

REQUEST FOR PROPOSALS

FOR

GENERAL HVAC SERVICES

**Issued by STLVentureWorks
and
The Land Clearance Redevelopment Authority of St. Louis County**

Proposals Due By:

Friday, August 7, 2026, at 3:00 PM CST

**STLVentureWorks
c/o St. Louis Economic Development Partnership
The Land Clearance Redevelopment Authority of St. Louis County
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Introduction

STLVentureWorks (“STLVW”) is a Missouri nonprofit corporation organized for the purpose of advancing the economic interests of St. Louis County, the City of St. Louis, and the businesses and residents thereof by operating business incubators to assist developing entrepreneurs and start-up businesses.

In furtherance of its organizational purposes, STLVW operates four (4) Business Incubators throughout St. Louis County, Missouri, in order to stimulate the creation and growth of local business. The Business Incubators are located at: 1100 Corporate Square Drive, St. Louis, Missouri 63132 (Helix Center); 6439 Plymouth Avenue, St. Louis Missouri 63133 (Wellston); 315 Lemay Ferry Road, St. Louis Missouri 63125 (South County); and 743 Spirit 40 Park Drive, Chesterfield, Missouri 63005 (West County) (collectively, the “Business Incubators”). The Business Incubators are owned by the St. Louis Economic Development Partnership (the “Partnership”).

The Land Clearance for Redevelopment Authority of the County of St. Louis (“LCRA”) is a political subdivision of the State of Missouri established for the purposes set forth in Sections 99.300 to 99.660 of the Revised Statutes of Missouri, including the rehabilitation, redevelopment, and renewal of properties for residential, commercial or mixed-use to benefit the economic and social welfare within its area of operations in St. Louis County.

The LCRA owns the Metropolitan Education and Training (MET) Center. The MET Center is located at 6347 Plymouth Avenue, St. Louis, MO 63133 (Wellston). The MET Center is a six-story office tower with two large warehouse wings totaling approximately 100,000 square feet.

STLVW and LCRA (collectively, the “Owners”) are in need of general HVAC services (the “Services”) at all four (4) Business Incubators and the MET Center (collectively, the “Properties”). The Owners issue this Request for Proposals (“RFP”) from qualified contractors to provide the Services for a one-year period with two successive options for the Owners at its sole discretion, to renew for terms of one year each. The contract issued pursuant to this RFP may include a period of up to three (3) years.

Scope of Services

Pursuant to this RFP, the “Services” shall include preventative maintenance and repair or replacement of HVAC systems as needed on a contract basis at the Properties.

Interested parties are encouraged to observe the Properties. Please contact Jason Riegeslberger via email at Jason@skylinemore.com or call (314) 974-0969 to schedule your visit.

PLEASE NOTE: Owners will consider proposals from firms able to provide some or all of the Services, and Owners reserve the right to select multiple firms. As a result, all

interested firms are encouraged to submit proposals, even if a particular firm is not able or interested in providing the entire scope of 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 at STL VW, LCRA, or similar organizations. Designate the individual(s) who would have primary responsibility for oversight of the Services and identify any sub-consultants that would provide any portion of the Services. Specifically identify any projects or conflicts that may impact the Services.
2. Approach, Availability, and Timeline. Provide a detailed description of the firm's approach to provide the Services. Provide a statement of availability and a proposed timeline to provide the Services.
3. Participation of Under-represented Groups. Provide a description of the firm's approach to participation of under-represented groups in providing the Services.
4. 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 with an estimate of total required hours to perform the Services.
 - 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 Owner'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. Approach, Availability, and Timeline to provide the Services;
3. Approach to participation in under-represented groups;

4. Cost; and
5. Responsiveness of the firm to the RFP categories.

STLVentureWorks and LCRA actively encourage submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. STLVW 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 Owners reserve 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 Owners also reserve 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 Owners 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 Owners 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 STLVW, LCRA, 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 Friday, August 7, 2026, at 3:00 PM CST. Proposals received after the deadline identified above will not be considered.

Schedule

RFP Newspaper Advertisement	Thursday, July 16, 2026
Questions Submitted by	Friday, July 24, 2026
Questions Answered	Friday, July 31, 2026
Submission of Proposals by	Friday, August 7, 2026

Interested parties are encouraged to observe the Properties. Please contact Jason Riegelsberger via email at Jason@skylinemore.com or call (314) 974-0698 to schedule your visit.

Questions about this RFP should be sent by email to Jason Riegelsberger via email at jason@skylinemore.com with a copy to Sarah Kroner at skroner@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 skroner@stlpartnership.com **AND** jason@skylinemore.com.