

# **REQUEST FOR PROPOSALS**

**FOR**

## **FEASIBILITY STUDY**

**Issued by the St. Louis Economic Development Partnership**

**Proposals Due By:**

**August 11, 2023, at 3:00 PM CST**

**St. Louis Economic Development Partnership**

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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.

In furtherance of its organizational purposes, the Partnership works with STL VentureWorks to operate the STL Partnership Business Center Program (the “Program”), which manages several business incubators in St. Louis County and includes general business facilities. As part of the Program, the Partnership owns the West County Business Incubator (the “Facility”), a commercial office building that offers office and warehouse space to emerging businesses in St. Louis County and the region. The Facility is located at 743 Spirit 40 Park Drive, Chesterfield, Missouri 63005, and includes approximately 36,998 square feet of office and warehouse space under roof.



There is heightened interest in West St. Louis County with new development in the area. For example, Gateway Studios’ new manufacturing development located adjacent to the Facility will bring a new entertainment manufacturing industry to West County and the St. Louis region. The Gateway Studios development and other emerging regional industries may provide an opportunity to grow related businesses within the Facility.

## **Project Description**

The Partnership seeks to increase the quantity, quality, and mix of suites and warehousing space available for lease at the Facility. The Partnership issues this Request for Proposals (the “RFP”) for a qualified and experienced firm to perform a feasibility study to assess and evaluate the current space needs of the Facility to ensure optimal service to the start-up business community in St. Louis County and the region (the “Services”). The Services shall include an evaluation of the entire building, including an emphasis to evaluate opportunities to leverage the proximity of the Facility to the new Gateway Studios development and other emerging regional industries in

order to grow related businesses within the Facility. This project is funded by a grant from the St. Louis County Port Authority.

### **Scope of Services**

Pursuant to this RFP, the Services shall include the following components, and the successful firm shall:

- Review and evaluate the existing leases for office and warehouse space at the Facility, based on the current market conditions for similar spaces in the commercial real estate market;
- Identify gaps and needs in the marketplace for both start-up office and warehouse space;
- Evaluate and provide advice to Partnership staff to increase the efficiency of current usage of leased office and warehouse space within the Facility;
- Determine the optimal square footage needed to accommodate current and/or anticipated Partnership staff levels at the Facility;
- Include recommendations for efficient design and better utilization of ultimate space;
- Review and evaluate current tenant mix, and provide recommendations regarding fit within the mission of the Program and ability to graduate into commercial office space;
  - Special consideration should be given to opportunities to leverage the proximity of the Facility to the new Gateway Studios development and other emerging regional industries in order to grow related businesses within the Facility;
- Consider and provide advice regarding the options to consolidate or expand the amount of single office space and/or warehouse space, based on current market inventory and demand; and
- Prepare a final report to summarize findings from steps above, which should include:
  - An analysis of the existing market for start-up office and warehouse space and the Partnership's ability to capture a portion of and expand these markets at the Facility, with special consideration of opportunities to leverage the new Gateway Studios development and other emerging regional industries in order to grow related businesses within the Facility;
  - An analysis of the market for additional programming, amenities, entrepreneurial services, and start-up activity and the Partnership's ability to capture a portion of and expand these markets at the Facility, with special consideration of opportunities to leverage the proximity of the Facility to the new Gateway Studios development and

- other emerging regional industries in order to grow related businesses at the Facility;
- Recommendations on the size, scope, and features of an optimal version of the Facility, given the market, including a recommended floor plan detailing the layout of space within the current 36,998 square feet;
    - This information may be used for a subsequent request for proposals for architectural and interior design services;
  - Development of a feasibility analysis and pro forma(s) that describe the anticipated costs to develop and operate the optimal layout of the Facility and the anticipated income the facility would generate through leases; and
  - Preparation of an economic impact analysis that describes the jobs and economic impact that the Facility generates for St. Louis County and the region, currently and at proposed optimal operations.

As the scope of work may require more than one professional firm to complete, the Partnership encourages interested firms to partner with other firms or sub-consultants in the real estate or architectural design fields. The Partnership would prefer all aspects of the scope to be represented in the response. To that end, a multi-firm response is valid and acceptable.

### **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 or similar organizations. 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. **Approach and Availability.** Provide a detailed description of the firm's approach to provide the Services. Provide a statement of availability to provide the Services.
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 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 to be assigned to this engagement and a general description of how billable hours will be allocated.
- 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.

### **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. Approach and 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 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 RFP due date.

### **Submission of Proposals**

**To be considered, proposals must be received no later than **August 11, 2023, at 3:00 PM CST**. Proposals received after the deadline identified above will not be considered.**

#### Schedule

RFP Newspaper Advertisement	July 20, 2023
Questions Submitted by	August 1, 2023
Questions Answered	August 4, 2023
Submission of Proposals by	August 11, 2023

Questions about this RFP should be sent by email to [ecastillo@stlpartnership.com](mailto:ecastillo@stlpartnership.com). Any answers to questions will be provided to all interested parties and released as an addendum to this RFP on the Partnership's website, <https://stlpartnership.com/rfp-rfq/>, after the date indicated above.

Electronic proposals should be sent by email to [ecastillo@stlpartnership.com](mailto:ecastillo@stlpartnership.com).

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