

March 3, 2011

Request for Proposals  
National Register District Nomination — The Ville  
City of St. Louis City

**I. Summary**

The St. Louis Development Corporation (SLDC) in conjunction with the City of St. Louis Planning and Urban Design Agency's Cultural Resources Office, is hereby soliciting proposals from a 26 CFR Part 61 qualified consultant or consultant team to perform all work necessary to prepare one or more nominations to the National Register of Historic Places for portions of The Ville Neighborhood in the City of St. Louis. The nomination will be based on an intensive architectural survey completed in 2009, and in collaboration with the Cultural Resources Office.

**II. Scope of Services and Desired Outcomes**

The St. Louis Development Corporation wishes to hire a historic preservation consultant or consultant team, to work in partnership with the staff of the Cultural Resources Office, to complete National Register nominations for portions of The Ville neighborhood. The project will be funded in part by a Federal Historic Preservation Grant administered through the Missouri State Historic Preservation Office.

**III. City of St. Louis Obligation**

In furthering completion of this project, the City will provide:

- previous surveys, survey reports and other information gathered during the survey phase of the project;
- assistance with the production of required maps;
- assistance with the production and distribution of required photographic documentation.

**IV. Project Budget**

Project costs including consultant's time, all project materials and other expenses as allowed by City and Federal law cannot exceed \$10,000.00. 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 Programs.

**V. Schedule**

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

<b>RFP issued:</b>	<b>3/3/2011</b>
<b>Informational Meeting with Potential Respondents</b>	<b>3/9/2011</b>
<b>All responses due:</b>	<b>3/21/2011</b>
<b>Consultant Selected:</b>	<b>3/29/2011</b>

An informational meeting will be held on **Wednesday, March 9, 2011 at 11:30 A.M.** The meeting will be held in Suite 1100, Conference Room A in the offices of the City of St. Louis Planning and Urban Design Agency, 1015 Locust Street, St. Louis, MO 63101.

#### **VI. Expertise Required and Criteria for Selection**

All proposals must include team members who are preservation professionals certified under 36 CFR Part 61. A selection committee will be convened by CRO 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, History, Architectural History, Architecture or Planning;
- Ten years experience in historic preservation including preparation of Nominations to the National Register that have been accepted by the Keeper of the Register;
- 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, at the direction of the selection committee, CRO 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, at the direction of the selection committee, CRO will terminate negotiations with that firm and undertake negotiations with the next-highest-rated firm. If negotiations with that firm are unsuccessful, at the direction of the selection committee, CRO will undertake negotiations with the next-highest-rated firm until a successful contract has been negotiated.

The selection committee and CRO reserve the right to establish further criteria for evaluation of submissions and to request additional submissions. The selection committee and CRO further reserve 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 areas to be nominated at the direction of the selection committee and CRO.

#### **VII. 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 full curriculum vitae and 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 individual responsible for each sub-consultant, if any;
- record of past achievement 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, workloads 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. specify which members of the proposed team were involved with each of the projects, 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; and
- total project cost.

All pages of the submission to be 8 1/2 by 11, portrait mode, and double sided. Do not exceed fifty pages total. Type should not be less than ten point. Submittals should lay flat when opened. The front cover should indicate the consultant(s) with addresses submitting the RFP.

## **VII. M/WBE Participation**

(See Attachment III for a partial list of DBE businesses specializing in creation of information in Databases compatible with the City of St. Louis Geographic Information System (GIS)) This list is made available to provide CFR certified respondents with potential team members who can perform project tasks related to creation of information in Database compatible with the City of St. Louis Geographic Information System (GIS)).

These goals will remain in effect throughout the term of any contract resulting from this RFP. 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.

The City of St. Louis Disadvantaged Business Enterprise Office DBE includes services for certification of DBE businesses, monitoring contracts for compliance with DBE participation goals, and outreach activities to attract new DBE's. The Office maintains a Directory of businesses certified under the Program criteria. It is the policy of the St. Louis Development

Corporation and the City of St. Louis that the effects of identified discrimination against Minority enterprises and Women-owned business enterprises within its jurisdiction shall be eradicated as part of the overall City business and economic development strategy. The method that the City shall employ to implement that policy is the establishment of a goal of at least twenty-five percent (25%) minority business enterprise participation and at least five percent (5%) women business enterprise participation, as defined in the Mayor's Executive Order #28 (Order) and successor Executive Orders thereto, in contracts and purchases where City funds are expended. Consequently, the requirements of the Order and the directives developed by the City to ensure compliance with the order apply to the contract agreement issued by SLDC resulting from this RFP.

