



Saint Louis Zoo

Animals Always®

Project Name: Continuing Service Agreement Consulting Services
RFQ 2020

Date: March 4, 2020

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REQUEST FOR QUALIFICATIONS

PROJECT: Continuing Service Agreement Consulting Services RFQ 2020

The Saint Louis Zoo Architecture and Planning Division is currently seeking a Statement of Qualifications for the following continuing service agreement services:

1. General Engineering (Civil, Structural, Transportation, Traffic, Water, Sewer, Storm, Project Management, and Construction Services)
2. Electrical / Mechanical Engineering
3. Environmental / Geotechnical
4. Survey
5. Construction Materials Testing
6. Architectural
7. Landscape Architect

BACKGROUND

The purpose of these contracts is to supplement Zoo staff resources to complete projects. Tasks may include, but are not limited to, assisting with specific portions of project work such as soils investigation, environmental permitting, coordination for electrical services, or preparation of plans, specifications, and estimates for utility, site work projects, and/or facility projects. No specific projects have been identified at this time.

SCOPE OF SERVICES

The services will be provided on an as-needed basis through a task order on-call process. The task order process will consist of the Zoo contacting the consultant and requesting services related to an individual project. The consultant will then prepare a detailed scope, schedule and budget for each individual task order. The task orders will be agreed upon between the Zoo representative and the consultant.

Services include the following:

1. **General Engineering** (*Civil, Structural, Transportation, Traffic, Water, Sewer, Storm, Project Management, and Construction Services*) Tasks may include work such as the following: planning, studies, specification preparation, estimating, designing, drafting, survey, environmental permitting, public involvement, plan/peer reviews, analyze and design structures including weirs, outfall structures and pump stations, bidding support, construction administration, construction observation, office engineering, and other tasks as necessary. The tasks may be related to transportation, traffic, sewer, water distribution, water quality, storm conveyance, storm ponds, and other civil type projects. Tasks may include work such as the following: planning, assessments, calculations, designing, structure evaluations,

structural inspection, plan preparation, and other tasks as needed. These tasks may be related to retaining walls, bridges, evaluating new or existing facilities, and other structural type projects.

2. Electrical and/or Mechanical Engineering

Tasks may include work such as the following: planning, assessment, designing, plan preparation, coordination with utilities, energy modelling or auditing, supplementing Zoo staff to complete electrical issues related to other projects, estimating, and other tasks as needed.

3. Environmental/Geotechnical Services

Tasks may include work such as the following: planning, soil borings, test pits, infiltration tests, foundation design/soil bearings, installation/completion of monitoring wells, and other tasks as needed. Other assistance may include hydrogeology, environmental permitting, environmental studies, such as Phase I and II, historical reviews, wetland delineation, cultural resources, and archeological services.

4. Survey Services

Tasks may include work such as the following: topographic survey, construction survey, boundary determination, document preparation, title review, and/or deed preparation.

5. Construction Materials Testing

Tasks may include work such as the following: perform special tests and inspection relating to seismic safety systems, vaults, steel pipe welding, hydrostatic testing, underground utility, concrete, asphalt, soil, and reinforced concrete building structures and other routine non-specialty testing services may include sieve analysis, backfill compaction, and densities.

6. Architectural Services

Tasks may include work such as the following: prepare reports and feasibility studies, providing architectural, structural, interior design/space planning, cost estimates for proposed small scope addition, remodel and/or renovation construction projects, review of contract, plans, and specifications documents for code and regulation compliance and value engineering of same for proposed addition, construction documents and specifications for new projects.

7. Sustainable Design/ Third Party Certification Consulting

Tasks may include design service consulting to ensure that projects meet efficiency/ sustainability goals, LEED/ LBC/ WELL third party certification consulting services, special permit assistance, energy modeling/ auditing. The Zoo is seeking professionals with extensive sustainable (green) design and construction experience. Familiarity with the Living Building Challenge third party certification is preferred.

7. Landscape Architect

Tasks may include work such as the following: provide landscape design services related to complete conceptual design, prepare plans and drawings which illustrate project goals, limits and materials, including appropriate plan views, cross-sections, notes, and details to guide contractors during construction. Attend public meetings and prepare presentations as necessary, and prepare permit applications as needed. Assist with the preparation of the Invitation to Bid for the installation of the landscaping, and with the preparation of the

contract plans, technical specifications, project estimates on projects, bidding process, and submittals review.

