



TOWER GROVE
— PARK —

REQUEST FOR QUALIFICATIONS

For

Professional Design Services

New Community Basketball Courts

at

Tower Grove Park

St. Louis, MO

June 27, 2022



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Attachments:

- AIA B101 – Sample Contract
- Land and Water Conservation Fund – Grant Administration Guide



I. INVITATION FOR QUALIFICATIONS

- A. Tower Grove Park proposes to select a qualified firm/team to provide professional planning, architecture, landscape architecture, and engineering services for the New Basketball Courts, located within Tower Grove Park in the City of St. Louis, Missouri.
- B. The selection process for the New Basketball Courts is a competitive Request for Qualifications (RFQ) process. To facilitate the selection of the consultant for this project, interested firms are invited to submit qualifications for consideration. Your submission should contain, at a minimum, the information requested in Section VI of this Request for Qualifications.
- C. Procurement of engineering and design services shall conform with the Brooks Act and RSMo. Chapter 8 Section 291 and per the DNR terms and conditions. Every effort must be made to solicit bids from minority business enterprises (MBE) and women business enterprises (WBE). To find certified MBE and WBE firms, use the Missouri Office of Equal Opportunity's MBE/WBE search webpage (<https://apps1.mo.gov/MWBCertifiedFirms/>) and search by "Services Provided."
- D. Tower Grove Park hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, businesses owned and controlled by socially and economically disadvantaged individuals will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, creed, sex, age ancestry or national origin in consideration for an award.
- E. Federal Land and Water Conservation Funds are being used in this project, and all relevant federal, state, and local requirements apply. Procedures outlined in the 2020 Land and Water Conservation Fund Administration Guide must be followed to complete the project.
- F. Two (2) hard copies of the qualifications and (1) electronic copy should be submitted to Katie Aholt, at Navigate Building Solutions, no later than 1:00 PM on Tuesday, July 19, 2022.

Katie Aholt, Project Director
Navigate Building Solutions
8419 Manchester Road
St. Louis, MO 63144

- G. A recommended selection will be forwarded to the Tower Grove Park Buildings & Grounds Committee for their consideration and approval. Negotiation of the Consultant contract is expected to commence directly thereafter.



- H. Tower Grove Park has retained the services of Navigate Building Solutions to serve as the Owner’s Representative. Questions concerning this project may be directed to Katie Aholt 636-359-8538 (katie@navigatebuildingsolutions.com) .
- I. **Interested firms and all representatives thereof are prohibited from contacting any Tower Grove Board Members or staff until after a final selection has been made.**
- J. Tower Grove Park is committed to involving M/WBE firms in meaningful roles on all consultant contracts. To that end, Tower Grove Park has established goals of 25% MBE and 5% WBE participation for this consultant contract. The goal is a percent of the original contract amount for the utilization of firms owned and controlled by minorities and women.
- K. Tower Grove Park is on the National Register of Historic Places and is a National Historic Landmark. Because this project is federally funded, Section 106 of the National Historic Preservation Act should be consulted and applied.
- L. It is anticipated that subsurface stormwater retention will be required by the Metropolitan Sewer District. This work may be eligible for reimbursement through MSD’s Project Clear Grant Program.

II. PROJECT DESCRIPTION

Tower Grove Park is one of seven parks recognized as a National Historic Landmark. Opened to the public in 1872, the Park is at the center of some of the most socioeconomically diverse and densely populated neighborhoods in the region. For many families in the area with no backyard to call their own, Tower Grove Park is a well-maintained, safe green space to play, relax, gather, and experience nature.

In 2017, Tower Grove Park completed a Master Plan that aimed to respect the park’s history, while supporting the present and future needs of it’s users. Key recommendations included new recreation opportunities, including futsal and basketball. Two basketball courts were established in the Master Plan at Location 6 on the map below.

The Project will have a construction cost not to exceed \$450,000.



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III. SCOPE OF SERVICES

A. Tower Grove Park is seeking a firm and/or team to provide the following services required to complete this project:

- Architecture
- Landscape Architect
- Civil Engineer
- Structural Engineer (Post Tension Court)
- MEP Engineers
- Lighting Design
- Irrigation Design
- Signage
- Other Services as needed
- Public Agency Interface (Permitting, Cultural Resources Office, State Historic Preservation Office, National Parks Service)



B. Tower Grove Park will provide the following:

- o Site Survey
- o Geotechnical Services

IV. CONTRACT FORMAT

The selected design firm shall provide a standard AIA contract format with the attached Owner-Architect contract provisions included (See Exhibit A). Any concerns with the provisions provided in Exhibit A must be noted, under a separate tab, in your RFQ response.

Shortlisted firms will be expected to prepare a final draft of their Owner-Architect contract, including proposed fees prior to the interview. However, only the top ranked firm will be asked to submit this information and within 24 hours of notification.

V. SELECTION PROCESS

- A. Tower Grove Park intends to award the contract to the most qualified Consultant which best demonstrates the commitment and application of experience, resources and methods to the unique project requirements.
- B. Your written response to this RFQ will be used to evaluate your firm’s or team’s qualifications, those of your proposed project team members and the suitability of your indicated approach or plan for the project. Tower Grove Park may select based upon qualifications submitted or short list firms (or teams) for follow-up interviews.

It is anticipated that interviews will be held on July 26, 2022 if required.

