

REQUEST FOR PROPOSALS

FOR

OFFICE-SPACE CONSULTING SERVICES

Issued by the St. Louis Economic Development Partnership

Proposals Due By:

August 4, 2021, at 3:00 PM

St. Louis Economic Development Partnership

ATTN: Howl Bean II

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(314) 615-7663

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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’s current offices are located in Clayton, Missouri, at 7733 Forsyth Boulevard, Suite 2200 (approximately 15,000 RSF) and 120 S. Central Avenue, Suite 1200 (approximately 12,000 RSF).

The Partnership issues this Request for Proposals (the “RFP”) for a qualified and experienced firm to provide office-space consulting services to maximize the Partnership’s allocation of resources for office space (the “Services”).

Scope of Services

Pursuant to this RFP, the components of the Services shall include:

- As part of the Services, the successful consultant shall assess and evaluate the Partnership’s current space needs.
 - Determine the optimal square footage needed to accommodate the Partnership’s staff levels and work-space configuration;
 - Review the Partnership’s existing leases for office space;
 - Evaluate and provide advice to increase the efficiency of the Partnership’s current usage of leased space; and
 - Consider and provide advice regarding the Partnership’s options to consolidate into one office space at an equal or lower total occupancy cost, including consideration of remote working opportunities.
 - Include recommendations for efficient design and better utilization of ultimate space, including a floor plan as applicable.
- As part of the Services, the successful consultant shall advise the Partnership whether consolidation into one of its current office locations is possible or whether alternative/additional office space locations for such a consolidation should be pursued.
- At the direction of the Partnership and as part of the Services, the successful consultant shall coordinate with other consultants to optimize the Partnership’s utilization of office space.

If the decision is made to pursue additional office space or to sublet some or all of the Partnership's current office space, a separate Request for Proposals will be issued for those services.

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. 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. 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**. Provide a statement of the firm's availability 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 a maximum not to exceed amount will be established for the Services.
 - b. If 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 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

To be considered, proposals must be received no later than August 4, 2021, at 3:00 PM CST. Proposals received after the deadline identified above may not be considered.

Schedule

RFP Released on Website	July 8, 2021
Questions Submitted by	July 16, 2021
Questions Answered by	July 22, 2021
Proposals Due by	August 4, 2021

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, <https://stlpartnership.com/rfp-rfq/>, on the date indicated above.

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

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