

# **Carr Square Tenant Corporation**

## **REQUEST FOR PROPOSAL**

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**PROJECT NAME: Jonas Hubbard Jr. Growth Opportunity Center**

**Carr Square Tenant Corporation  
1521 Carr Street  
Saint Louis, Missouri 63106  
PH: 314-588-1700 FAX: 314-588-9614  
carrsquaremc@hotmail.com  
October 10, 2014**

**REQUEST FOR PROPOSAL**  
**Jonas Hubbard Jr. Growth Opportunity Center**  
**Saint Louis, Missouri**

**Article I. Introduction**

Carr Square Tenant Corporation request that your company submit a proposal for professional consultant services on the Economic Development Administration Local Technical Assistance Grant for the Jonas Hubbard Jr. Growth Opportunity Center. The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 2.02 and 2.04.

**Section 1.01 Location and Sponsor**

Proposal for professional consultant services for the Economic Development Administration Local Technical Assistance Grant for the Jonas Hubbard Jr. Growth Opportunity Center located at Carr School, 1419 Carr Street, Saint Louis, Missouri 63106. Carr School was built in 1908 and is on the National Registry for Historic Places. It was designed by celebrated architect William B. Ittner, who is considered by some as the father of modern school architecture. The design and floor plan will allow for more than 33,000 square feet of usable space.

**Section 1.02 Management**

Gary Parker will be the grant administrator and managing this project with Rodney Hubbard, Director/Resident Manager. They will be on location during the project. Gary Parker will be responsible for the project's timely completion.

**Section 1.03 Contact Information**

Please contact Rodney Hubbard for questions about the proposal submission details:

Phone: 314-588-1700

Fax: 314-588-9614

E-mail: carrsquaremc@hotmail.com

Please contact Rodney Hubbard for questions about the project details:

Phone: 314-588-1700

Fax: 314-588-9614

E-mail: carrsquaremc@hotmail.com

**(All questions and responses will be shared with all bidders)**

**Article II. The Project**

**Section 2.01 Mission**

By the end of this project we hope to achieve the following: A comprehensive feasibility study for a food, technology and health based growth opportunity center. The feasibility

study conducted should determine the viability of the growth opportunity center concept and proposed location.

**Section 2.02 Project Specifications**

Please refer to the separate attachment describing the Project Specifications.

**Section 2.03 Contractor Requirements**

Should your proposal be accepted, we expect you to contribute the following to the project: Assist with grant compliance/administration and assure feasibility study conducted determines the viability of the growth opportunity center concept and proposed location.

**Section 2.04 Timeline**

In order to complete our mission, we have set the following timetable. This timetable is subject to change by the managers of this project.

Milestone:	Date:
Requests for Proposals Newspaper Ad/Sent Out	November 9, 2014
Letter of Intent or No-Bid Letters Sent In	November 14, 2014
Deadline for Proposals	November 28, 2014
Consultant Contract Awarded	December 5, 2014
Project Completion Date	September 30, 2015

- Consultant to conduct and complete feasibility work 5-8 months from award date
- Draft feasibility study review and comment period – no later than 7/1/2015
- Feasibility study (Draft) to be submitted to EDA no later than 8/31/2015

**Article III. The Proposal**

**Section 3.01 Summary of Proposal**

**(a) Expectations**

Contracts will be awarded based on the information presented in the proposals received. We will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors. Carr Square Tenant Corporation reserves the right to award more than one contract, accept the lowest price offer, award contracts before the proposal deadline listed in the timeline, award contracts before all proposals are received, and refuse any contract without obligation to Carr Square Tenant Corporation or to the company offering the proposal.

**(b) Response Deadline**

Please forward a letter of intent by November 14, 2014 if you intend to submit a proposal. Likewise, if you do not intend to make a proposal, please forward a no-bid letter by the same date.

**(c) Proposal Deadline**

All proposals must be submitted to Carr Square Tenant Corporation by November 28, 2014 to be considered for their contribution to Jonas Hubbard Jr. Growth Opportunity Center.

