

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL SERVICES RELATED TO A ST. LOUIS CONVENTION AND VISITORS COMMISSION PROJECT

Issued by the St. Louis Economic Development Partnership

Proposals Due By:

December 16, 2021, at 1:00 PM

St. Louis Economic Development Partnership

ATTN: Howl Bean II

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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 City of St. Louis, St. Louis County, and the St. Louis Convention and Visitors Commission, among others, are collaborating to redevelop various components of the America’s Center Convention Complex, located at 701 Convention Plaza, St. Louis, MO 63101 (the “CVC Project”). The St. Louis County Council requested that the Partnership perform an independent evaluation of the CVC Project. Accordingly, the Partnership issues this Request for Proposals (“RFP”) for a qualified individual or firm to perform an independent evaluation of the CVC Project, as further described herein (the “Services”).

Scope of Services

The successful consultant shall perform Pursuant to this RFP, the successful consultant shall, at a minimum, provide the following Services:

- Review existing documents related to the CVC Project;
- Observe presentations from project teams related to the CVC Project and any alternative approaches;
- Assess the extent to which the documents reviewed and presented materials support the CVC Project, analysis, and any underlying assumptions;
- Prepare a written report of the results of the above assessment of the CVC Project;
- Present the report and assessment results to a non-decision-making Partnership advisory committee for review;
- Revise and finalize report, as needed; and
- Present the report and assessment results to a St. Louis County Council Committee of the Whole.

The Services outlined above should be completed on or before Friday, January 21, 2022. The successful consultant shall commit to meet the deadline identified above.

Proposal Content

Materials submitted should generally outline the respondent’s qualifications with respect to the applicable Scope of Services and specifically respond to the following factors:

1. Approach and Timeline. Provide a detailed description of the firm's approach to fulfil the Scope of Services identified herein. The description of the firm's approach should include a detailed timeline.
2. Experience of Firm and Assigned Personnel. Indicate prior experience of the individual or firm with similar projects. Include the type and number of clients served, as well as the size, scope, and nature of the projects involved. Provide CVs or a description of the qualifications for key personnel proposed for the engagement. Designate the individual who would have primary responsibility for the Services.
3. Availability. Provide a statement of the firm's availability to provide the Services. Indicate the firm's ability to begin performance of Services **immediately** upon engagement with limited delay.
4. Approach to Diversity, Equity, and Inclusion. Provide a description of the firm's approach to diversity, equity, and inclusion in providing the Services.
5. Proposed Fees/Expenses. Proposals shall clearly state any and all fees and expenses to be charged for the Services. It is anticipated that a maximum, not-to-exceed fee would be established for the Services. As applicable, identify the firm's approach to fees for the engagement:
 - a. 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.
 - b. 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.
 - c. **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

Submissions will be reviewed by staff, and a final selection will be made on the basis of the following criteria:

1. Approach and timeline to perform the Services;
2. Qualifications, expertise, and experience of the firm and its personnel in providing

similar services;

3. Availability to provide the Services;
4. Approach to diversity, equity, and inclusion;
5. Cost, after application of any applicable MBE discount, as described above; and
6. 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 **1PM CST on Thursday, December 16, 2021. Proposals received after the deadline identified above may not be considered.**

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

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