

**REQUEST FOR QUALIFICATIONS**

**FOR**

**ARCHITECTURAL AND ENGINEERING SERVICES**

**Issued by the St. Louis Economic Development Partnership  
and on behalf of its Affiliated Entities**

**Qualifications Accepted on a Rolling Basis**

**Review of Qualifications Will Begin on September 8, 2023**

## **Introduction**

The St. Louis Economic Development Partnership (the “SLEDP”) is a nonprofit corporation, established under Section 501(c)(4) of the Internal Revenue Code for the purpose of promoting and developing industry, commerce, and economic development in St. Louis County and the City of St. Louis, creating high-quality business and employment opportunities, and enhancing the quality of life by advancing long-term, diversified growth throughout the St. Louis region.

Affiliate entities of the SLEDP include, among others: The Industrial Development Authority of the County of St. Louis, Missouri; the Land Clearance for Redevelopment Authority of the County of St. Louis; the St. Louis County Port Authority; St. Louis Center for International Relations d/b/a World Trade Center – St. Louis; Midwest China Hub Commission d/b/a Midwest Cargo Hub Commission; the Gateway to the Midwest Investment Center, Inc.; STL Partnership CDC; and STL Venture Works (collectively, the “Affiliates”). Hereinafter, SLEDP and the Affiliates are collectively referred to as the “Partnership.”

The Partnership issues this Request for Qualifications (the “RFQ”) from architecture and engineering firms, for various projects in 2023-2024. Amongst other projects, two planned projects for the upcoming year include construction and renovation of the Helix Center, 1100 Corporate Square Drive, Creve Coeur, MO 63132; and MET Center, 6347 Plymouth Avenue, St. Louis, MO 63133. Specifically, the Helix Center project involves the design and oversight of work to implement recommendations from a recent feasibility study, and the MET Center project involves design and oversight of construction activities funded through a \$4,000,000 American Rescue Plan Act (“ARPA”) grant.

The Partnership seeks qualifications from firms with expertise in the following areas:

- Architectural design
- Planning and landscape architecture
- Urban design
- Engineering (including, but not limited to, civil, mechanical, electrical, and plumbing)
- Geotechnical engineering services
- Building inspection
- Construction cost estimating
- Construction management oversight
- Land surveying
- Environmental engineering (including asbestos remediation)

## **Scope of Services**

The general scope of work is as follows:

1. Participate in kick-off meeting(s) with the Partnership project team to review any preliminary site analysis data; establish common objectives; and determine the priorities for the project and respective roles and responsibilities. At the conclusion of the meeting(s) the consultant will summarize the data received

reflecting the understanding and perspectives of the participants. This information will provide the basis upon which the design concepts will be developed and/or finalized.

2. Complete predevelopment planning and design tasks. Tasks may include, but are not limited to, architectural design and development work including preparation of construction documents, bid negotiating, and construction administration; engineering work, including both structural and civil engineering; and other associated tasks. Ensure plans and specifications comply with all applicable governmental and professional standards.
3. Conduct progress meetings with the project team to review and develop design drawings. The consultant will make the necessary modifications to the selected design, based on input from the team, and on the construction cost estimates.
4. Prepare presentation graphics, a master site plan, and perspective renderings to illustrate the concepts and features of the selected design concept.
5. Based on approved plans, prepare complete bid-ready construction documents for the project.
6. Provide the Partnership with electronic files of completed plans and construction specifications for the purpose of obtaining construction bids. As requested, assist the Partnership with the preparation of bid documents, solicitation of bids, and review of the same.
7. Provide traditional construction administration services, including monitoring general contractor and subcontractor pay application review.
8. Serve as an owner's representative for various construction projects, including those described herein.
9. Any other services as agreed.

### **Qualifications Content**

Submissions must include, at a minimum, the following information:

1. Experience of Firm. Provide a detailed description of the firm's experience in providing similar services. Include the type and number of clients served, as well as the size, scope, and nature of the projects involved. Identify any prior experience working with the Partnership or similar organizations. Specifically identify any projects or conflicts that may impact the Services or confirm that no potential conflicts exist.
2. Experience/Qualifications of Assigned Professional(s). Provide the qualifications for each individual who may be assigned to provide the services and designate the individual

who would have primary responsibility for oversight of the services. Provide the qualifications of sub-consultants that would provide any portion of the services.

3. Approach & Availability. Provide a detailed description of the firm's approach to provide the services. Provide a statement of availability to provide the services.
4. Approach to Diversity, Equity, and Inclusion. Provide a description of the firm's approach to diversity, equity, and inclusion in providing the services.

### **Selection Criteria**

Submissions will be reviewed by staff for inclusion on a list of potential architecture and engineering service providers (the "Qualified List"). Final selection of firms for the Qualified List will be made on the basis of the following criteria:

1. Qualifications, expertise, and experience of the firm;
2. Qualifications, expertise, and experience of the individuals assigned from the firm and of any sub-consultants;
3. Approach and Availability to provide the services;
4. Approach to diversity, equity, and inclusion; and
5. Responsiveness of the firm to the RFQ categories.

The St. Louis Economic Development Partnership and the Affiliates actively encourage submission of qualifications from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The Partnership does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

### **Terms and Conditions**

The following terms and conditions apply to all submissions:

1. The Partnership reserves the right to reject any and all submissions; to select one or more responding parties; to void this RFQ and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the submissions received in response to this RFQ. Additionally, any and all RFQ project elements, requirements and schedules are subject to change and modification. The Partnership also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFQ process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFQ or any responses by any party.

2. This RFQ does not commit the Partnership to award a contract, defray any costs incurred in the preparation of a response to this RFQ, or contract for any services. All submitted responses to this RFQ become the property of the Partnership as public records. All submissions may be subject to public review, on request, unless exempted as discussed elsewhere in this RFQ.
3. By accepting this RFQ and/or submitting a response thereto, each responding party agrees for itself, its successors and assigns, to the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, the City of St. Louis, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFQ, revising this RFQ, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.
4. By submitting responses, each responding party acknowledges having read this RFQ in its entirety and agrees to all terms and conditions set out in this RFQ.
5. Responses shall be open and valid for the term of the RFQ.

### **Submission of Qualifications**

**Qualification submittals will be accepted at any time throughout the 2023-2024 calendar years.** However, to ensure your firm is considered for each architectural or engineering project during the 2023-2024 calendar years, please submit your firm's qualifications as soon as possible. The initial review of qualifications for inclusion on the Qualified List will begin after **September 8, 2023**.

#### Schedule

RFQ Newspaper Advertisement	August 17, 2023
Review of Qualifications Begins	September 8, 2023

Electronic submissions should be sent by email to [ecastillo@stlpartnership.com](mailto:ecastillo@stlpartnership.com).

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