

REQUEST FOR PROPOSALS

FOR

HVAC SYSTEM REPAIR AND REPLACEMENT SERVICES

**Issued by the Land Clearance for Redevelopment Authority of
the County of St. Louis**

Proposals Due By:

November 13, 2026, at 3:00 PM CST

**Land Clearance for Redevelopment Authority
c/o St. Louis Economic Development Partnership**

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Introduction

The Land Clearance for Redevelopment Authority of the County of St. Louis (the “LCRA”) is organized pursuant to Chapter 99 of the Missouri Revised Statutes for the purposes, among others, of rehabilitating, redeveloping, and renewing real property for residential, commercial, or mixed use for the economic benefit and social welfare of St. Louis County. The St. Louis Economic Development Partnership (the “Partnership”) provides staff for the LCRA.

The LCRA is in need of HVAC repair and/or replacement services, as further detailed herein, at its property located at 1232 Robert L. Powell Pl, St. Louis, MO 63133 (the “Property”). The property currently functions as an early childcare center, the Early Explorers Child Development Academy, which is operated by Family and Workforce Centers of America (“FWCA”).

The existing mechanical HVAC system is a variable refrigerant heat recovery system manufactured by Daikin Manufacturing and is approximately ten (10) years old. The system consists of two separate constituent systems, one for each half of the building. The system is augmented by a roof mounted ventilation unit to ensure code compliance. There have been recent equipment failures, including compressor failures (at least eight (8) instances in the last six years) and significant refrigerant leaks (at least three (3) instances in the last two years).

The LCRA issues this Request for Proposals (“RFP”) from qualified contractors to inspect the current HVAC system at the Property; advise LCRA on a recommended approach to repair and/or replace the current HVAC system; and execute the selected approach (the “Services”).

Scope of Services

Minimally, the qualified contractor will inspect the current HVAC system, advise LCRA on a recommended approach to repair and/or replace the current HVAC system, and execute the selected approach. After an initial assessment of the current HVAC system, LCRA has identified multiple approaches to remedy the recent malfunctions, which are listed below.

Approach #1: Replace the existing system with roof mounted package units

Approach #2: Replace the existing system with an individual ductless split system

Approach #3: Replace the existing system with individual RTUs

Approach #4: Repair and upgrade the existing system

It is anticipated that the selected contractor will work closely with the LCRA and FWCA to identify the most appropriate and efficient approach for repairing and/or replacing the existing HVAC system, which may or may not include the approaches listed above. **The final solution selected by LCRA may include one of the approaches listed above, but LCRA is willing to consider alternative approaches proposed by bidders.** The selected contractor should provide their team’s pricing based on associated labor and equipment costs for each proposed approach, as well as identify the pros and cons of each proposed approach.

Walk Through

Interested parties are strongly encouraged to observe the Property and the existing HVAC system prior to providing a bid for the Services. To schedule a walk through, contact Bill Budde at (314) 640-1521.

Proposal Content

Proposals must include, at a minimum, the following information:

1. **Experience of Firm and Personnel.** 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 LCRA or similar organizations. Specifically identify any projects or conflicts that may impact the Services. 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.
2. **Approach, Availability, and Timeline.** Provide a detailed description of the firm's approach to provide the Services. Minimally, the approach should address the approaches identified above, and the bidder may identify additional approaches for LCRA's consideration. Respondents should identify the pros and cons of each proposed approach. Provide a statement of availability and a proposed timeline to provide the Services, based on each proposed approach.
3. **Work Authorization Affidavit.** Complete the Work Authorization Affidavit, attached hereto as **Attachment 1**, and provide all required supporting documentation identified in **Attachment 1**.
4. **Participation of Under-represented Groups.** Provide a description of the firm's approach to participation of under-represented groups 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. This fee should include the cost of all recommended activities for the HVAC system. Please itemize the cost of (1) inspections, (2) providing and installing the appropriate equipment, based on each proposed approach, and (3) any other associated costs with 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 and its personnel;
2. Approach, Availability, and Timeline to provide the Services;
3. Approach to Participation of Under-represented Groups;
4. Cost; and
5. Responsiveness of the firm to the RFP categories.

The Land Clearance for Redevelopment Authority of the County of St. Louis actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The LCRA 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 LCRA 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 LCRA 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 LCRA to award a contract, or 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 LCRA 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 St. Louis Economic Development Partnership, the 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, November 13, 2026, at 3:00 PM CST. Proposals received after the deadline identified above will not be considered.**

Schedule

RFP Newspaper Advertisement	Thursday, October 15, 2026
Questions Submitted by	Monday, October 26, 2026
Questions Answered	Thursday, November 5, 2026
Submission of Proposals by	Friday, November 13, 2026

Questions about this RFP should be sent by email to 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

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