C. The following evaluation criteria have been set for this project.

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|--|-----|
| 1. Relevant Section 106 historic and park experience of the firm and key staff | 30% |
| 2. Relevant experience of subconsultants | 10% |
| 3. Teams previous history working together | 5% |
| 4. Familiarity with project and proximity | 40% |
| 5. Record of performance (design to budget and schedule), reputation, references | 15% |

D. Selection Schedule

- | | |
|---------------------------|---------------|
| 1. RFQ Issuance | June 27, 2022 |
| 2. Receipt of Responses | July 19, 2022 |
| 3. Shortlist Notification | July 21, 2022 |
| 4. Interviews if Required | July 26, 2022 |



VI. STATEMENT OF QUALIFICATIONS

Responses to this RFQ should be in the same order as requested and are limited to 10 total pages. Responses should be specific and precise with adequate detail to accurately define your qualifications for performing the services required. Limit your responses to the information requested by each section. Any additional information that you wish to submit should be included in a separate section marked “Supplemental Information”. Please provide:

- A. Brief history and general overview of your company. Please include the name, address, email and phone number of your primary point of contact.
- B. Introduction of any and all subconsultants required for the completion of the Project. Clearly define your past history of working together.
- C. A list of related project experience designing parks and/or historically significant projects by the lead firm. Please provide a similar list for each subconsultant. List the project, project description, client, client contact information, date completed, description of project/services completed and who from your proposed project team was involved.
- D. Resumes or descriptions of the experience and capabilities of key personnel involved. Please note that Tower Grove Park is an advocate for sustainable design and construction. Though it is not the Park’s intent to achieve LEED Certification, the inclusion of LEED Accredited Professionals on the project team will be viewed favorably.
- E. Provide a brief management plan that sufficiently defines your project understanding and how you would approach completing the services.
- F. Provide a schedule for the completion of services and by doing so confirm whether or not you believe in the following “tentative” milestones set by Tower Grove Park.
 1. Interviews – July 26, 2022
 2. Contract Negotiation – 1 week (August 2, 2022)
 3. Design Team NTP – August 9, 2022
 4. Schematic Design and Design Development Phase – 10 weeks (10/18/22)
 5. Review of DD Package and Estimating – 2 weeks (11/1/22)
 6. Construction Documents Phase – 6 weeks (12/13/22)
 7. Bid Packaging/Permitting – 4 weeks (1/10/23)
 8. Bidding, Selection, Negotiation – 5 weeks (2/14/23)
 9. Contractor NTP – 2/15/23
 10. Construction Completion – September 2023 (Required by Grant Funding)



- G. Provide information and any data that substantiates your record of performance.
- H. Provide information detailing your proximity and familiarity with the project and Tower Grove Park.
- I. Provide MBE/WBE participation percentages and firms in proposal.

VII. MISCELLANEOUS INFORMATION

- A. Nothing contained herein will create any contractual relationship between the Owner and the firm submitting qualifications. Statements contained in the response of the successful firm may become part of the agreement for services.
- B. Information received from each firm will become the property of the Owner. Information submitted by the firm cannot be considered confidential.
- C. Owner reserves the right to approve all assigned personnel and may require the firm to replace members of the project team as deemed necessary.
- D. The owner, Principal, or Corporate Officer of the responding firm shall sign the response to the Request for Qualifications attesting that all the information provided is true.
- E. The Owner reserves the right to accept or reject any or all qualifications and to waive any irregularities.
- F. The Owner is not responsible for any costs incurred by any firm for any work performed relative to the preparation of the Response to this Request for Qualifications or subsequent negotiations of a contract for professional services.
- G. As part of your cover letter, provide name, address, telephone and fax number, and e-mail address of the firm responding to this Request for Qualifications. Please designate a single representative or prime contact through whom the Owner may communicate at the firm.
- H. The selected Firm shall agree to indemnify and defend and hold harmless Tower Grove Park and the City of St. Louis, together with its employees, agents, and authorized representatives, from and against any and all losses, suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, reasonable attorney fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the work and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any action, omission, fault or negligence whether active or passive of Firm, or of anyone acting under its direction or control or on its behalf in connection with or incidents to the performance of the Contract. Firm's



indemnity and hold harmless obligations shall apply to the fullest extent permitted by law.

M. If selected the Firm shall agree provide insurance with the coverage stated below:

(a) Commercial general liability insurance: Including Death and coverage for Premises, Operations Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors. Such coverage shall apply to Bodily Injury and Property Damage on an "Occurrence Form Basis" with limits of One Million Dollars (\$1,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.

(b) Workers compensation insurance: Statutory coverage per R.S.Mo. 287.010 et seq

(c) Automobile Liability Insurance: Covering Death, Bodily Injury and Property Damage for owned, non-owned and hired vehicles with limits of One Million Dollars (\$1,000,000) for all claims arising out of a single accident or occurrence and One Million Dollars (\$1,000,000) for any one person in a single accident or occurrence.

(d) Professional liability insurance coverage in the amount of Two Million Dollars (\$2,000,000) for each claim.

(e) Excess / Umbrella Insurance: Firm shall carry an umbrella insurance policy for Two Million Dollars (\$2,000,000) over and above the Commercial General Liability insurance and the Automobile Liability insurance required above.

All insurance policies shall be primary policies with bona fide insurer maintaining at a minimum an "A" rating. CGL policy shall name Owner and related parties as additional insureds. The policies shall provide that the insurance companies shall notify Owner at least thirty (30) days in advance of the effective date of any modification or termination of the policy. The Firm shall provide Owner, prior to execution of an Agreement and upon its request from time to time, proof of insurance evidencing the coverage above issued by insurance companies authorized to conduct business under the laws of the State of Missouri.

N. Firms proposing A/E services shall review the Owner-Architect contract requirements included as an attachment to this RFQ prior to submitting a proposal.

- **End of RFQ** -