CONSULTANT SELECTION CRITERIA

Consultant selection will be based on:

1. Firm's approach to: quality control, project management and product delivery
2. Previous project experience on similar types of work
3. Knowledge and expertise of individuals that will work the projects
4. Readiness, availability, and familiarity with the area
5. Response of references
6. LEED AP Certification and leadership in sustainable design and construction practices preferred.

A short list of a minimum of two (2) consultants for each criterion will be made within seven (7) days of the submittal deadline. All consultants submitting a proposal will be notified of our selection. ***Please do not contact the Saint Louis Zoo for status on the selection process during this seven day period.***

The short-listed consultants will be asked to participate in an interview process. The interviews will be coordinated with the short listed consultants upon selection. The Vice President of Architecture and Planning, along with members of the Facilities and Grounds Committee will conduct the interviews.

CONTRACT

The Zoo will select a minimum of one (1) consultant for each criterion. Consultants selected and contracted for on-call work are not guaranteed work. In addition, the Zoo reserves the right to continue regular use of the consultant roster, and to advertise for consultant services for specific projects.

PROPOSAL REQUIREMENTS

Please indicate in your cover letter which category or categories for which your firm is to be considered.

SUBMISSION PACKAGE:

Submittals shall be limited to a total of ten (10) two-sided pages (excluding cover letter, front and back covers). Ten (10) hard copies and an electronic PDF file (on media) of the consultant proposals shall be submitted. ***Submittals that exceed the maximum number of pages or have less than ten copies will be rejected.***

Provide the following information in the sequence listed below:

1. A letter of interest signed by a company principal with a statement of availability to complete the work.
2. General information about the company's experience, capabilities, and geographic service area.
3. Content of proposal that addresses selection criteria.
4. References including names and telephone numbers of current and previous clients with similar projects and/or on-call contracts.
5. Define team roles and responsibilities.

6. Resumes of proposed project team organization & qualifications
7. WBE/MBE/DBE status with accreditation if applicable.
8. Evidence of Missouri Licensure.

TERMS AND CONDITIONS

1. The Zoo reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
2. The Zoo reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. The Zoo reserves the right to reject any proposed agreement that does not conform to the specification contained in this RFQ.
4. The Zoo shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to this RFQ.
5. The Zoo will evaluate the proposals and notify the short listed firms by **April 24, 2020**.
6. Interviews will be scheduled beginning on **April 27, 2020**.

INSTRUCTIONS TO PROPOSERS:

The deadline for submission of qualifications is on or before **April 10, 2020 at 2:00 pm CST**. Deliver **ten** copies of the proposal **and email** a PDF file to:

Candace Bingham
Director, Procurement
Saint Louis Zoo Distribution Center
Wells Drive, Gate 5
Saint Louis, MO 63110

A public opening will be held in the **Facilities Management Conference Room**, immediately thereafter.

DOCUMENTS:

Bid Documents will be available on **March 18, 2020** at: stlzoo.org/vendor

Please note: Failure to include a completed MBE/WBE participation form will result in participation recorded as ZERO at bid opening.

QUESTIONS:

All questions must be received by **April 1, 2020** for issuing of addendums. Addendums will be placed on the Zoo Website as they become available: stlzoo.org/vendor

ZOO CONTACTS:

If you have any questions, contact the individual listed below.

Candace Bingham, Director of Procurement, cbingham@stlzoo.org, 314.646.4631
Terri Mersinger, Administrative Assistant, mersinger@stlzoo.org, 314.646.4842

REQUEST FOR QUALIFICATIONS

The Saint Louis Zoo is seeking competitive proposals from qualified bidders as outlined on the Invitation to bidders, this Request for Qualifications, and the Scope of Work contained in these Documents.

