

Addendum No. 1

Date: October 30, 2020

INSTRUCTIONS

Offerors shall include, either in the proposal cover page, as a separate memorandum, or as part of the price offering portion of the proposal, the following: “Offeror confirms that it has read and understands the information contained in Addendum No. 1.”

Answers to questions received are provided in red below.

- Can companies from Outside USA apply for this? (like, from India or Canada)
 - Yes.
- Do companies from outside the USA need to come over there for meetings?
 - No. There are no travel requirements.
- Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
 - Yes.
- Can we submit the proposals via email?
 - Yes, please refer to the RFP for details.
- Is there an established Steering Committee for the project or is this to be determined?
 - Yes, a committee has been established.
- With COVID’s impact, do you anticipate stakeholders desiring more virtual meetings or in-person meetings?
 - Virtual meetings are anticipated.
- Regarding the timeline for the project's completion, do you have any specific dates/weeks/months where important events are to be noted?
 - Yes, we have a tentative timeline of completion by summer of 2021.
- Are the engagement sessions with board members intended to be held with individuals or groups of members?
 - Groups are anticipated.
- Is the selected consultant expected to meet with all board members?
 - Yes, the consultant will meet with the full board for presentation purposes.
- Has an estimated or intended project budget been identified for this consulting assignment? If so, can you share what that is?
 - The Partnership is not releasing its budget for this project.
- Can you provide a list of topics/issue areas that are going to be included in the Strategic Plan so that we can respond to them in the proposal stage?
 - Please refer to the RFP, specifically Item 5 under Scope of Services.
- Do you anticipate that the consultant will conduct substantive original research, in addition to reviewing existing documents and engaging the stakeholders for input and feedback? If so, can you outline the research topics and issue areas?
 - No.

- Does a WBE fulfill the requirement for the 5% discount? The RFP repeatedly says MBE, but does not mention WBE.
 - All firms are invited to submit proposals. A firm's status as a WBE would be applicable for the diversity, equity, and inclusion evaluation prong. However, the bid discount identified in the RFP is available only to certified MBEs.
- The St. Louis Economic Development Partnership recently issued RFPs addressing strategic planning for both the St. Louis County Port Authority and 39 North. Does the above-referenced RFP replace or supersede either or both of those efforts? Will those efforts continue and, if so, will they be undertaken in equal step with the activities contemplated in this RFP?
 - The project contemplated in this RFP is a separate project from the Port Authority's project, and the two projects are not related. This project neither replaces nor supersedes the Port Authority's project. The Port Authority's project will continue on its own timeline separate from this project.
 - 39N is also a separate project. This project neither replaces nor supersedes the 39N project. We do require the consultant to review the 39N Master Plan, as stated in the RFP, Item 1.
- What is your anticipated timeframe for consultant selection and the commencement of work?
 - We have a tentative timeline of November-January, 2021.
- The proposal does not specifically ask for references. Will references be considered if included?
 - Yes.
- The scope anticipates engagement with Partnership staff, board members, and the board committee, but does not specifically mention external partner organizations. It is our impression that the new plan document is intended to position the Partnership to play a catalytic but not duplicative role within the regional economic development ecosystem, the collective goals of which are articulated in the plans listed in Task 1. Does the Partnership have any views on whether engagement with the region's other key economic development players would be beneficial as part of task 2?
 - Please refer to RFP, Item 3, under Scope of Services: "Where gaps exist in stakeholder feedback, the consultant will be directed to perform additional individual stakeholder interviews that the team requests."

REQUEST FOR PROPOSALS

FOR

STRATEGIC PLANNING SERVICES

Issued by the St. Louis Economic Development Partnership

Proposals Due By:

3:00 PM CST on November 5, 2020

St. Louis Economic Development Partnership

ATTN: Howl Bean II

7733 Forsyth Blvd., Suite 2200

St. Louis, Missouri 63105

(314) 615-7663

hbean@stlpartnership.com

Introduction

The St. Louis Economic Development Partnership (the “Partnership”) is a nonprofit corporation, established under Section 501(c)(4) of the Internal Revenue Code for the purpose of promoting and developing industry, commerce, and economic development in St. Louis County and the City of St. Louis, creating high-quality business and employment opportunities, and enhancing the quality of life by advancing long-term, diversified growth throughout the St. Louis region.

The Partnership issues this Request for Proposals (“RFP”) for a qualified firm or firms to facilitate a strategic planning process and to assist the Partnership to develop a new comprehensive strategic plan (the “Services”). **The Partnership encourages collaboration among various service providers that may have unique strengths and experiences in certain disciplines necessary for the successful completion of the project described in this RFP. The Partnership, in its discretion, may select separate respondents for various components of the Services.**

Scope of Services

Pursuant to this RFP, the Services shall include, but are not limited to, the following components:

1. Consultant shall read, review, and then extract the key common priorities and strategies of various regional economic development plans provided to them by the client. A list of the plans is provided below. This task is the most critical to the client as these plans are current and have community and stakeholder engagement, which does not need to be repeated. The plans that are listed in the RFP shall include, but may not be limited to, the most recent versions of the identified plans. The Partnership will provide links to the plans to the successful consultant.
 - The City of St. Louis Equitable Economic Development Plan
 - St. Louis County Strategic Plan 2013
 - The St. Louis Economic Development Partnership
 - 2014 Strategic Plan
 - The Comprehensive Economic Development Strategy (CEDS)
 - 39N Master Plan
 - Promise Zone Strategic Plan
 - Equitable Real Estate Development Strategy
 - Mosaic Project Plan
 - World Trade Center Foreign Direct Investment Plan
 - Advanced Manufacturing Innovation Center Plan
 - Cortex Strategic Plan
 - GeoFutures Geospatial Plan, Fashion Fund, and other sector related plans
 - Downtown STL’s “Design Downtown” Plan
 - Civic Progress’s “St. Louis Regional Economic Development Plan”
 - Hispanic Chamber Strategic Plan
 - Bi-State Development Regional Freightway Plan