**(d) Selection Criteria**

All offers submitted will be considered based upon the materials provided in the proposal. Consideration will be given to performance projections as well as cost and staff requirements. Only those proposals submitted by the deadline above will be considered. The following criteria will be the primary considerations for selecting a proposal:

1. Submission of all proposals in the correct format by the stated deadline.
2. The perceived effectiveness of the proposal's solution for Carr Square Tenant Corporation's stated mission.
3. The perceived ability for the proposing company's ability to deliver their services set forth in their proposal.
4. The proposing company's past performance in delivering such services.
5. Availability of sufficient high quality personnel with the required skills for the specific approach proposed.
6. Overall cost of the proposal.

Carr Square Tenant Corporation may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

**(e) Proposal Format:** Carr Square Tenant Corporation suggests that you include the following information in your proposal. Proposals should adequately address the details of the proposed contract.

- (i) *Contractor Summary*
- (ii) *Capabilities and Methodology*
- (iii) *Expected Results*
- (iv) *Executives, Staffing, and Management*
- (v) *Communication*
- (vi) *Equipment*
- (vii) *Expense Breakdown*
- (viii) *Expense Summary*
- (ix) *Licensing and Bonding*

(x) *Insurance*

(xi) *References*

### **Section 3.02 Proposal Details**

**(a) Contractor Summary**

Include a brief history of your company including your past experience in dealing with similar projects. Also include the owners' names or those persons authorized to sign contracts for your business.

**(b) Capabilities and Methodology**

Detail your company's capabilities in delivering the requests in this proposal. You should use this section to outline specifically your proposed method for achieving your goal. This should include a detailed timeline of milestones for completing the project.

**(c) Expected Results**

Use this section to summarize the expected results of your methodology listed above. This should include a summary of your timeline for completing the project.

**(d) Executives, Staffing, and Management**

List the high level executives or officers in charge of completing the project and a summary of their background. You should also use this section to list the projected staffing and management necessities and their estimated cost. Specify how you will obtain the staff to complete the project.

**(e) Communication**

Explain how you intend to communicate between executives, management, and staff in addition to how you will communicate to the grant administrator to ensure the project stays on schedule.

**(f) Equipment**

Detail the equipment necessities as well as their estimated cost. If you will need additional services or space from Carr Square Tenant Corporation you should list those requirements here with a brief explanation.

**(g) Expense Breakdown**

Build a detailed list of all expected expenses.

**(h) Expense Summary**

Give a brief summary of the total costs for your proposed contract. You may also include a brief explanation of the contributing costs to the total cost.

**(i) Licensing and Bonding**

If applicable, include the details of your licenses and bonds for the services you are proposing. If possible, enclose proof of your licenses and bonds.

**(j) Insurance**

If applicable, provide the details of insurance your company will provide for your staff and the project.

**(k) References**

Provide 2 references for similar past projects.

# PROJECT SPECIFICATIONS

## Scope of Work

The proposed feasibility study will analyze and assess the following:

1. Community and entrepreneur market demand, economic viability, and impact, and relevant data and documentation, and the general economic viability of the proposed food, technology and health focused growth opportunity center;
2. Source of funds for financial sustainability within three years;
3. Proposed programming and community demand
4. Facility requirements: Cost (to include soft and hard expenses associated with retrofitting the facility), Real estate and/or equipment acquisition, retrofit, and/or furnishing requirements;
5. Management, staffing, and tenant matriculation plan.
6. Day to day operations, oversight, and governance
7. Identification of ownership models for related facilities
8. Identification of key organizational linkages and collaborations
9. Community support and proposed community benefits

## Reports

*Project Reports:* The selected consultant agrees to provide Carr Square Tenant Corporation with project progress reports, which will communicate the important activities and accomplishments of the Project as outlined in the table below:

<b>Report Name</b>	<b>Report Due Date</b>
Mid-Point Progress Report	March 17, 2015
Draft Final Project Feasibility Study	August 17, 2015
Final Project Feasibility Study	September 16, 2015

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 identify what has been accomplished on the project up to the date 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 regional collaboration,

engagement with historically excluded groups or regions, 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 EDA 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 of work for the next period;
- vi. Outline challenges that currently impact or could impact progress on the grant over the next reporting period and identify ways to mitigate this risk; and
- vii. Outline any areas where EDA assistance is needed to support the project or any other key information that would be helpful for the EDA Project Officer to know.