THE QUALIFICATION PROCESS

A. Submittal of Qualifications

1. **Please note: Failure to include a completed MBE/WBE participation form will result in ZERO MBE/WBE participation recorded at bid opening.**
2. Quotations should be typewritten or in ink on Bid Form provided. Altered or erased prices will not be accepted.
3. **Qualification submissions must be submitted to the Distribution Center on Wells Drive at Gate 5, on or before April 10, 2020 at 2:00 pm CST in a sealed envelope clearly marked Continuing Service Agreements Consulting Services RFQ 2020 and emailed to cbingham@stlzoo.org.**
4. No submissions received after the specified time will be considered.
5. Any submission may be withdrawn prior to the specified time for opening bids or any authorized postponement thereof.
6. Submissions having an acceptance time limit of less than 30 days may be rejected.
7. Faxed submissions shall **not** be accepted. Submissions, in a sealed envelope, clearly marked "shall be delivered to the Saint Louis Zoo Distribution Center on Wells Drive (Gate #5)", or mailed to:

Candace Bingham
Director of Procurement
Saint Louis Zoo
One Government Drive
St. Louis, MO 63110

B. Submission components and Attachments

C. Minority Participation List

Bidder shall execute and include with Qualifications, the Minority & Woman Owned Participation (Appendix A).

D. Accuracy of Qualifications

1. Submitters may not use omissions or errors in the Qualification documents to their advantage. The Owner reserves the right to correct

any such errors or omissions, which new instructions shall be treated as if originally included.

2. The Qualification documents contain the available information about the work. Information obtained from any officer, agent, or employee of the Saint Louis Zoo, or from any other person, will not relieve the Submitter's responsibility to assume all risks and obligations pertaining to the work, and to fulfill the conditions of the Contract.
3. No Submitter may assert after qualifications have been opened there was a misunderstanding concerning the documents, the conditions under which the work must be performed, or the quantities of work involved.

E. Direct questions about this Request for Qualifications to: **Candace Bingham**.

SELECTION OF SUCCESSFUL BIDDER AND CONTRACT AWARD

- F. The Saint Louis Zoo enjoys the support of the community through the Metropolitan Zoological Park & Museum District. For this reason, the Zoo makes every effort to return that support by contracting with qualified businesses within the District (comprised of St. Louis and St. Louis County) whenever possible.
- G. The time specified for awarding a Contract and for commencing work may be extended or shortened by mutual agreement between the Zoo and the successful Bidder.
- H. Before awarding any Contract, the Saint Louis Zoo reserves the right to require the successful Bidder to file proof of his ability to properly finance, manage, staff and execute the project. The Zoo reserves the right to reject any bid if the evidence submitted by, or other investigation of, the Bidder fails to satisfy the Zoo that the Bidder has the proper qualifications, experience, equipment, manpower, or financial and managerial capability to carry out the obligations of the agreement or to perform the work contemplated.



**MINORITY & WOMAN OWNED
BUSINESS
PARTICIPATION ON
SAINT LOUIS ZOO
CONTRACTS**

Revised 10/8/2019

**MINORITY AND WOMAN OWNED BUSINESS
PARTICIPATION ON
SAINT LOUIS ZOO CONTRACTS**

SECTION ONE: DEFINITIONS

For purposes of this policy, the following terms have the meanings indicated below:

1. Minority Business Enterprise (MBE): a sole proprietorship, partnership or corporation owned, operated and controlled by minority group members who have at least 51% ownership. The minority group member(s) must have day to day operational and managerial control and an interest in capital and earnings commensurate with his or her percentage of ownership.
2. Minority Group Member(s): persons legally residing in the United States who are African American, Asian-American, Native-American or Hispanic-American.
3. Women's Business Enterprise (WBE): a sole proprietorship, partnership or corporation owned, operated and controlled by a woman or women who have at least 51% ownership. The woman or women must have day to day operational and managerial control and an interest in capital and earnings commensurate with her or their percentage of ownership.
4. Certification: The process by which the Saint Louis Zoo determines a person, firm or legal entity to be a bona fide Minority or Women's Enterprise.
5. Contracting Agency: Any Agency or Department making a contract on behalf of the Saint Louis Zoo.

SECTION TWO: POLICY

It is the policy of the Saint Louis Zoo, a political subdivision of the State of Missouri, that minority and women-owned businesses, as defined in the following document, shall have the maximum opportunity to participate in the performance of contracts or sub-contracts financed by Zoo funds, in whole or in part. The Zoo or its assigned Contracting Agencies shall take all necessary and reasonable steps to ensure that said businesses have the maximum opportunity to compete for and perform under all Zoo contracts. The Zoo or its Contracting Agencies shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts.

