

REQUEST FOR PROPOSALS

FOR

TEN-YEAR REVIEW AND ECONOMIC IMPACT REPORT

Issued by the St. Louis Economic Development Partnership

Proposals Due By:

3:00 PM CST on Tuesday, March 28, 2023

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 Partnership provides services for both the City of St. Louis and St. Louis County.

The Partnership issues this Request for Proposals (“RFP”) for a qualified firm or firms to facilitate a ten-year review and an economic impact analysis of the Partnership’s activities and to develop a report detailing the results (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 build on previous work completed to develop an economic impact report for the Partnership for the ten-year period from August 2013 to present. The consultant may advise if additional aspects to the scope of services should be included, but, minimally, the successful consultant shall perform the following tasks:
 - Review previous strategic plans for the Partnership and determine actual accomplishments against the goals established therein;
 - Review the actual performance of the Partnership as detailed in documentation provided by Partnership staff;
 - Review materials from prior interviews with stakeholders and staff, which will be provided by the Partnership;
 - Perform new interviews with stakeholders and staff, as needed/directed; and
 - Compile all information from above tasks and perform an economic impact analysis of the same.
 - The tasks outlined above should capture the Partnership’s leadership role in significant events during the ten-year review period. By way of example, those events may include, but are not necessarily limited to, the following: (a) activities to support Ferguson, MO in 2014; (b) activities from 2020 to present to support the St. Louis region during the COVID-19 Pandemic; (c) activities to support and promote the St. Louis Promise Zone; (d) work to establish a non-stop flight to Europe from St. Louis Lambert International Airport; and (e) various leadership roles in regional grant applications, such as the Build Back Better Regional Challenge, which required regional collaborations to support the Advanced

Manufacturing Innovation Center in north St. Louis and will provide beneficial down-stream impacts throughout the St. Louis region.

2. As needed and/or directed, the successful consultant may design and execute engagement sessions with Partnership staff, board members and the board committee to supplement to review outlined above. The engagement questions should be based on the information identified from the review outlined above. Consultant shall integrate and interpret feedback and information from engagement sessions. Where gaps exist, the consultant may be directed to perform additional individual stakeholder interviews and document review, as requested.
3. The consultant will write a report, specifically including an economic impact analysis report, that reflects the Partnership's activities, accomplishments, and impacts during the ten-year review period, based on the steps outlined above. It is anticipated that early and later drafts will be reviewed by Partnership staff, board committees, and board members and that the consultant may be required to attend those meetings (remote options are available for this task).
4. Essential elements of the review should consider:
 - The needs of businesses of all sizes, including small main street companies;
 - Minority and immigrant-owned business needs;
 - Holistic community economic development, i.e. understanding all the needs of each community the Partnership serves and identifying the various integrated economic development approaches utilized to address those needs; and
 - A comprehensive approach to measuring all economic development strategies and activities implemented during the ten-year review period and an economic impact analysis of the same.

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 and/or impact analysis (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 within the parameters identified herein. **The Partnership anticipates that the Services should be completed with a proposed final report prepared within six weeks of selection, i.e., on or before Friday, May 12, 2023.**
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. Provide hourly or other rates as applicable for the tasks identified in the scope of services under "as-needed basis."
 - 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 within the timeline identified;
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 Tuesday, March 28, 2023. Proposals received after the deadline identified above may not be considered.**

Schedule

RFP Released	March 14, 20223
Questions Submitted by	March 17, 2023
Questions Answered	March 22, 2023
Submission of Proposals by	March 28, 2023

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.

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