

City of St. Louis Treasurer's Office



Request for Proposals

Parking Facilities Garage Repair Design Services

Proposals due no later than 3:00pm, April 25, 2022

Scope of Services

The proposal will be based on the scope of recommended repair and preventative maintenance work indicated in the pdf spreadsheet document provided by the City, which includes scope indicated in the 2017 Kimley-Horn Probable Cost Tables.

PHASE 1 TASKS – Condition Assessment Update

As part of the task, complete the following:

- Review existing documents, such as drawings, specifications, provided by the City.
- Conduct a walkthrough, site assessment of the properties to review general nature of conditions in the garages. City will provide 2010 KH condition assessment and 2017 technical memorandum Condition Assessment Update findings, to compare with site observations.

PHASE 2 TASKS – Construction Documents

Scope of services for Phase 2 Tasks is based on the estimated repair budgets approved in Phase 1.

- Prepare a single bid package for repairs and preventative maintenance work based on agreed upon scope over a single year construction period to be completed in 2022. The bid documents package will describe the work and be suitable for obtaining bids from Qualified Contractors. The bid package will consist of the following components, as applicable:
 - Construction drawings illustrating structural concrete repair details and installation of new waterproofing related products if relevant (joint sealants, expansion joints, membrane systems, etc.).
 - Technical specifications.
 - Front-end requirements (provided by City), including Owner provided form of agreement, insurance requirements, etc.
 - Proposal form describing the work with estimated quantities formatted for payment based on a lump sum or unit price basis, as applicable. Consultant will provide estimated quantities for the repair items based on the previous condition assessments and updates.
- Furnish the drawings and technical specifications in pdf electronic format files to City at the 90% completion level for review and comment. If necessary, Consultant will schedule a phone conference with City to discuss comments on the documents and bidding and construction details and schedules.

- Consultant will incorporate comments from City and issue finalized drawings and technical specifications.

PHASE 3 TASKS – Bidding/ Contract Negotiations & Award

As part of the task and only at the direction of the City, Consultant will complete the following:

- Provide pdf electronic format Bid Package documents to City for use in issuance to potential Contractors.
- An allowance for additional bidding/contract negotiation services at the request of the City should be included. These services may include, attending and/or conducting a pre-bid meeting and assist the City in clarification of project requirements based on questions from potential bidders, and assist the City with review of bids and award of the Contract to the successful bidder.
- If necessary, Consultant will issue addendum based on meeting notes from the City.

PHASE 4 TASKS – Contract Administration & Construction Observation

As part of the task and only at the direction of the City, Consultant will complete the following:

- Provide the Pre-Construction conference agenda and conduct one (1) Pre-Construction conference between Consultant, Contractor, City, and other appropriate parties relative to the project. Clarify lines of communication, policies, routing of shop drawings, correspondence, schedule, etc. Consultant will distribute meeting minutes.
- Review shop drawings, material certifications, qualification data, test reports, and submittals and return to Contractor as appropriate. The sole purpose of the Engineer's review will be to evaluate general conformance to Contract Documents. Consultant will provide timely review in accordance with the Schedule of Submittals prepared by the Contractor and accepted by the Engineer.
- Site observation reports from site visits.
- Conduct on-site observations of the repair work at intervals appropriate during construction, and scheduling of visits by the City and Contractor. Site visits will note all observations of progress and general acceptance of completed work. All site observation reports will be completed for each site visit and submitted to the City.
- Perform punch list activities when notified that work is substantially complete by the Contractor.

- Consultant to review all waivers, warranties related to the project and as submitted by the Contractor.
- Contractor to provide as-built drawings to the Consultant to review. One set of copies of these documents will be reproduced and issued to the City along with a file version of the documents in electronic format, as provided and prepared by the Contractor, for Consultant and City records.

1) Qualification Requirements and Proposal Format

The responses to the RFP shall include the following information:

1. A summary of the proposal;
2. The history and company profile of the Consultant(s);
3. A summary of recent (past three years) projects completed by the Consultant(s);
4. Three references for projects completed by the Consultant.

The following are the key criteria that will be used to evaluate the proposals:

Topic	Number of Points
Pricing	30
Schedule	25
References	10
Warranty and Services	25
MBE/WBE participation	10
Total	100

2) Schedule

The following is a listing of key proposal and project milestones:

RFP Release	April 1, 2022
Vendors to Submit Questions	April 8, 2022
City Response to Questions	April 12, 2022
Proposals due	April 25, 2022
Selection Announced	April 29, 2022

3) Proposal Due Date and Location

RFP submittals are due no later than **3:00 PM on April 25, 2022** at the following location:

**Treasurer's Office, City of St. Louis
421 So. 10th Street (Cupples Garage)**

St. Louis, MO 63102

Late proposals may not be accepted and the envelope must be marked referencing the project: **Proposal for Parking Facilities Garage Repair Design Services**. Proposers must supply three (3) hard copies of the proposal and one (1) electronic copy as a PDF file on a USB flash drive.

Public access to Proposals shall be governed by the relevant provisions of the Freedom of Information Act, State of Missouri Sunshine Law (RsMO 610.021), and regulations adopted pursuant thereto.

4) Department Contact / Requests for Clarification

Prospective responders may direct questions **in writing only** to:

Lenny Freeman

Parking Administrator

Email: FreemanL@stltreasurer.org

Fax: 314-622-4246

All questions are due no later than April 8, 2022. Questions will be answered in writing by April 12, 2022 and will be sent to all proposers and will be posted on our website at <https://www.stlouis-mo.gov/government/departments/treasurer/documents/rfp-parking-facilities-garage-repair-design-services.cfm>. The department contact person is the only individual who can be contacted about the project by proposers before proposals are submitted. The department contact cannot vary the terms of the RFP.