The method that the Saint Louis Zoo shall employ to implement this policy is the establishment of a goal of at least 25% Minority Business Enterprise participation and at least 5% Women's Business Enterprise participation in contracts and purchases wherein Zoo funds are expended. This goal shall be pursued by the programs described below.

SECTION THREE: PROGRAM ADMINISTRATION

1. The Chief Financial Officer for the Saint Louis Zoo shall be charged with the overall responsibility for the administration and enforcement of the Zoo's Minority and Women Business Enterprise participation policy. The Purchasing Department shall be charged with establishing procedures & implementation for all Contracting Agencies for the purpose of monitoring the Zoo's overall performance with respect to Minority and Women's Business Enterprise participation. The duties and responsibilities of the Purchasing Department shall include:
 - Developing and distributing a directory of certified MBE's and WBE's.
 - Reviewing on a regular basis, the progress of each Contracting Agency toward achieving the goals for the utilization of Minority and Women's Business Enterprises and making an annual report in the first quarter of each year to the Commission, reporting that progress which has been made, together with recommendations as to such further remedial action that should be taken, if any.
 - Monitoring Contracting Agencies throughout the duration of contracts to ensure that all efforts are made to comply with the requirements of this policy.
 - Certifying that the requirements of this policy have been satisfied before contracts are signed or countersigned.
 - The advertisement for bids, if any, shall appear in the Saint Louis Post Dispatch and the Saint Louis American and/or City Journal Newspapers no later than 21 days before bids are due on specific contracting opportunities, except where the contracts are awarded on an emergency basis.
 - All contract solicitations shall include the MBE/WBE policy and any other materials required.

2. It shall be the responsibility of each bidder and proposer to adhere to procedures and provisions set forth in this policy:
 - Each bidder and proposer must complete an MBE and WBE Utilization Form and identify therein its commitment, if any, to utilize MBE's and WBE's. Any failure to complete and sign the MBE and WBE Utilization Form will result in the bid or proposal being declared nonresponsive. In the response to an invitation to bid or request for proposal, the bidder or proposer shall include the names of Minority and Women's Business Enterprises to whom it intends to award subcontracts, if any, the dollar value of the subcontracts and the scope of work to be performed.
 - It is the bidder's or proposer's responsibilities to ensure that all M/WBE's projected for use have been certified by the Saint Louis Airport Authority or the National Minority Supplier Development Council (NMSDC) prior to bid opening.
 - Whenever additional contract supplements, extra work orders or change orders are made that individually, or in aggregate, increase the total dollar value of the original contract, the contractor shall make every effort to maintain the level of MBE and WBE participation as established in the original contracts.

- The awardees of a contract must submit a copy of executed agreements with the MBE's and WBE's being utilized.
 - The prime contract bidder should break its subcontracts down into discrete items or packages that at least some of the M/WBE's in the relevant area may find economically feasible to perform.
 - The prime contract bidder should not deny a subcontract to an otherwise qualified and competitive M/WBE's solely because the latter cannot perform an entire package of related items, but the bidder may deny a request to repackage the work where doing so would jeopardize scheduling or increase that bidder's cost of performing the original package by more than 5%.
 - The Zoo shall use at least part of any pre-bid meeting to encourage prime contractors and M/WBE's to work together, providing an opportunity for all firms to identify themselves and for all M/WBE's to identify the type(s) of work that they perform. The Zoo should also emphasize that it expects all firms to perform a commercially useful function.
 - The Contracting Agency shall make monthly reports to the Zoo concerning the agency's progress in achieving the goals established in this policy.
3. Bonding and Insurance: The prime contract bidder should be encouraged not to deny a subcontract to an otherwise qualified and competitive, and if necessary, certified M/WBE solely because the latter cannot provide a performance or payment bond for the work, unless the bidder's bonding is contingent upon bonding for all subcontractors.
4. Written Policy
- Independent and apart from its interest in any one project, the prime contract bidder should have a written policy stating that it affirmatively supports subcontracting to M/WBE's, and that bringing such firms into the mainstream of the construction industry is a priority for that firm. This policy shall be made available to the Zoo upon request.
5. Liaison with MBE/WBE's
- Independent and apart from its interest in any one project, the prime contract bidder should assign a senior official the responsibility of serving as a liaison between the firm and the M/WBE's in the relevant area.
6. Scope Letter
- At least five business days before the date on which bids are due, the M/WBE's should also give the prime contract bidder a scope letter that defines the items that the M/WBE would like to perform.

