

**Request for Proposals
Capacity Building for MWBE Contractors
St. Louis Development Corporation
March 2, 2016**

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Request for Proposals
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CITY OF SAINT LOUIS SAINT LOUIS DEVELOPMENT CORPORATION
SAINT LOUIS, MISSOURI
www.stlouis-mo.gov/slde

March 2, 2016

I. PROJECT DESCRIPTION AND BACKGROUND

Ordinance 70133 enacted November 9, 2015 authorizes the Community Development Agency to enter into an agreement with SLDC for the execution of a work program in support of Capacity Building for Minority Contractors.

Mayor's Executive Order 28 as amended states there is ample evidence that there has been discrimination against MWBEs in the City of St. Louis and the effects of that discrimination are continuing. As a consequence minority contractors have not had fair access to foundation building public works contracts that would allow them to increase their capability and capacity. The City of St. Louis is committed to providing training to all MWBEs that are willing and able to do business. Training that will strengthen their firms, and begin to level the competitive playing field for City public works contracts for their firms.

SLDC is an umbrella, not-for-profit corporation organized under Chapter 355 of the Missouri statutes with the mission of fostering economic development and growth in the City through increased job and business opportunities and expansion of the City's tax base. SLDC is directed by its own Board of Directors, and its employees serve as staff support for the City's seven economic development authorities, including the Tax Increment Financing Commission, Land Clearance for Redevelopment Authority of the City of St. Louis, and Land Reutilization Authority of the City of St. Louis,

This Request for Proposals ("RFP") is issued by the City of St. Louis St. Louis Development Corporation (the "Corporation") to see competitive, detailed proposals for Capacity Building Project in support of MWBE contractors.

II. SCOPE OF SERVICES

PROJECT SPECIFICATIONS

Scope of Work

Through the Capacity Building for Minority Contractors work program, St. Louis Development Corporation, in partnership with St. Louis Agency on Training and Employment (SLATE) and the successful bidder, will provide MBE/WBE contracting firms with the tools necessary to successfully participate in the St. Louis construction industry, particularly in HUD-funded projects.

This program will design and implement a training program for MBE/WBE firms in order to develop capacity and enhance the skills of contractors and other minority business owners.

Design and implement a comprehensive construction management training program to provide services to **40 MBE/WBE** firms that consist of **10 Training Course Sessions** and **15 Technical Assistance Sessions**.

Training Course Sessions—Provide a total of **ten (10) sessions**; each session consists of ten (10), three (3) hour classes for a total of 300 hours. Topics covered will include Business Communications for Contractors, Bonding and Banking, Management, and project Construction Management.

Technical Assistance Sessions—Provide a total of **fifteen (15)**, three (3) hour technical assistance sessions that address CDBG federal compliance issue for a total of **45 hours**. Topics covered will include HUD and EPA Lead Rules, Construction Estimating, Certification and Compliance, Blueprint and Spec Reading, Prevailing Wage/Davis Bacon Act, Finance/Accounting, Blueprint and Spec Reading Heavy Highway, Section 3, Working with Unions, and Tax Information for Contractors.

Maintain documentation related to activities, including but not limited to, sign-in sheets, participant information, materials/handouts, marketing materials, etc. **All materials must include the CDA funding statement.**

PROJECT SCHEDULE

Milestone:	Date:
Request for Proposals	March 2, 2016
Deadline for Proposals	March 17, 2016
Contract Awarded	March 18, 2016
Project Completion Date	December 30, 2016

Reports

Project Reports: The selected contract recipient agrees to provide SLDC with project progress reports, which will communicate the important activities and accomplishments of the Project as outlined in the table below:

Report Name	Report Due Date
Progress Report	August 31, 2016
Draft Final Project Accomplishments	November 30, 2016
Final Project Accomplishments	December 30, 2016

Performance Progress Reports should be submitted in an electronic format no later than the dates outlined above in a concise, clear format, which outlines the following information in no more than 10-14 pages in length:

- i. The format for the report is to repeat the scope of work verbatim. After each item in the scope of work WILL identify what has been accomplished on the project up to the date of the report is due. Provide a clear, concise overview of the activities undertaken during the project period;
 - ii. Clearly label all attachments;
 - iii. Document accomplishments, benefits, and impacts that the project and activities are having. Note specific outcomes where activities have led to job creation/retention, private investment, increased city wide collaboration engagement with historically excluded groups or parts of the city, enhanced regional capacity, and other positive economic benefits;
 - iv. Highlight any upcoming or potential press events or opportunities for collaborative press events to highlight benefits of the SLDC investment;
 - v. Compare progress with the project timeline, explaining any departures from the targeted schedule, identifying how these departures are going to be remedied, and projecting the course for work for the next period;
 - vi. Outline challenges that currently impact or could impact progress on the contract over the next reporting period and identify ways to mitigate this risk; and
 - vii. Outline any areas where SLDC assistance is needed to support the project or any other key information that would be helpful for the SLDC Project Officer.
- Proposals shall follow the guidelines below and are due Thursday, March 17, 2016. One can view the RFP, on the SLDC website.

Please provide the following information in sequence.

- A. **Corporate Profile.** The respondent shall provide the following information on their corporate structure, history, experience and ability:
 1. Provide a brief description of your firm's history, number of years in business, number of local employees, the overall services offered locally, and your ability to meet the needs described in the Scope of Services section.

2. An indication of whether the firm is registered to do business in the State of Missouri and the City of St. Louis.
 3. Disclose any and all lawsuits (including pending litigation) and any investigations by state or federal agencies.
- B. Qualifications.** Proposals must indicate general qualifications of the respondent(s), including sub-consultants, in disciplines appropriate to the project, as well as specific prior experience and qualifications applicable to this project. Include a narrative regarding the firm's capabilities to carry out the project, including special assets, areas of expertise, analytical tools, and data sources to which the firm has access. Include the following:
1. Resumes (or equivalent) of project manager and key personnel to be assigned to the project. Experience summaries of these key individuals shall be provided. These summaries should clearly identify prior experience on similar projects in similar roles, and outline the responsibilities these individuals will have in the context of this project. Full resumes of these individuals may be included as an attachment to the proposal.
 2. A list of at least two (2) projects similar in scope and magnitude to the project described in this RFP that the proposing firm and/or its sub-consultants have undertaken within the last five (5) years. The list should include: contract amount(s), funding source(s), description of work performed, client contact person(s), phone number(s), and email address(es).

III. BENEFITS

Listed below are the major benefits (to SLDC and the City) of engagement with the Consultant:

- A. MWBEs will benefit from specialized expertise of the Capacity Building Program provider and staff.
- B. MWBEs will have improved skills in the fundamental areas of construction management.
- C. MWBEs will benefit from the access leading industry professionals in the areas of bonding, banking, business communications and much more..

IV. PROPOSAL CONTENT AND DUE DATE

Interested firms are to submit Proposals to:

Howard Hayes
Director of Minority Business and Compliance
St. Louis Development Corporation
1520 Market Street, Suite 2000
Saint Louis, MO 63103

An original and five complete paper copies of your Proposal, in 8.5"x11" letter-size format, and one electronic copy in a PDF format must be received by **4:00 P.M. Local Time, Thursday, March 17, 2016**. Please limit your proposal to the outline provided below and up to one separate brochure; submitters are encouraged to keep submittals concise and **limit content to no more than 14 pages**.

Please provide the following information in sequence.

C. **Corporate Profile** The respondent shall provide the following information on their corporate structure, history, experience and ability:

1. Provide a brief description of your firm's history, number of years in business, number of local employees, the overall services offered locally, and your ability to meet the needs described in the Scope of Services section.
2. An indication of whether the firm is registered to do business in the State of Missouri and the City of St. Louis.
3. Disclose any and all lawsuits (including pending litigation) and any investigations by state or federal agencies.

D. **Qualifications** Proposals must indicate general qualifications of the respondent(s), including sub-consultants, in disciplines appropriate to the project, as well as specific prior experience and qualifications applicable to this project. Include a narrative regarding the firm's capabilities to carry out the project, including special assets, areas of expertise, analytical tools, and data sources to which the firm has access. Include the following:

3. Resumes (or equivalent) of project manager and key personnel to be assigned to the project. Experience summaries of these key individuals shall be provided. These summaries should clearly identify prior experience on similar projects in similar roles, and outline the responsibilities these individuals will have in the context of this project. Full resumes of these individuals may be included as an attachment to the proposal.
4. A list of at least three (2) projects similar in scope and magnitude to the project described in this RFP that the proposing firm and/or its sub-consultants have undertaken within the last five (5) years. The list should include: contract amount(s), funding source(s), description of work performed, client contact person(s), phone number(s), and email address(es). For client confidential projects, you may omit client and project name, but please describe project and include costs.

E. **Fee Structure** Provide fees on an hourly basis for completing activities in the Scope of Services, assuming a typical 40-hour work week. Include a fee schedule for the personnel slated to be involved with the project. The Consultant will be under contract **for 8 months** from execution of contract, with options for renewal.

V. SELECTION CRITERIA

The responses will be evaluated and the Capacity Builder Training Provider selected based on the following criteria:

- A. Specialized experience, qualification and technical competence of the firm, its principals, project manager, and key staff.
- B. Ability of the firm to provide innovative solutions.
- C. Approach to the project and any unusual problems anticipated.
- D. Past record and performance of the firm with respect to schedule compliance, cost control, and quality of work
- E. Proximity of the firm to the City.
- F. Fee structure.
- G. Availability of financial and operating resources as required to complete the work.
- H. M/WBE and/or DBE participation.

VI. SELECTION PROCESS

A selection committee will be convened to review the statements of qualification and submittals from each firm, to score all proposals and to select a subset of firms scoring highest within a range adopted by the Selection Committee (these firms *may* be interviewed at a place and time determined by the Selection Committee). Upon completion of its review of responses, the Selection Committee shall select the firms it deems best qualified, according the criteria described above.

Respondents and representatives of respondents are prohibited from contacting any SLDC Board or staff member and/or any City employee regarding this RFP, with the exception of SLDC's Project Manager, identified below. Violations of the foregoing prohibition may result in the respondent involved being excluded from further participation in the RFP process.

VII. PROJECT MANAGER

The Project Manager for this RFP is Howard Hayes, Director of Minority Business Development and Compliance. All questions regarding this RFP shall be submitted to Mr. Hayes at hayesh@stlouis-mo.gov. Inquiries regarding this RFP must be submitted no later than Monday, March 14, 2016. SLDC will not accept any inquiries after that date. In order to ensure that all potential respondents receive the same information relative to this solicitation, we will post our response to any request for supplemental information on our web site at: www.stlouis-mo.gov/sldc/RFP-Plan Room Provider. Please visit our website periodically to check for any additional information.

VIII. MBE/WBE/DBE PARTICIPATION

The City of St. Louis is committed to the growth and development of women and minority business enterprises (M/WBE). In furtherance of this commitment, the policy of the City of St. Louis is to encourage minority participation in all contracts financed in

whole or part by the City and its affiliated agencies and authorities. The City seeks to obtain participation by women and minority owned business enterprises and has as a goal at least twenty-five percent (25%) minority business enterprise participation and at least five (5%) women business enterprise participation as defined in the Mayor's Executive Order #28, as amended. Include Attachment B, DBE/SBE/WBE/MBE Participation Form, with your proposal.

IX. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

All respondents must complete and enclose with their proposal the Certification Regarding Debarment and Suspension (Attachment C).

