

March 3, 2011

**Request for Proposals
Preservation Plan for Sugar Loaf Mound
City Of St. Louis**

I. Summary

The St. Louis Development Corporation (SLDC) in conjunction with the City of St. Louis Planning and Urban Design Agency (PDA) Cultural Resources Office (CRO), the preservation agency for the City of St. Louis, is hereby soliciting proposals from a CFR certified consultant or consultant team to perform all work necessary to complete a Preservation Plan for Sugar Loaf Mound, a prehistoric earthen structure located within the boundaries of the City of St. Louis and owned by the Osage Nation. The total amount of the consultant contract will not exceed \$9,500.

II. Scope of Services and Desired Outcomes

The Preservation Plan will comprise four specific elements:

- 1) Protection and Security:
 - a) *Identify ways to provide short term security and interim protection for the site.*

Interim means should be devised to protect or limit access to the Mound and to secure both the Mound and a house that is currently on the north slope, from unauthorized access, looting or vandalism.
 - b) *Identify and prioritize long term protection goals.*

The plan shall identify the permanent security measures that must be undertaken for the protection of the Mound; these measures must not be visually obtrusive and retain the Mound's special character.
 - c) *Identify appropriate partnerships for the Mound's future protection.*

The Osage have already begun to establish partnership networks with local archaeologists and historians to monitor the site. Other important local and state entities and groups should be identified to widen this effort.
- 2) Plan for Stabilization and Preservation:
 - a) *Determine criteria for taking necessary actions and develop appropriate means of stabilization.*

The Preservation Plan must outline methods for stabilization of the existing grade and for the possible future removal of the house which has been constructed on the north slope. This section of the Plan will also address

removal of trees and other unwanted vegetation, and other existing conditions that threaten the stability of the Mound.

3) Plan for Preservation:

a) Develop recommendations and processes for future preservation activities.

Recommendations to include opportunities to engage in educational and cultural tourism activities for the Mound itself, as well as participation in local, state and national cultural activities.

b) Identify appropriate partnerships for the Mound's preservation.

Several partnerships with local and regional entities have already been made; the Plan must explore additional opportunities to partner with groups from adjacent states and those with nation-wide constituencies.

4) Education and Interpretation

a) Develop recommendations for educational efforts and public outreach programs.

The intent is to make Sugar Loaf Mound the center of a major cultural and educational outreach. Recommendations will address future possibilities to expand and partnership with other groups with similar or complementary goals.

b) Identify appropriate partnerships and educational opportunities with local and State agencies, local non-profits and regional entities.

Recommendations to be made to expand and deepen existing associations, and to identify other meaningful partnerships to be pursued;

c) Assemble bibliography and identify existing documentary resources.

An annotated bibliography to be developed of existing resources, including primary and secondary sources and oral histories.

d) Recommend appropriate actions for the development of on-site interpretation.

Recommendations to be made for sensitive interpretation of the site, and appropriate means of addressing the cultural, archaeological and historical history of the site.

The project will be funded in part by a Federal Historic Preservation Grant administered through the Missouri State Historic Preservation Office. The Preservation Plan must be conducted and written in accordance with the requirements of the National Register of Historic Places Program and the Secretary of the Interior Standards for the Treatment of Historic Properties.

III. Project Budget

Project costs including consultant's time, all project materials and other expenses as allowed by City and Federal law.

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. Schedule

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

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

An informational meeting will be held on **Wednesday, March 9, 2011 at 10:30 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.

V. Expertise Required

All proposals must be submitted by professionals who are certified under 36 CFR Part 61.

A. Each response to this RFP should contain at least the following content:

- **Qualifications**: Provide information that documents your firm's qualifications, experience, and capacity to meet the requirements of the RFP. Give name, address, phone number and e-mail address of client representatives for at least two (2) projects you have completed that you consider closely related to this project. Briefly describe the scope and budget of each such project; specify which members of the proposed team were involved with each of the projects, in what capacity and indicate time spent.

The consultant firm and/or its team members must provide evidence of demonstrated competence in archaeology; geomorphology and site stabilization; preservation planning; education; and interpretation. Previous experience with actual mound stabilization preferred.

- **Proposed Project Team**: The proposal should also include resumes of all members of the consultant's team that are to provide services to the contract. Identify each such person's participation in past projects with the firm (or under separate employment) that may specifically qualify them for the work.
- **Technical**: Generally describe the approach to be taken to provide the Services which demonstrates the firm's understanding of the objectives of the Preservation Plan. Describe in detail the firm's ability to complete the Plan.
- **Sub-consultants or sub-contractors**: Identify proposed sub-consultants and/or subcontractors who will be involved in the Preservation Plan project, if any. Include the information described above for each sub-consultant and sub-contractor.

VI. 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.
- 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 8-1/2 by 11, portrait mode, double sided and white only. 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) submitting the RFP.

VII. Criteria for Selection

A selection committee will be convened by PDA 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 Archaeology or Anthropology or related field;
- Team experience successfully working 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, PDA 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, PDA will terminate negotiations with that firm and undertake negotiations with the next-highest-rated firm. If negotiations with that firm are unsuccessful, PDA will undertake negotiations with the next-highest-rated firm until a successful contract has been negotiated.

The selection committee and PDA reserve the right to establish further criteria for evaluation of submissions and to request additional submissions. The selection committee and PDA 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 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.

VIII. Reservation of Rights

SLDC 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, PDA 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, PDA 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).

IX. M/WBE Participation

It is the policy of 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.

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 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.

XI. 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 arrangement 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.

XII. Non-Discrimination

The City of St. Louis 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.

XIII. 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.

XIV. Questions About this RFP

All questions must be in writing and all respondents will receive written answers to all questions for which SLDC, PDA or CRO choose to provide responses. Address questions to:

Jan Cameron, Preservation Administrator
Cultural Resources Office
1015 Locust Street, Suite 1100
St. Louis, MO 63101
314-622-3400 Fax: 314-259-3406

XV. Responses to this RFP

All responses must be received no later than 5:00 P.M. on xx/xx/2011. Responses shall be addressed to:

Rodney Crim, Executive Director
St. Louis Development Corporation
1015 Locust Street, Suite 1200
St. Louis, MO 63101
314-622-3400

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: