

## **Request for Proposals for Energy Efficiency Financing and Related Services**

**Issued By: St. Louis Development Corporation, on behalf of the Clean Energy  
Development Board of the City of St. Louis**

**Issue Date: November 27, 2012**

**Response Deadline: 3:00 p.m, Wednesday, December 19, 2012**

[www.stlouis-mo.gov/sldc/documents/2012-11-27-rfp-energy-efficiency-financing.cfm](http://www.stlouis-mo.gov/sldc/documents/2012-11-27-rfp-energy-efficiency-financing.cfm)

The Clean Energy Development Board of the City of St. Louis (CEDB) seeks an applicant (Administrator) with expertise in energy efficiency financing programs. The objective is to implement and administer a financing program for private property owners to implement energy efficiency improvements utilizing Property Assessed Clean Energy financing (“Set the PACE St. Louis”). A program must be implemented and fully functional by Spring 2013. The program must consist of 1) the creation of a financing instrument for property owners with corresponding application and processing documents, 2) verification and quality control procedures, and 3) program data acquisition and reporting. The contract with the selected firm will be of a two-year duration with the option for a one-year extension at the end of the two-year period.

**Direct inquiries regarding this RFP should be submitted to Otis Williams at [williamsot@stlouis-mo.gov](mailto:williamsot@stlouis-mo.gov). Inquiries regarding this RFP must be submitted no later than 5:00 p.m. local time on Wednesday, December 12, 2012.**

**Proposals are due by 3:00 p.m. local time on Wednesday December 19, 2012, to the following address:**

“PACE Consulting Services”  
c/o Mr. Otis Williams  
Deputy Executive Director  
St. Louis Development Corporation  
1520 Market Street, Suite 2000  
St. Louis, MO 63103

Late proposals will be returned unopened. Ten (10) printed bound copies and one electronic copy in \*.pdf format on a CD of the proposal should be enclosed along with a letter from a firm principal committing the proposal for a minimum of ninety (90) days. **Faxed proposals or proposals submitted with an inadequate number of copies will not be accepted.**

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\*These attachments are Excel Spreadsheets and are available at  
[www.stlouis-mo.gov/slcd/documents/2012-11-27-rfp-energy-efficiency-financing.cfm](http://www.stlouis-mo.gov/slcd/documents/2012-11-27-rfp-energy-efficiency-financing.cfm)

## **I. Introduction**

The Clean Energy Development Board (CEDB) is seeking proposals for services to establish and administer a financing program for private property owners to implement energy efficiency improvements utilizing Property Assessed Clean Energy financing. The program must consist of 1) the creation of a financing instrument for property owners with corresponding application and processing documents, 2) verification and quality control procedures including contractor training and management, and 3) program data acquisition and reporting. Community engagement efforts will be necessary to include local community leaders, agencies, and citizens.

St. Louis City has created, by ordinance, the Clean Energy Development Board (CEDB) that is authorized to create special tax assessments for the financing of energy efficiency improvements to privately owned property. This method of financing, enabled by Property Assessed Clean Energy (PACE) legislation, will be implemented by the administrator on a city-wide basis through this program.

The program will also provide a method for contractor engagement and training, as well as tracking the program success in terms of participation and actual energy efficiency improvements implemented and the effectiveness of energy use reduction projections. This program will be self financed, with the program fees and financing costs charged to property owners and contractors to cover any compensation and program costs.

## **II. Scope of Work**

The Administrator will undertake a variety of activities related to energy efficiency financing. The Administrator's work will establish a new energy efficiency financing program entitled "Set the PACE St. Louis" (hereinafter, "PACE Program" or the "program"), including establishing a funding source and procedures for energy efficiency financing loans; training and recruiting contractors to participate in the program; establishing quality control and satisfying program reporting requirements.

**The proposal should describe in detail a proposed work plan and deliverables for each of the following three tasks. All deliverables must be sent in both hard copy and \*.pdf electronic format.**

### **1. ESTABLISH PROGRAM FUNDING SOURCE AND PROCEDURES**

Objective: make loans available through the PACE Program with attractive terms and rates for property owners and establish an application and loan documentation process.

Approach: Administrator should have funds available to finance up to Eight Million Dollars in energy efficiency loans to property owners and procedures in place for loan documentation and verification. Address the following:

- a. The term of the loans should range between three years and twenty years. Loans outside that range of term should be considered on a case by case basis.
- b. The financing rate for the loans should be market based and would depend on the property owner criteria.
- c. Administrator should establish a time frame for the processing and approval of the loan and fund disbursement.
- d. The following procedures should be established by the Administrator for residential property owners;
  - Accept and review application, online or mailed in, and verify preliminary qualifications and send out conditional approval with disclosures to proceed with audit.
  - Calculate rate and assessment based on improvements and estimated cost.
  - Receive, record and review energy audit data/reports and generated work requests.
  - Review funding requests for work, based on audit reports.
  - Verify underwriting criteria (savings to investment ratio).
  - Send out approval/work authorizations.
  - Send out closing documents and work verifications.
  - Answer participant questions throughout the process via telephone/email.
  - Review closing documents.
  - Record any test out audit data.
  - Send funding approvals.
  - Make progress calls if there are any delays.
- e. The following procedures should be established by the Administrator for commercial property owners;
  - Review program applications – take applications online or mailed in, review preliminary qualifications and send out conditional approval with disclosures to proceed with audit (audit may not be necessary for commercial property owners).
  - Calculate rate and assessment – based on improvements and estimated costs.
  - Receive, record and review energy audit data/reports and generated work requests.
  - Review funding requests for work based on audit reports.
  - Verify underwriting criteria.
  - Send out approvals/work authorizations.
  - Send out closing documents and work verifications.
  - Answer participant questions throughout the process via email/phone.
  - Review closing documents.
  - Record any test out audits.
  - Send funding approvals.
  - Make progress calls if there are delays.
  - Contact primary mortgage holder for approval.
  - Contact tenants (if necessary) for disclosure and authorization.

## **2. TRAINING AND RECRUITING CONTRACTOR PARTICIPATION**

Objective: Maintain a list of contractors eligible to participate in the program and establish training in the program and verify qualifications.

Approach: Contractors will provide proof of qualifications and participation will be contingent on the following:

- Attendance of program training, as established by the Administrator.
- Provide proof of certification, as needed (i.e., BPI certification for residential energy auditors, ASHRAE or other certification for commercial energy consultants).
- Administrator will maintain a list of contractors eligible to participate in the program from which property owners can select for energy audits and program qualified work.
- Administrators will provide an opportunity for property owners to provide feedback on contractor performance.

### **3. QUALITY ASSURANCE AND PROGRAM REPORTING.**

Objective: Maintain program integrity throughout quality assurance and verification through reports and data generated through the program operation.

Approach: Administrator will conduct spot checks of contractor work and cumulate data from the program for the following;

- Track overall program proliferation and performance.
- Provide periodic reports on overall impact of program to the CEDB as required and/or requested.
  - Number of participants and average project size.
  - Economic development impact.
  - Funds disbursed.
  - Energy consumption reduction (actual vs. projected).
  - Effect on carbon inventory.

### **III. Content of the Proposal**

The proposal should include a letter from a firm principal committing the proposal for a minimum of ninety (90) days. The items listed below must be addressed in the proposal. **If all the items listed below are not provided, then the firm's submission may be deemed non-responsive and may not be evaluated.** CEDB reserves the right to request missing information only if that information is considered minor in nature and does not impede our ability to evaluate the responding firm's quality of work, experience, and/or its ability to perform the requested work. In addition to the items listed below, respondents should ensure that their proposals provide all information relevant to proposal evaluation; the evaluation criteria are listed in Section IV.

A. Scope of Work. The general scope of work has been developed by CEDB. Respondents must include further detail regarding specific methodologies or approach being proposed.

B. Contract Price. CEDB intends to award a single, cost-reimbursement contract. Proposals must indicate the proposed price/cost of services to be provided and must

address each cost element listed in Attachment E – Cost and Price Analysis for Contracts Form.

C. Person/Hour Commitment Schedule. Proposals also must include a person-hour commitment schedule for all key personnel. Attachment F – Person/Hour Commitment Schedule, or its equivalent, must be included with the proposal.

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

1. Firm name and business address, including telephone number.
2. Year established (include former firm names and year established, if applicable). Identify the state in which the firm was organized or incorporated.
3. Type of ownership, and name and location of parent company and subsidiaries, if any.
4. An indication of whether the firm is registered to do business in the States of Missouri and Illinois.

E. Evidence of Appropriate Resources and Capacity. The respondent shall provide a description that effectively documents their capacity to take on the work outlined in this RFP. This description shall include, but is not limited to, the following issues:

1. A summary of current or anticipated work commitments through the course of the contract term (two years, estimated to be 2013 – 2014).
2. A summary outlining the respondent's capacity to take on and complete the work outlined in this RFP in addition to existing and anticipated commitments.
3. A summary outlining the respondent's ability to secure and retain any subcontracted resources throughout the course of the contract period.

F. Qualifications. Proposals must indicate general qualifications of the respondent(s), including subcontractors, in ridership projections and techniques, streetscape planning, TOD planning, and/or other disciplines appropriate to the project, as well as specific prior experience and qualifications applicable to this project. Proposals must include a brief narrative (4 pages maximum) 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. Proposals must also include the following:

1. Resumes (or equivalent) of 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.
2. An indication (in number of hours) of the amount of time that each key person will dedicate to the project.
3. A list of at least three (3) projects similar in scope and magnitude to the project described in this RFP that the proposing firm and/or its subcontractors 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). The respondent must also

provide at least one (1) sample of work that is demonstrative of the type of project described in Section II of this RFP. Please provide 10 (ten) printed copies.

G. 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 A) that discloses 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 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.

H. Minority/Women-Owned Business Participation. CEDB encourages disadvantaged, small, women-owned, and/or minority business participation. Respondents **must** include the DBE/SBE/WBE/MBE Participation Form (Attachment C) in the proposal. As noted in Section VII, CEDB utilizes the City of St. Louis' MBE/WBE goals of 25% MBE and 5% WBE.

If the respondent intends to participate as a DBE/SBE/WBE/MBE or intends to hire or has hired a DBE/SBE/WBE/MBE subcontractor, then the respondent must also submit with their proposal the attached Letter of Intent to Perform as a DBE/SBE/WBE/MBE (Attachment B) or an equivalent letter for each certified participant.

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

#### **IV. Evaluation Criteria**

CEDB will not award the contract for this project to a respondent that it determines is not responsible. Determination of whether a respondent is responsible may include the following factors: experience of the respondent and its key team members and subcontractors; past conduct and performance on previous contracts; and ability to execute the contract for this project properly. CEDB may make the determination regarding responsibility based upon the respondent's submitted proposal, reference evaluations, a review of the respondent's financial ability, and any other information requested or determined relevant to a determination. Many of these factors may also be used in the next level of the evaluation process.

All proposals determined to be from responsible respondents, and that meet the minimum RFP requirements listed in Section III, will be evaluated according to the factors listed below. The factors are listed in order of priority, from greatest priority (Part A) to lowest priority (Part E). In order to receive the maximum number of points available in each category, the proposal should clearly indicate how the respondent meets each factor listed below, as each relates to the project described in Section II of this RFP.

Selected respondents may be expected to appear for oral interviews. The previous clients of the respondent may also be called. CEDB reserves the right to select a consultant based upon the proposal alone without conducting oral interviews.

The responses will be evaluated and the Consultant(s) selected based on the following criteria:

A. Specialized experience and technical competence of the contractor(s) and assigned personnel relative to the task requirements outlined in Section II of this RFP.

1. Experience of the prime contractor(s) and subcontractor(s).
2. Experience of the project manager.
3. Experience of other key personnel.

B. Respondent's understanding of the scope and conditions related to the project.

1. Respondent's proposed methodology and approach to the project, to include the technology and/or methods the respondent intends to use to produce the project deliverables.
2. Demonstrated understanding of the proposed scope of work.
3. Understanding and knowledge of Federal requirements and regulations, as demonstrated through previous work experience on similar projects that were funded with Federal grant monies or other public funding sources.
4. Demonstrated understanding of regional conditions in the St. Louis Region that may affect the project.
5. Overall organization and clarity of the proposal.

C. Previous work experience of the project team and satisfactory accomplishment of contract responsibility, as demonstrated through references, work samples, and other required information about the contractor's and/or subcontractor's firm.

1. Quality of final products.
2. Ability to meet work schedules.
3. Responsiveness to client input.
4. Ability to work within budgeted amounts.

D. Project cost & schedule of workforce commitment.

1. Total project cost.
2. Project schedule and timeliness of products.
3. Total hours/level of assignment committed for the project manager and other key project staff.

E. DBE/SBE/WBE/MBE Participation

1. Level of DBE/SBE/WBE/MBE participation.
2. Previous work experience of a DBE/SBE/WBE/MBE contractor relative to task assignments.

## **V. Selection Procedures**

A consultant will be selected by CEDB after a Selection Committee analyzes all of the information provided in the proposals. CEDB reserves the right to negotiate a contract, including the scope of work, with any responsible respondent or other qualified party. CEDB reserves the right to select a proposal other than the one with the lowest proposed cost. After review and evaluation of the proposals, CEDB may choose to identify selected respondents for oral interviews. If so, identified respondents will be notified of their selection for interview.

This RFP does not commit CEDB to award a contract, to pay any costs incurred in the preparation of a response to this invitation, or to procure or contract for services or supplies. CEDB reserves the right to accept or reject any or all of the responses received as a result of this RFP, or to cancel this request in whole or in part if it is in the best interest of CEDB. Respondents shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, agent, or director of CEDB or SLDC for the purpose of influencing a favorable disposition toward either the respondent's proposal or any other proposal submitted as a result of this RFP.

All proposals submitted under this RFP become the exclusive property of CEDB. Any proprietary information submitted in response to this RFP shall be clearly marked as "Confidential-Proprietary Information." Respondents should be aware that any information submitted in response to this RFP may be subject to disclosure under the Missouri Sunshine Act and/or the Federal Freedom of Information Act. CEDB and SLDC will handle all requests for information in regard to this RFP in accordance with the applicable federal and state statutes.

## **VI. Nondiscrimination Requirements**

The selected consultant shall not discriminate on grounds of the race, color, religion, creed, sex, national origin or ancestry of any individual in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The selected consultant shall not participate either directly or indirectly in the discrimination prohibited by 24 CFR Subtitle A, Part 1.4, including employment practices.

These nondiscrimination requirements shall apply to all solicitations either by competitive bidding or negotiation made by the successful consultant for work to be performed under a subcontract, including procurement of materials or equipment. The selected consultant shall notify each potential subcontractor or supplier of these requirements relative to nondiscrimination on grounds of the race, color, religion, creed, sex or national origin or ancestry of any individual.

## **VII. Minority and Women Business Enterprise Participation**

CEDB contracts are subject to the Mayor's Executive Order No. 28 and any superseding Executive Orders relating to utilization of minority and women-owned businesses. Executive Order No. 28 requires consultants to seek, through good-faith efforts, the involvement of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) equal to at least

25% and 5%, respectively, of total contract awards for the project. Minority and Women Business Enterprises are encouraged to bid for the prime contract, or to the prime contractors holding plans for the project. For additional information pertaining to the City's MBE/WBE program, and for a list of certified firms, please visit [www.mwdbe.org](http://www.mwdbe.org).

### **VIII. Protest Procedures**

In the course of this solicitation for proposals and the selection process, a respondent may file a protest when, in the respondent's opinion, actions were taken by the staff and/or the selection committee which could unfairly affect the outcome of the selection procedure. All protests should be in writing and directed to the St. Louis Clean Energy Development Board, c/o Mr. Otis Williams, Deputy Executive Director, St. Louis Development Corporation, 1520 Market Street, Suite 2000, St. Louis, MO 63103. Protests should be made immediately upon occurrence of the incident in question but no later than three (3) days after the respondent received notification of the outcome of the selection procedure. The protest should clearly state the grounds for such protest.

Upon receipt of the protest, CEDB will review the actual procedures followed during the selection process and the documentation available. If it is determined that the action(s) unfairly changed the outcome of the selection process, negotiations with the selected respondent will cease until the matter is resolved.

### **IX. 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 G.

### **X. 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. Contractor 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.

### **XI. Insurance Requirements**

Before a contract is awarded on this project, the selected consultant must meet the insurance coverage requirements as follows:

- A. The selected consultant is required to carry and shall cause its subcontractors to carry commercial general liability and commercial automobile liability insurance from a company authorized to issue insurance in Missouri, and to name CEDB and its officers, employees and agents as additional named insureds.

B. The selected consultant is also required to carry insurance in the amount stipulated by law to protect it from claims under worker's compensation acts.

## **XII. Additional Information**

1. **Direct inquiries regarding this RFP should be submitted to Otis Williams at [williamsot@stlouis-mo.gov](mailto:williamsot@stlouis-mo.gov). Inquiries regarding this RFP must be submitted no later than 5:00 p.m. local time on Wednesday, December 12, 2012.**

Any inquiries made after that date and time will not be accepted. 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 the web site at [www.stlouis-mo.gov/slhc/documents/2012-11-27-rfp-energy-efficiency-financing.cfm](http://www.stlouis-mo.gov/slhc/documents/2012-11-27-rfp-energy-efficiency-financing.cfm). Please visit this website periodically to check for any additional information.

2. CEDB intends to award a single, cost reimbursement contract for this proposed work.
3. The contract with the selected firm will be of a two-year duration with the option for a one-year extension at the end of the two-year period.

## **Attachments**

Attachment A	Conflict of Interest Disclosure Statement
Attachment B	Letter of Intent to Perform as a DBE/SBE/WBE/MBE
Attachment C	DBE/SBE/WBE/MBE Participation Form
Attachment D	Certification Regarding Debarment & Suspension
Attachment E	Cost and Price Analysis for Contracts Form* (not included)
Attachment F	Person/Hour Commitment Schedule* (not included)
Attachment G	Living Wage Adjustment Bulletin

\*These attachments are Excel Spreadsheets and are available at  
[www.stlouis-mo.gov/sldc/documents/2012-11-27-rfp-energy-efficiency-financing.cfm](http://www.stlouis-mo.gov/sldc/documents/2012-11-27-rfp-energy-efficiency-financing.cfm)

## **ATTACHMENT A**

### **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 proposer must still include the Conflict of Interest Disclosure statement indicating that there is no conflict of interest.

**ATTACHMENT B**

**Letter of Intent to Perform as a DBE/SBE/WBE/MBE**

Project Title or Description:

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The undersigned intends to perform work in connection with the above project as (check one:)

a prime contractor

a subcontractor

a joint venture

other (please specify)

If applicable, name of prime contractor or joint venture partner:

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The undersigned is prepared to perform the following described work in connection with the above project (work items to be performed):

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at the following price: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Disadvantaged Contractor

By: \_\_\_\_\_  
Signature & Title

**ATTACHMENT C**  
**DBE/SBE/WBE/MBE Participation Form**

Project Title or Description: \_\_\_\_\_

1) Identification of Participating DBE/SBE/WBE/MBE

(a) DBE/SBE/MBE/MBE Name & Address	(b) Bid Item Number	(c) \$ Value of DBE/SBE/WBE/MBE Work	(d) % of \$ Value Applicable to Goal	(e) \$ Amount Applicable to Goal [c X d]	(f) % of Total Contract [e/Bid]
1.					
2.					
3.					
4.					
<b>TOTAL</b>					

The undersigned submits the above list of **DBE/SBE/WBE/MBEs** to be used in accomplishing the work contained in this proposal.

Company \_\_\_\_\_

\_\_\_\_\_  
Name

Date \_\_\_\_\_

\_\_\_\_\_  
Title

**ATTACHMENT D**

**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;
- (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

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**ST. LOUIS LIVING WAGE ORDINANCE**

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**LIVING WAGE ADJUSTMENT BULLETIN**

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**NOTICE OF ST. LOUIS LIVING WAGE RATES  
EFFECTIVE APRIL 1, 2012**

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 **\$11.93** 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 **\$15.52** 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: **\$3.95** 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, 2012**. 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  
Certification and Compliance Office  
P.O. Box 10212  
St. Louis, Mo 63145  
(314) 426-8111

Dated: February 17, 2012

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