X. CONFLICT OF INTEREST DISCLOSURE

Actual and perceived objectivity will be an important part of successfully completing this project. All respondents must enclose with their proposal a Conflict of Interest Disclosure Statement (Attachment D) that discloses all the project or consulting interests and/or clients who might benefit financially, directly or indirectly, now or in the future, from this project. If the respondent does not have a conflict of interest, the respondent must still include the Conflict of Interest Disclosure statement indicating that there is no conflict of interest. Neither the Consultant nor any sub-consultant shall perform any work which would be in conflict with the role defined.

XI. LIVING WAGE COMPLIANCE

The selected firm shall agree to comply with "Chapter 3.99 Living Wages" of the Revised Code of the City of St. Louis (Ordinance No. 65597). See Attachment E.

XII. UNAUTHORIZED ALIEN EMPLOYEES

At the time the contract is signed, the selected Consultant shall, pursuant to the provisions of Sections 285.525 through 285.555 of the revised Statutes of Missouri, 2000, as amended, by sworn Affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Contract, Agreement or Grant. The selected firm shall sign an Affidavit 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. RESERVATIONS AND STIPULATIONS

Respondent acknowledges and accepts the following as a condition of proposal submission:

1. SLDC reserves the right to reject any or all proposals for any reason, in its sole and unfettered discretion; to void this RFP and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate financial and other arrangements; to establish further criteria for selection; to ask respondents to submit additional information with respect to any aspect of respondent's proposal whatsoever; to waive any

informalities and/or irregularities in the submission of proposals and in the proposal process; and to negotiate with respondents as to any aspect of respondent's proposal whatsoever.

2. By accepting this RFP and/or submitting a proposal in response thereto, each respondent agrees for itself, its successors and assigns, to hold SLDC and 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 respondent, 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 Firm and/or negotiating or executing an agreement incorporating the commitments of the selected Firm.
3. Any misrepresentations or false statements contained in a response to this RFP, whether intentional or unintentional, shall be sufficient grounds for SLDC or City of St. Louis to remove respondents from competition for selection at any time.
4. By submitting a response to this RFP, respondent acknowledges that:
 - a. This RFP is not a contract or a commitment of any kind by SLDC or City of St. Louis and does not commit the SLDC and/or City of St. Louis to pay any cost incurred in the submission of a response. SLDC and/or City of St. Louis, in any of their sole discretions, reserve the right to accept or reject in whole or in part, submittals received in response to this request, to negotiate with any qualified source, or to cancel in whole or in part this RFP. Failure to provide any of the requested data within the specified submission period may cause SLDC or City of St. Louis, in any of their sole discretions, to reject the submittal or require the data to be submitted forthwith.
 - b. All submitted materials will become the Property of SLDC or City of St. Louis and may become public documents at any time during the selection process, and will become public documents at the conclusion of the selection process. Any and all documents submitted by the Respondent may become public if and when they are submitted to any advisory or legislative public body, or pursuant to the Missouri Sunshine Law.
 - c. By submitting a response to the RFP, each respondent expressly waives any and all rights that it may have to object to, protest or judicially challenge the following:
 - i. Any part of this solicitation and RFP process, including but not limited to the selection procedure sections of the RFP; and

- ii. The invitation, evaluation and award process, including but not limited to the review and analysis of qualifications of the respondents, evaluation of initial proposals, selection of finalists, evaluation of best and final offers, or other aspects of the selection and award.

**CITY OF ST. LOUIS
MBE/WBE UTILIZATION STATEMENT**

Policy: It is the policy of the City of St. Louis that minority and women-owned businesses, as defined in the Mayor’s Executive Order of July 24, 1997, shall have an opportunity to participate in the performance of contracts utilizing City funds, in whole or in part. Consequently, the requirements of the aforementioned Executive Order apply to this contract.

