

REQUEST FOR PROPOSALS

FOR

OWNER'S REPRESENTATIVE AND CONSTRUCTION MANAGEMENT SERVICES

Issued by the
St. Louis Economic Development Partnership

Proposals Due By:

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

St. Louis Economic Development Partnership

ATTN: Missy DeMarco

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Introduction

The St. Louis Economic Development Partnership (the “Partnership”) 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.

The Partnership owns a bio-technology business incubator located at 1100 Corporate Square Drive, St. Louis, Missouri 63132, commonly known as the Helix Center. The Partnership intends to make several capital improvements to the Helix Center, including, but not limited to:

- Updates to shared lab space
- Updates to current and additional wet lab space
- Updates to equipment farm, including floor drainage, flooring, and painting
- Updates to electrical, plumbing, and sprinkler system
- Updated generator
- Freight elevator and loading dock improvements
- Restroom renovations
- Improvements to foyer and first floor layout

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

Currently, the Partnership is working with an architecture firm, Tao & Lee Associates Inc., on design and construction drawings, as well as the establishment of a budget, for these Improvements to the Helix Center. The Improvements will be funded by a grant from the Health Resources and Services Administration (“HRSA”) in the amount of Three Million Three Hundred Sixty Thousand Dollars (\$3,360,000).

The Partnership solicits proposals for Owner’s Representative/Construction Management Services to oversee the construction of the Improvements. The qualified firm will work closely with members of the project team, including the Partnership, architects, 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

The firm shall provide all necessary work to construct the Improvements, including but not limited to, the following Services:

- Serve as Owner’s Representative as the construction manager
- Assist Partnership staff with preparation of the plan for construction
- Review technical, architectural and engineering documents

- Oversee site preparation activities and represent the 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
- Generate detailed schedules, phasing plans, site logistical plans, and operational impact plans, as appropriate and necessary
- Provide and document digital photo logs of the construction progress
- Coordinate and document communications with and among the Partnership, architects, engineers, and other contractors
- Work closely with Partnership staff to ensure procurement of all additional professional services are in compliance with internal procurement requirements and federal grant requirements
- Coordinate activities of contractors, subcontractors, and relevant agencies
- Resolve disputes and issues related to the Improvements as they arise
- Advocate for the Partnership’s interests of quality, timely, and cost-sensitive construction while maintaining professional relationships with contractors
- 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
- Knowledge of laboratory space needs, equipment, and functions are a plus

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-Contractors.** 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
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