

REQUEST FOR PROPOSALS

FOR

OWNER'S REPRESENTATIVE AND CONSTRUCTION MANAGEMENT SERVICES

Issued by the
Land Clearance for Redevelopment Authority of St. Louis County

Proposals Due By:

Friday, June 21, 2024, at 3:00 PM CST

St. Louis Economic Development Partnership

ATTN: Missy DeMarco

120 S. Central Avenue, Suite 200

St. Louis, Missouri 63105

(314) 615-7663

Mdemarco@stlpartnership.com

Introduction

The Land Clearance for Redevelopment Authority of St. Louis County (the “LCRA”) is a political subdivision organized pursuant to Chapter 99 of the Missouri Revised Statutes for the purposes, among others, of rehabilitating, redeveloping, and renewing real property for residential, commercial, or mixed use for the economic benefit and social welfare of St. Louis County. The St. Louis Economic Development Partnership provides staff for the LCRA.

Consistent with its organizational purposes, the LCRA owns and operates the MET Center, a job-training facility that connects job seekers to training programs and employment, helping employers diversify their workforce, and assisting youth with career skills, located at 6347 Plymouth Avenue in St. Louis County. The MET Center building needs significant improvements and renovations to modernize the building, including:

- New Elevator
- Façade/tuckpointing repair
- LED Lighting upgrades
- New mezzanine roof
- Overlay and restriping of parking lot
- General renovations
- Wi-Fi, security camera upgrades
- HVAC upgrades
- North Tower environmental testing and abatement
- North Tower HVAC, Plumbing, and Electric systems and freight elevator
- Engineering, Energy, Environmental assessments, remediation as warranted

Hereinafter, this list shall collectively be referred to as “the Improvements.”

Currently, the LCRA is working with an engineering firm for a comprehensive façade analysis and construction design. Additionally, the LCRA is working with an environmental engineering firm to determine whether additional environmental testing and abatement are necessary. The Improvements to the MET Center are funded through an American Rescue Plan Act (“ARPA”) Grant in the amount of Four Million Dollars (\$4,000,000), which requires matching funds in the same amount, for a total of Eight Million Dollars (\$8,000,000).

The LCRA solicits proposal for Owner’s Representative/Construction Management Services to oversee the planning, design, and construction of the Improvements at the MET Center. The qualified firm will work closely with members of the project team, including the Partnership, contractors, engineers, and other consultants directly contracted by the Partnership, to ensure the construction of all Improvements are within the budget, schedule, and quality constraints stipulated by the Partnership (the “Services”).

Scope of Services

In general, the Owner's Representative shall have the primary responsibility of overseeing and assisting with the planning, design, and construction of all Improvements. This shall include, but may not be limited to the following:

- Act as LCRA's primary point of contact throughout the project and manage all aspects of the project development, planning, design, and construction
- Advocate for the LCRA's interest of quality, timely, and cost-sensitive design and construction while maintaining professional relationships with contractors
- Oversee the Improvements to the project at the best and lowest cost and highest degree of functionality and quality
- Generate detailed schedules, phasing plans, site logistical plans, and operational impact plans, as appropriate and necessary
- Assist Partnership staff with preparation of the plan for construction
- Review technical, architectural and engineering documents
- Oversee site preparation activities and represent the LCRA's and Partnership's interest in communications with outside contractors, subcontractors, and vendors, as appropriate
- Oversee construction of Improvements, including construction quality control monitoring, testing, and inspections
- Provide and document digital photo logs of the construction progress
- Work closely with Partnership staff to ensure procurement of all additional professional services are in compliance with Missouri procurement requirements and federal grant requirements
- Oversee any environmental remediation and demolition, as needed
- Coordinate activities of contractors, subcontractors, and relevant agencies
- Resolve disputes and issues related to the Improvements as they arise
- Provide project coordination and management of contractors and subcontractors
- Provide and monitor overall progress of construction
- Establish, monitor, and maintain safety and progress meetings
- Review requests for changes and negotiate change order, with final terms and prices subject to approval by the Partnership
- Issue monthly progress reports to the Partnership and advise Partnership of situations relating to cost or timing of the construction or disputes that have or may result in the installation of work or materials that are not in accordance with the plans and specifications for the construction

Proposal Content

Proposals 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.

2. Experience/Qualifications of Assigned Professional(s) and/or Sub-Consultants. 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, and Timeline. Provide a detailed description of the firm's approach to provide the Services. Provide a statement of availability and a proposed timeline 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.
5. Proposed Fees/Expenses. Proposals shall clearly state all fees and expenses to be charged for the performance of the Services:
 - a. It is anticipated that a maximum not to exceed amount will be established for the Services.
 - b. If based on an hourly rate, provide the hourly rates (with any applicable nonprofit discounted rate) to be charged for each individual to be assigned to this engagement and a general description of how billable hours will be allocated.
 - c. Provide an explanation if fees will be calculated on any other basis. Itemize the type of expenses (other than fees) for which your firm would seek reimbursement.
 - d. "Cost-plus-a-percentage-of-cost" or "percentage of construction cost" contracts (whereby the contractor is paid all expenses to a set limit, plus an additional payment to allow a profit) will not be considered.

Selection Criteria

Proposals submitted will be reviewed by the Partnership's staff for completeness and qualifications. Selection of a firm 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, Availability, and Timeline to provide the Services;
4. Approach to diversity, equity, and inclusion;
5. Cost; and

6. Responsiveness of the firm to the RFP categories.

The St. Louis Economic Development Partnership actively encourages submission of proposals 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 proposals:

1. The Partnership reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP 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 proposals received in response to this RFP. Additionally, any and all RFP 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 RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
2. This RFP does not commit the Partnership to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the Partnership as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the 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 RFP, revising this RFP, 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 RFP in its entirety and agrees to all terms and conditions set out in this RFP.
5. Responses shall be open and valid for a period of ninety (90) days from the RFP due date.

Submission of Proposals

To be considered, proposals must be received no later than **Friday, June 21, 2024, at 3:00 PM CST**. Proposals received after the deadline identified above will not be considered.

Schedule

RFP Newspaper Advertisement	May 30, 2024
Questions Submitted by	June 10, 2024
Questions Answered	June 14, 2024
Submission of Proposals by	June 21, 2024

Questions about this RFP should be sent by email to mdemarco@stlpartnership.com. Any answers to questions will be provided to all interested parties and released as an addendum to this RFP on the Partnership's website, <https://stlpartnership.com/rfp-rfq/>, after the date indicated above.

Electronic proposals should be sent by email to Mdemarco@stlpartnership.com.

St. Louis Economic Development Partnership
ATTN: Missy DeMarco
120 S. Central Avenue, Suite 200
St. Louis, Missouri 63105