Project and Bid Identification:

Contracting Agency: _____

Project Name: _____

Letting Number: _____ Date: _____

Contract MBE/WBE Participation Goal: 25% MBE and 5% WBE

Total Dollar Amount of Prime Contract: \$ _____

Total Dollar Amount of Proposed MBE: \$ _____ Percent MBE _____

Total Dollar Amount of Proposed WBE: \$ _____ Percent WBE _____

Obligation: The undersigned certifies that (s)he has read, understands and agrees to be bound by the bid specifications, including the accompanying exhibits and other items and conditions of the request for proposals regarding minority and women business enterprise utilization. The undersigned further certifies that (s)he is legally authorized by the respondent to make the statements and representations in the M/WBE Forms and Exhibits and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned will enter into formal agreements with the minority/women business enterprises listed in the Subcontractor List, which are deemed by the City to be legitimate and responsible. The undersigned understands that if any of the statements and representations are made by the respondent knowing them to be false, or if there is a failure of the successful respondent to implement any of the stated agreements, intentions, objectives, goals and commitments set forth herein without prior approval of the City, then in any such events, the contractor’s act or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the City to terminate the contract for default. The right to so terminate shall be in addition to, and not in lieu of, any other rights and remedies the City may have for other defaults under the contract. Additionally, the contractor may be subject to the penalties cited in Section Twelve of the Mayor’s Executive Order #44.

Assurance: I, acting as an officer of the undersigned bidder or joint venture bidders, hereby assure the City that on this project my company will (check one):

_____ Meet or exceed contract award goals and provide participation as shown above.

_____ Fail to meet contract award goals but will demonstrate that good faith efforts were made to meet the goals and my company will provide participation as shown above.

Name of Prime Contractor(s): _____

Prime Contractor Authorized Signature Title Date

**CITY OF ST. LOUIS
M/WBE UTILIZATION PLAN**

CONTRACTING AGENCY: _____

PROJECT GOAL: 25% MBE; 5% WBE

PROJECT NAME: _____

NAME OF PRIME CONTRACTOR: _____

The prime contractor shall utilize and require all subcontractors to utilize the maximum number of certified minority/women business enterprises possible and will purchase materials and supplies from minority/women business enterprises to the maximum extent feasible, and to this end, the prime contractor will inform each subcontractor of this requirement, The prime contractor shall utilize the services and/or supplies to be provided by the following certified minority/women business enterprises in the execution of this contract.

FIRM NAME ADDRESS PHONE NUMBER CONTACT PERSON	CERTIFYING AGENCY CERTIFICATION DATE CATEGORY CERTIFICATION NO.	WORK TO BE PERFORMED	M/WBE PERCENT

PRIME CONTRACTOR AUTHORIZED SIGNATURE

DATE

ATTACHMENT B

Certification Regarding Debarment & Suspension

The undersigned certifies to the best of his or her knowledge and belief, that the proposer and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency; (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; The undersigned certifies to the best of his or her knowledge and belief, that the proposer and its principals: (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

If the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this proposal.

Name of Entity

Name & Title of Authorized Official

Signature of Above Official

Date

ATTACHMENT C

Conflict of Interest Disclosure Statement

Please enclose with the proposal a statement that discloses (lists) all the project planning or consulting interests and/or clients who might benefit financially, directly or indirectly, now or in the future, from this project.

If a conflict of interest does not exist, the Consultant must still include the Conflict of Interest Disclosure statement indicating that there is no conflict of interest.

ST. LOUIS LIVING WAGE ORDINANCE

LIVING WAGE ADJUSTMENT BULLETIN

**NOTICE OF ST. LOUIS LIVING WAGE RATES
EFFECTIVE APRIL 1, 2015**

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance (“Ordinance”) and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$12.56** per hour (130% of the federal poverty level income guideline for a family of three); and
- 2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **\$16.58** per hour (130% of the federal poverty level income guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).
- 3) Wages required under Chapter 6.20 of the Revised Code of the City of St. Louis: **\$4.02** per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and these rates are effective as of **April 1, 2015**. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at <http://www.mwdbe.org> or obtained from:

City Compliance Official
Lambert-St. Louis International Airport
Office of Business Diversity Development
P.O. Box 10212
St. Louis, Mo 63145
(314) 426-8111

Dated: March 5, 2015
