience	30%
Technical expertise and Key Personnel Experience	20%
Project Understanding and Approach	20%
References and Past Performance	10%
Local Familiarity Availability/Proximity	10%

Professional Qualifications: The extent to which the Respondent has personnel with the necessary experience and training to perform the work. Include backup capability relative to key personnel. Include the Respondent's corporate philosophy for managing projects of this nature, including the Respondents QA/QC procedures.

Relevant Experience / Resources/Capabilities: Present a concise outline of specific services your firm is qualified in and prepared to provide to the Authority. Identify and discuss any of the services, equipment, or method of approach to the services, which your firm believes to be either unique or outstanding, or which is recognized as giving your firm a competitive edge or advantage.

Technical Expertise and Key Personnel Experience: Provide information about the firm's technical competence to perform the services requested.

Project Understanding and Approach: Provide anticipated approaches to carrying out the work with an eye to quality, cost, and efficiency.

References/ Past Performance: A minimum of three will be required. Other local government agency references preferred. Past performance on projects of similar scope and size. Submit documentation evidence highlighting specific experience relating to federal aid projects.

Availability/Proximity: Provide business address of the firm's office(s) from which any part of the work will be administered. List the address of and the distance in hours from the Authority. Describe the firm's facilities, equipment, and location. Explain the status of the current workload, addressing the availability of the lead personnel proposed. Identify the location of any ongoing projects and their expected completion dates. The ability to establish a local presence or to otherwise assure Respondent availability in a timely manner as dictated per fluctuating construction schedules.

Price is not an initial selection factor and is not to be included in the Respondent's proposal or mentioned during the interviews. A contract fee will be negotiated **after** a Respondent is selected to enter into negotiations.

4.2 Interviews and Inquiries

The Authority reserves the right to shortlist Respondents and conduct interviews. The Authority reserves the right to make inquiry of the Respondents submitting qualifications to clarify its understanding of the Respondent's submittal

4.3 Selection

The award will be made to one or more qualified Respondents for one or more scopes of work that the Authority judges to serve the best interests of Authority and the items identified in this RFQ Scope of Work. The Authority intends to select the Respondent deemed most qualified and enter into contract negotiations for professional services with that Respondent. The Award of a contract is dependent upon successful negotiation of price and other terms. If the parties fail to agree on price or terms, the Authority reserves the right to negotiate with the next most qualified Respondent for the respective scopes of work until a satisfactory contract can be obtained. Any contract awarded is subject to the approval of the Authority's Board is effective only upon their approval.

The Authority reserves the right to:

- Reject any or all submissions
- Request additional information
- Modify the solicitation process
- Award all or portions of the services

5. RESERVATION OF RIGHTS

The Authority retains the right to reject any or all proposals submitted in response to this RFQ. All proposals shall remain effective subject to the Authority review and approval for a period of 60 days from the deadline for submitting proposals. If only one proposal is received by the Authority, the Authority may initiate negotiations with the firm submitting the proposal or seek additional proposals on an informal or formal basis during the 60 day period that proposals must remain effective. The Authority reserves the right to reject any or all submissions, waive irregularities, request additional information, and negotiate contract terms deemed to be in the best interest of the Authority and the project.

6. PROHIBITED COMMUNICATION

Contact with any representative, other than through the procedure outlined in the section titled "Qualification Inquiries", concerning this request is prohibited. Representative shall include, but not be limited to, all appointed officials, and employees of St. Charles County Convention and Sports Facilities Authority or the City of Lake St. Louis. Any Offeror engaging in such prohibited communications may be disqualified at the sole discretion of the Authority.