#### **IX. Local Business Participation**

The City is committed to the growth and development of local disadvantaged/small businesses. This commitment will, in the long term, result in a stronger, more dynamic local economy, increased revenue for City government, and greater opportunities for City-based business enterprises and City residents to succeed in the private sector segment of the economy. The participation of local businesses is encouraged.

#### **X. Living Wage Compliance**

##### **LIVING WAGE ORDINANCE**

Firms selected for the short list shall agree to comply with Living Wage Compliance Provisions and with the regulations for the entire term of any contract or agreement with the St. Louis Development Corporation or any of its constituent agencies or authorities and shall submit the reports required by the regulations for each calendar year or portion thereof during which such contract or agreement is in effect. Copies of the Ordinance and Regulations may be obtained at <http://www.mwdbe.org/livingwage> or by contacting the DBE Program Management Office, P.O. Box 10212, St. Louis, Missouri 63145.

#### **XI. Reservation of Rights**

The St. Louis Development Corporation and PDA reserve 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 the City of St. Louis.

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, SLDC 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, SLDC 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).

#### **XII. Unauthorized Alien Employees**

The selected firm, pursuant to the provisions of Sections 285.525 through 285.555 of the revised Statutes of Missouri, 2000, as amended, by sworn Affidavit (attached hereto as Exhibit A) and provision of documentation, affirm its enrollment and participation in a federal work authorization program, with respect to the employees working in connection with the Contract Agreement of Grant. Contractor shall sign an Affidavit (attached hereto as Exhibit A) affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Contract, Agreement or Grant pursuant to the above-stated Statutes.

#### **XIII. Non-Discrimination**

The St. Louis Development Corporation is an Equal Opportunity Employer that does not discriminate on the basis of age, race, color, religion, sex, physical handicap, national origin or sexual orientation. Any 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**

All questions should be written and all respondents will receive written answers to all questions for which PDA or CRO choose to provide responses. Address questions to:

Bob Bettis, Preservation Planner  
Cultural Resources Office  
1015 Locust Street  
St. Louis, MO 63101  
314-622-3400 Ext.277 Fax: 314/622-3413

#### **XV. Responses to This RFP**

All responses must be received no later than **5:00 P.M. on Monday, March 21, 2011**. Please address responses to:

Rodney Crim-Executive Director  
St. Louis Development Corp.  
1015 Locust Street  
St. Louis, MO 63101

**EXHIBIT A**

**AFFIDAVIT OF COMPLIANCE WITH SECTION 285.500 R.S.MO., ET SEQ.  
FOR ALL AGREEMENTS AND AWARDS IN EXCESS OF \$5,000.00  
EFFECTIVE 1/1/2009**

STATE OF MISSOURI                    )  
  ) ss.  
\_\_\_\_\_ OF \_\_\_\_\_)

Before me, the undersigned Notary Public, in and for the County of \_\_\_\_\_, State of \_\_\_\_\_, personally appeared \_\_\_\_\_(Name) who is \_\_\_\_\_(Title) of \_\_\_\_\_(Name of company), a \_\_\_\_\_(corporation), (partnership), (sole proprietorship), (limited liability company), and after being duly sworn did depose and say:

- (1) that said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
- (2) that said company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

The terms used in this affidavit shall have the meaning set forth in Section 285.500 R.S.Mo., et seq.

***Documentation of participation in a federal work authorization program is attached to this affidavit.***  
(An example of acceptable documentation is the E-Verify Memorandum of Understanding (MOU) - a valid, completed copy of the first page identifying the employer and a valid copy of the signature page completed and signed by the employer, the Social Security Administration and the Department of Homeland Security.)

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day \_\_\_\_\_ of, 20\_\_.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_

My commission expires: