

Request for Qualifications for Space Planning Services

1.0 Nature of Services: St. Louis Development Corporation (SLDC) is soliciting design firms (“Consultant”) with expertise in assessing needs and designing appropriate and efficient workspaces. The Consultant selected must have the ability to provide the full range of services or must team with sub-consultants to complete the design phase of an office space remodel. The total area shall not exceed 50,000 square feet, and the design shall incorporate work space and supportive functions for 120 employees.

2.0 Background: The office space already exists and must be remodeled before 120 employees can relocate to the space.

3.0 Scope of Services: This Request for Qualifications is for phased space planning, design development, plans and specifications, and relocation planning for the relocation of 120 employees. The Consultant’s submission shall include the following services:

1. Prepare a project schedule with dates for space planning milestones.
2. Estimate all relocation costs and relocation time frame.
3. Tour current office space as well as the office space which shall be remodeled.
4. Incorporate energy efficiency and greenhouse gas reduction for the initial 20-year operation of the office space (high priority) (see Exhibit A).
5. Meet with executive staff and selected employees to determine needs and incorporate these into design.
6. Include security features to keep employee space protected from public space.
7. Design for specialized space including, but not limited to: conference rooms, publicly-accessible boardroom and restroom, employee kitchen/dining, file storage, reception, and employee restrooms.
8. Identify and incorporate pertinent City requirements and laws into design.
9. Prepare space plan, schematic design, and drawings and specifications (per City standards) suitable for public review and bidding for the construction of the project.

4.0 Content: To ensure consistency, respondents shall include the following in their submission:

- A. **Cover Letter:** Not to exceed one page in length (total submission not to exceed 20 pages).
- B. **Company History:** Provide a short history of your company, including experience with similar projects, a list of completed projects, and resumes for the company principals and project manager.
- C. **Scope of Services:** Provide details and cost figures for elements referenced in Section 3.0 above.
- D. General description of proposed methodology and scheduling to complete the project.

- E. Proposed fee structure for the services proposed. SLDC reserves the right to negotiate fees with any or all respondents meeting the evaluation criteria.
- F. Examples or expertise in design of **Energy Efficient Spaces**. It is the intent of SLDC to incorporate as many energy efficient design components where possible and where required by City Ordinance #67806 (see Exhibit A).
- G. Statement describing how respondent will comply with Mayor's Executive Order #28 (See Section 8.0 below) on **Minority and Women Business Enterprises Participation**.

5.0 Format: Submission must be bound in booklet form not to exceed 20 pages. The front cover of each booklet must clearly identify the respondent and contain the name, address, and telephone number of its principal spokesperson, which may be released by SLDC as public information upon receipt of the Qualifications. Each respondent must submit ten (10) complete and bound copies of their submission.

6.0 Submission Deadline and Location:

Qualifications must arrive **not later than 12:00 p.m. on Friday, April 1, 2011**. No submission will be accepted after this time, unless such deadline is formally extended. The package must be clearly marked as **“Qualifications for Space Planning Services”** and delivered to:

**Mr. Rodney Crim
Executive Director
St. Louis Development Corporation
1015 Locust Street, Suite 1200
St. Louis, Missouri 63101**

7.0 Project Manager

Otis Williams, Deputy Executive Director
St. Louis Development Corporation
1015 Locust Street, Suite 1200
St. Louis, MO 63101
Phone: (314) 259-3464
E-mail: williamsot@stlouisacity.com

8.0 M/W/DBE Participation

The selected firm shall comply with the Mayor's Executive Order No. 28 and any superseding Executive Orders relating to utilization of minority and women businesses (MBE's/WBE's). Executive Order No.28 requires contractors and consultants to seek, through good-faith efforts, the involvement of MBE's and WBE's with a goal of participation of least 25% and 5%, respectively, for the project. For additional information, please visit www.mwdbe.org.

9.0 Living Wage Compliance

The selected firm may be required to comply with “Chapter 3.99 Living Wages” of the Revised Code of the City of St. Louis (Ordinance No. 65597). Please refer to www.slpl.lib.mo.us/cco/code/data/t0399.htm or www.mwdbe.org/livingwage.

10.0 Unauthorized Alien Employees

The selected firm, shall, 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 this Contract, Agreement or 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.

11.0 Selection Process and Criteria

Responses will be reviewed by a committee. The committee shall determine which, if any, respondents are qualified to perform the work and evaluate the submitted qualifications. The committee shall choose the successful respondent for negotiation of a contract. The committee shall also rank remaining qualified respondents in order of preference. If the Project Manager determines that it is not possible to successfully negotiate a contract with the successful respondent, the Project Manager shall discontinue negotiations and attempt to negotiate a contract with the highest-ranked qualified remaining respondent. This process shall continue until negotiation of a contract is successful, all qualified respondents have been exhausted, or SLDC voids this RFQ.

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

- The consultant’s approach, plan of work, recommended schedules, and overall project understanding.
- Qualifications and experience in providing the requested services as exemplified by past projects and client contacts.
- References that will demonstrate a thorough understanding of space planning.
- Ability and commitment of respondent to complete work expeditiously, in required time frame.
- Experience and qualifications of individuals assigned to the engagement.
- Degree to which respondent addresses Mayor’s Executive Order #28 in the response

The Committee may add other selection criteria during the selection process.

SLDC reserves the right to reject any or all respondents; to select one or more respondents; to void this RFQ 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 fees, rates and financial arrangements, etc; to establish further criteria for selection; to ask respondents to submit additional information or evidence of their qualifications and experience; to waive informalities in the qualifications and in the process; and to negotiate with successful respondents; to reject any and/or all respondents for any reason, in their sole discretion.

12.0 Questions Regarding This RFQ

All questions must be submitted in writing via e-mail to the Project Manager. Questions must be received no later than 4:30 p.m., March 25, 2011, in order for SLDC to issue a timely response if it so chooses. SLDC shall not be obligated to respond to any question. Response to any questions for which SLDC chooses to issue a response will be sent electronically to the questioner and posted on line at <http://stlouis-mo.gov/government/departments/sldc/procurement.cfm>.