

- REQUEST FOR PROPOSAL -
NEIGHBORHOOD DEVELOPMENT PLAN
CITY OF ST. LOUIS

I. Summary

Dutchtown South Community Corporation (DSCC) is hereby soliciting proposals from a consultant or consultant team/firm, inclusive of a licensed commercial real estate broker and proven real-estate developer, to perform services necessary in the creation, establishment and management of neighborhood commercial development plan.

II. Scope of Services and Desired Outcomes

DSCC wishes to hire a consultant to develop a **Neighborhood Development Plan** by completing and executing a **Strategic Plan, Community Vision, Identifying Economic Niches, Development Action Plans, Measuring Economic Impact/Tracking Outcomes** for the area specifically along the neighborhood commercial corridors of Virginia Avenue (from Bates Street to Meramec Street), Meramec Street (from Michigan Avenue to Gravois), Grand Boulevard (from Osage to Delor), Gustine Avenue (from Chippewa to Delor), and the two-block area surrounding the intersection of Gravois and Chippewa.

Consultant will also formulate **Business Attraction and Retention** tools by creating a portfolio/catalogue of all properties located within the Neighborhood Development Plan boundaries, conducting a business/consumer needs assessment, create business outreach packets to recruit new businesses into commercial corridors, and pro forma for critical properties located within the commercial corridors.

Consultant will also act as a liaison, for one full calendar year, on façade improvement and enhancements within the commercial corridors in conjunction with intended neighborhood aesthetics as determined by the strategic plan.

Consultant will partner with DSCC on the formation of Local Historic Districts (as necessary), and potential Special Taxing Districts/Community Improvement Districts.

III. Project Budget

Project costs including consultant's time, all project materials and other expenses will be reimbursed on a cost not to exceed basis.

All costs for the project and all consultant invoices will be expected to meet all requirements under Federal regulations for Professional Contracts funded by the Federal Block Grant Program.

IV. Community Involvement

The selected consultant(s) must interact with the project area property owners and residents informing them of the advantages of National Register listing and to respond to their thoughts and concerns.

minimum of at least two meetings with area property owners and residents will be required, each with appropriate technical and presentation materials.

VI. Schedule

The following is the schedule for the issuance and response to this RFP:

- RFP issued: **Monday, December 5, 2011**
- Question and answer meeting **Monday, December 19, 2011, 12 noon** at the DSCC office, 4204 Virginia Avenue, St. Louis MO 63111. Metered street parking is available.
- All responses due **Monday, January 9, 2011 by 4:00 p.m.**

VII. Expertise Required

All proposals must be submitted by professionals who are licensed and registered with the Missouri Division of Professional Registration. All consultants must have a degree in Architecture and/or Finance with a Masters in Business preferred.

The consultant must have demonstrated real estate and business development experience within the St. Louis metro area, and be familiar with local, state, and federal policies and programs available for the development of real estate and businesses within distressed urban communities.

Qualified consultants/firms must be proficiently knowledgeable about, and be comfortable working with digital cameras, computer equipment, computer-based mapping, and computer databases, Microsoft Office suite of applications.

VIII. Submission Format

Submit five (5) identical copies. Statements of qualifications should be formatted as follows:

- Name and address of consultant.
- Name and position of one person designated as the team leader, with a full Curriculum Vitae and a list of similar projects.
- Name and skills of proposed sub-consultants, if any, and extent to which all parties have previously worked together.
- Description of work for each team member.
- Team organizational chart and how the team will be coordinated. Indicate the individual(s) responsible for each sub-consultant, if any.
- Record of past achievement(s) for M/WBE and Local Business Participation of all firms involved on the consultant team. Cite projects with references as examples.
- One-page resume for each person assigned to the project, his or her roles, workload, and status of relevant licenses to practice.
- References for firm(s) and key personnel.
- List of relevant projects: maximum of five per team, maximum of four pages per project, with references, including phone numbers of key client contact(s).

- Specify which members of the proposed team were involved with each of project, in what capacity and indicate time spent.
- Written statement of the approach to this project, given its objectives, community involvement and schedule.
- Hourly rates for each individual proposed for work on the engagement.
- All pages to be 8 ½” by 11”, portrait mode, double sided and white only. Type should not be less than ten point. Do not exceed fifty (50) pages total. Submittals should lay flat when opened. The front cover should indicate the consultant(s) submitting the RFP.

IX. M/WBE Participation

This project is funded by money received from the City of St. Louis, and as such shall follow the policies of the City in regards to M/WBE participation. M/WBE Goals: The City has established in connection with this project, the goal of at least twenty-five percent (25%) minority business enterprise participation and at least five percent (5%) women-owned business enterprise participation taken as a percentage of the original contract amount. The goals remain in effect throughout the term of this contract. If award of the contract is made with minority and women-owned business enterprise participation being less than the contract goals, the contractor shall continue good faith efforts throughout the term of the contract to increase the M/WBE participation to meet the contract goal. Whenever additional contract supplements, extra work orders, or change orders are made that individually, or in the aggregate, increase the total dollar value of the contract, the contractor shall make every effort to maintain the M/WBE participation goals stated herein. M/WBE firms must be certified by the City of St. Louis, the St. Louis Development Corporation, the St. Louis Airport Authority or the U.S. Small Business Administration to be counted toward the City’s M/WBE goals.

M/WBE Obligation: The consultant(s) agrees to take all reasonable steps necessary to ensure that M/WBEs have considerable opportunities to participate in contracts and subcontracts financed by the City under this contract.

X. Local Business Participation

The mission of DSCC is to preserve and promote the neighborhoods and businesses in Greater Dutchtown. The participation of local businesses, particularly those within the service area of DSCC, is encouraged.

XI. Criteria for Selection

A selection committee will be convened by DSCC to review the qualifying proposals submitted. The criteria for selection of the potential successful candidate for this proposed Contract for Professional Consulting Services include, but are not limited to the following:

- Specialized experience and technical competence:
 - certification under 36 CFR Part 61.

- All consultants must have a professional degree in Historic Preservation, Architecture or Planning;
 - ten years experience in historic preservation including Multiple Property nominations to the National Register which have been accepted by the Keeper of the Register,
 - numerous cultural resources surveys, and supervision of survey participants.
 - consultant must be knowledgeable about and comfortable working with digital cameras, computer equipment, computed based mapping and computer databases.
- Team experience successfully working together on similar projects;
 - Quality of the proposed team;
 - Capacity and ability to complete the project in a timely manner;
 - Proposed work plan concept;
 - M/WBE and local firm participation in this and previous projects.

The successful respondent must secure a City business license, or, where applicable, a formal City business license waiver, and demonstrate compliance with all applicable City tax and permitting requirements. Upon initial selection, DSCC staff will negotiate with the top-rated firm. If a satisfactory contract with the top-rated firm cannot be negotiated, taking into account considerations including but not limited to price, qualifications, staffing and work product, DSCC will terminate negotiations with that firm and undertake negotiations with the next-highest-rated firm. If negotiations with that firm are unsuccessful, DSCC will undertake negotiations with the next-highest-rated firm until a successful contract has been negotiated.

DSCC reserves the right to establish further criteria for evaluation of submissions and to request additional submissions. DSCC further reserves the right to reject all or any portion of any team submitting a proposal, and to pursue separate contract negotiations with individual team members. The negotiation process will include the development of a guaranteed maximum price for the work based on the actual agreed-upon physical area of the survey. The contract will also include a provision for adding additional work based on the hourly rates specified in the proposal.

XII. Reservation of Rights

DSCC reserves the right to reject any or all responses for any reason at their sole discretion; to void this request and review process and/or terminate negotiations at any time; to select separate consultants for various components of the tasks proposed; to revise the scope of service and work plan and all other conditions or stipulations contained herein as convenient or necessary; to raise or lower available funds; to negotiate fees and billing rates; to establish further criteria for selection; to ask firms making responses to submit additional information or evidence of their qualifications and experience; to waive informalities in the responses; and to negotiate with submitter(s) as deemed beneficial to the interests of DSCC.

Allocation of necessary monies and the proposed contract(s) for consultant services will require subsequent approvals and are therefore not warranted to be let. The term of such contract(s) will be the subject of negotiation between various parties including the selected consultant(s). By obtaining a copy of this Request for Proposals (RFP) and/or submitting a response to this RFP, the respondent individually and collectively holds any member and/or employee and/or officer of the selection committee, DSCC and the City of St. Louis harmless from any and all claims and demands of whatever nature, and any and all loss, damage and liability, which may be asserted against or imposed upon any member of the selection committee, DSCC and the City of St. Louis as a result of issuing this RFP, conducting this selection process and subsequent negotiations, and letting proposed contract(s).

XIII. Non-Discrimination

The City of St. Louis is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, religion, sex, physical handicap, national origin or sexual orientation. Consultant(s) hired as a result of the RFP shall not discriminate likewise nor be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this RFP and any potential contract(s) that may result from it.

XIV. Questions & Responses to This RFP

All questions should be written and all respondents will receive written answers to all questions for which DSCC chooses to provide responses. Address questions and responses to:

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St. Louis, MO 63111
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Susan@DutchtownSouth.org