

## **Addendum to Request for Proposals**

### **Economic Development and Land Use Baseline Assessment Supporting the Municipalities surrounding Lambert International Airport**

Date: December 2, 2024

#### **Answer to Questions Submitted**

This addendum is intended to answer the questions submitted related to the RFP. The RFP is attached as **Exhibit A**.

- 1) Regarding current site conditions, are the Partnership and Local Partners expecting a high-level review of existing reports and other available information, or is there an expectation that more technical surveys (e.g., geotechnical) or studies (e.g., environmental) are expected?
  - The Partnership anticipates a high-level baseline review.
- 2) What is the Partnership's anticipated budget for these Services?
  - The Partnership is not providing budget information as part of this procurement.
- 3) Does the Partnership have a target timeline by when they would like this study completed?
  - The Partnership tentatively anticipates approximately six (6) months for the review of plans and analysis.

**EXHIBIT A**

[Original RFP – Attached]

# REQUEST FOR PROPOSALS

FOR

## ECONOMIC DEVELOPMENT AND LAND USE BASELINE ASSESSMENT SUPPORTING THE MUNICIPALITIES SURROUNDING LAMBERT INTERNATIONAL AIRPORT

Issued by the St. Louis Economic Development Partnership



Proposals Due By:

**3 PM CT on Friday, December 6, 2024**

St. Louis Economic Development Partnership  
ATTN: Erika Castillo  
120 S. Central Ave., Suite 200  
St. Louis, Missouri 63105  
(314) 615-7663  
[ecastillo@stlpartnership.com](mailto:ecastillo@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.

St. Louis Lambert International Airport’s (“Lambert Airport”) is in the planning phase to make significant improvements, and St. Louis County is preparing its 2050 plan. Those planning processes could lead to economic development opportunities in the surrounding areas. The Partnership, in conjunction with, among others, the cities of Berkeley, Bridgeton, Edmundson, Hazelwood, Kinloch, St. Ann, and Woodson Terrace, (collectively, the “Local Partners”), is co-facilitating an initiative to analyze how the Lambert Airport’s new Master Plan and St. Louis County’s 2050 Plan will impact adjacent communities and to identify economic development opportunities in the area (the “Project Area”).

The Local Partners and the Project Area are all located in proximity to Lambert Airport, by Interstates 170 and 70. Performing a comprehensive economic development and land use baseline assessment of the Project Area would help the Local Partners to understand the impact of Lambert Airport’s Master Plan and St. Louis County’s 2050 Plan.

## **Project Description**

The Partnership, working in conjunction with St. Louis County, Lambert Airport, and the Local Partners, seeks to identify areas for redevelopment in the Project Area to attract more business development opportunities, create more jobs, and increase the quality of life for residents. In order to move the Local Partner’s revitalization efforts forward in the most effective and impactful manner, the Partnership issues this request for proposals (“RFP”) for a qualified and experienced firm (the “Consultant”) to develop an economic development and land use baseline assessment for the Project Area that would identify (1) how the Local Partners and any associated municipal plans fit into Lambert Airport’s Master Plan and St. Louis County’s 2050 Plan, (2) what impact those plans will have on current conditions, and (3) what new opportunities may result (collectively, the “Services”). The Services shall focus on understanding planned and proposed economic development opportunities.

## **Scope of Services**

Pursuant to this RFP, the Consultant shall perform an economic development and land use baseline assessment to evaluate the current conditions in the Project Area and the impacts of Lambert Airport’s Master Plan, St. Louis County’s 2050 Plan, and any relevant municipal plans of the Local Partners. To perform this project, the Services shall include, but are not limited to, the following components of work.

- Review the currently available versions of the Lambert Airport’s Master Plan, St. Louis

County's 2050 Plan, and any relevant municipal plans of the Local Partners (collectively, the "Subject Plans").

- Review, with the Local Partners, their vision for the area to include desirable land uses and overall community well-being.
- Evaluate current site conditions and review relevant associated documentation.
  - Conduct site visits to document current existing conditions within the Project Area and identify opportunities and concerns.
  - Analyze existing conditions within the Project Area and the Local Partners' municipalities; identify any significant issues, including, but not limited to, traffic concerns, areas that might be impacted by the Subject Plans, including existing land structures and vacant parcels that might be available for new opportunities. Create photo documentation where possible.
  - Review previous land-use studies (as applicable), current approved land uses, any proposed developments, and existing land-use codes and regulations.
  - Identify zoning and parcel restrictions, existing and potentially available infrastructure, and any significant features within or adjacent to Lambert Airport that may represent opportunities or constraints for property development.
- Facilitate a kick-off meeting and perform a due diligence review.
  - Meet with representatives from the Partnership, the Local Partners' delegated officials, Lambert Airport officials, St. Louis County planning personnel, and other appropriate entities to identify goals and objectives for the project.
  - Identify the process required to achieve the desired goals and objectives for the project, as determined above.
- Draft an economic development and land use baseline assessment, focusing on the impacts to the Project Area of the Subject Plans.
  - Include a detailed summary of potential impacts and opportunities for the Local Partners and adjacent municipalities as a result of the Subject Plans.
  - Review possible impacts with the Partnership and the Local Partners.

The Consultant shall provide a proposed schedule of the anticipated duration of the project identified above. The Consultant shall work closely with the staff for the Partnership and Local Partners to explore the impacts of the Subject Plans. The final report shall include relevant maps and graphical support, as agreed by the Partnership.

### **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 sub-consultants that would provide any portion of the Services.
3. Approach, Availability, and Timeline. Provide a detailed description of the firm's approach to provide the Services, which should include anticipated phasing of the Services, approach to engagement with the Local Partners, and approach to review and analyze relevant data and plans. Provide a statement of availability and a proposed timeline 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, Availability, and Timeline to provide the Services;

4. Approach to diversity, equity, and inclusion;
5. Cost; 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 **3 PM CT on Friday, December 6, 2024**. Proposals received after the deadline identified above will not be considered.**

#### Schedule

RFP Newspaper Advertisement	November 14, 2024
Questions Submitted by	November 22, 2024
Questions Answered	November 26, 2024
Submission of Proposals by	December 6, 2024

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).

St. Louis Economic Development Partnership  
ATTN: Erika Castillo  
120 S. Central Ave, Suite 200  
St. Louis, Missouri 63105