- Alliance STL’s Master Plan
 - St. Charles County EDC Plan
 - Southwestern Illinois Economic Growth Action Plan
 - Regional Arts Commission Master Plan
 - The Ferguson Commission Report
 - Relevant Municipal Plans (i.e. Wellston First! Transformational Plan)
 - International Economic Development Council (IEDC) Strategic Plan and related equity reports
2. Consultant shall design and execute engagement sessions with Partnership staff, board members and the board committee. The engagement questions should be based on the common priorities and strategies identified from the regional plan review. There may be additional individual interviews with board members or staff, as requested.
 3. Consultant shall integrate feedback from Partnership staff, board members, and the board committee. Where gaps exist in stakeholder feedback, the consultant will be directed to perform additional individual stakeholder interviews that the team requests.
 4. The consultant will write a new plan document that reflects the priorities, strategies and metrics that are best aligned with the mission and staffing of the Partnership. It is anticipated that early and later drafts will be reviewed by Partnership staff, board committee members, and board members and that the consultant will attend those meetings.
 5. Essential elements of the plan, in light of COVID and other disruptions, are:
 - A focus on the needs of businesses of all sizes, including small main street companies
 - A focus on minority and immigrant owned business needs
 - A focus on holistic community economic development, i.e. understanding all the needs of each community the Partnership serves and creating an integrated economic development approach to address those needs.
 - A comprehensive approach to measuring all strategies identified by the plan

Requirements

The successful consultant should meet the following requirements:

- Willingness to coordinate with Partnership staff;
- Excellent verbal and written/electronic/digital communication skills;
- Experience with assisting public or private economic development agencies in regional planning (preferred); and

- Experience working in the St. Louis region or with St. Louis regional stakeholders (preferred).

Proposal Content

Proposals must include, at a minimum, the following information:

1. Experience of Firm. Provide a detailed description of the firm's experience in providing similar services, including examples of prior projects. Include the type and number of clients served, as well as the size, scope, and nature of the projects involved. Identify any prior experience working with the Partnership or in the St. Louis region. Specifically identify any projects or conflicts that may impact the Services.
2. Experience/Qualifications of Assigned Professional(s). Provide the qualifications for each individual who may be assigned to provide the Services and designate the individual who would have primary responsibility for oversight of the Services. Provide the qualifications of all sub-consultants that would provide any portion of the Services.
3. Project Approach. Provide a detailed description of the firm's approach to provide the Services as identified herein, which should include a narrative that presents the firm's recommended approach, methodology, deliverables, client meetings, reports, etc.
4. Availability and Timeline. Provide a statement of the firm's availability and proposed timeline to provide the Services.
5. Approach to Diversity, Equity, and Inclusion. Provide a description of the firm's approach to diversity, equity, and inclusion in providing the Services.
6. Proposed Fees/Expenses. Proposals shall clearly state all fees and expenses to be charged for the performance of the Services:
 - a. It is anticipated that bidders will provide a maximum not to exceed fee amount for the Services.
 - b. If the fee is based on an hourly rate, provide the hourly rates (with any applicable nonprofit discounted rate) to be charged for each individual who would be assigned to this engagement and a general description of how billable hours will be allocated among key personnel.
 - c. Provide an explanation if fees will be calculated on any other basis. Itemize the type of expenses (other than fees) for which your firm would seek reimbursement.
 - d. **A five percent (5%) proposal discount shall be applied to MBE firms during the evaluation process. The proposal discount shall lower the eligible MBE firm's price proposal but shall not reduce the contract award amount. In order to qualify for the proposal discount, the eligible MBE firm shall include with its**

proposal a copy of a current MBE certification approval letter issued by a federal, state, or local governmental entity.

Selection Criteria

Proposals submitted will be reviewed by the Partnership's staff for completeness and qualifications. Selection of a firm will be made on the basis of the following criteria:

1. Qualifications, expertise, and experience of the firm;
2. Qualifications, expertise, and experience of the individuals assigned from the firm and of any sub-consultants;
3. Project approach;
4. Availability and timeline to provide the services;
5. Approach to diversity, equity, and inclusion;
6. Cost, after application of any applicable MBE discount, as described above; and
7. Responsiveness of the firm to the RFP categories.

The St. Louis Economic Development Partnership actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The Partnership does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

Terms and Conditions

The following terms and conditions apply to all proposals:

1. The Partnership reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. The Partnership also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
2. This RFP does not commit the Partnership to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted

responses to this RFP become the property of the Partnership as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.

3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the Partnership, the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, 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 responding company, 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 responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.
4. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.

Submission of Proposals & RFP Schedule

To be considered, proposals must be received no later than 3:00 PM CST on **November 5, 2020. Proposals received after the deadline identified above may not be considered.**

Schedule

RFP Released	Thursday, October 15, 2020
Questions Submitted by	Monday, October 26, 2020
Questions Answered	Friday, October 30, 2020
Submission of Proposals by	Thursday, November 5, 2020

Questions about this RFP should be sent by email to hbean@stlpartnership.com. Any answers to questions will be provided to all interested parties and will be released as an addendum to this RFP on the Partnership's website on the date indicated above.

Electronic proposals should be sent by email to hbean@stlpartnership.com.

St. Louis Economic Development Partnership
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