SECTION FOUR: ZOO CONTRACTS

This section shall be applicable to all contracts let for Zoo contracts or improvements.

MBE and WBE participation shall be counted in accordance with the following provisions:

- A Contracting Agency may count MBE or WBE participation only expenditures to MBE's and WBE's that perform commercially useful functions in the execution of a contract. An MBE or WBE is considered to perform a commercially useful function when it is responsible for executing a distinct element of the work and carrying out its responsibilities by actually performing, managing and supervising the work involved. To determine whether a MBE or WBE is performing a commercially useful function, the Zoo will evaluate the amount of work subcontracted, industry practices and other relevant factors.
- A Contracting Agency may count as a MBE or WBE participation the total dollar value of a contract with a MBE or WBE prime contractor less any amount that is subcontracted to non- MBE's/WBE's (including any persons or firms that are identified as MBE and/or WBE but are not so certified by the Saint Louis Airport Authority).
- The total dollar value of a contract with an enterprise owned and controlled by minority women may be counted as either minority or women's business participation, but not both. The Contracting Agency must choose which category of participation to which the dollar value is applied.
- A Contracting Agency may count as MBE or WBE participation a portion of the total dollar value of a contract with a joint venture equal to the percentage of MBE or WBE participation in the joint venture. The joint venture must be certified by the Saint Louis Zoo and the MBE and WBE participation in the joint venture must be responsible for a clearly defined portion of the work to be performed, equal to a share in the ownership, control, management, responsibility, risks and profits of the joint venture.
- A Contracting Agency may count toward a bidder's MBE and WBE goals expenditures for material and supplies obtained from MBE/WBE suppliers and manufacturers, provided that the MBE/WBE assumes the actual and contractual responsibility for the provision of materials and supplies.
 - A Contracting Agency may count a bidder's entire expenditure to a MBE/WBE manufacturer. Manufacturer is defined as an individual or entity that produces goods from raw materials or substantially alters them before resale.
 - The bidder may count twenty percent (20%) of its expenditures to MBE/WBE suppliers that are not manufactures.
- A Contracting Agency may count as MBE and WBE participation the entire expenditure to an MBE or WBE supplier, when the supplier:
 - Assumes the actual and contractual responsibility for furnishing the supplies and materials; and
 - Is recognized as a distributor by the industry involved in the contracted supplies and materials; and
 - Owns or leases a warehouse, yard, building or whatever other facilities are viewed as customary or necessary by the industry; and
 - Distributes, delivers and services products with their own staff and/or equipment.

- A Contracting Agency may count as MBE and WBE participation only those firms that have been certified as MBE's and WBE's by the Saint Louis Airport Authority or the National Minority Supplier Development Council (NMSDC) prior to bid opening. If a firm listed by a bidder in its bid documents has not been so certified as MBE or WBE, the amount of participation it represents will be deducted from the total MBE or WBE participation proposed by the bidder.
- Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local MBE and WBE firms are encouraged.
- Representatives of the Contracting Agency and/or Zoo or its designee shall make periodic visits to the project site to verify minority and women's business enterprise participation and staffing.

SECTION FIVE: SERVICE CONTRACTS

- It shall be the goal of each Contracting Agency where anticipated service contracts, including professional service contracts, for any year exceed the sum of \$50,000 in the aggregate that 25% of the aggregate value of contracts awarded each fiscal year be let with MBE's and that 5% of the aggregate value of contracts awarded each fiscal year be let with WBE's.
- All requests for services, including professional services, shall require proposers to make every good faith effort to utilize minority business enterprises and women's business enterprises as subcontractors and suppliers whenever possible.
- Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local M/WBE firms are encouraged.
- Participation of M/WBE firms located within the ZMD Tax District is preferred.

SECTION SIX: SUPPLY CONTRACTS

- The goal of the Zoo is that 25% of the value of all contracts let and purchases made by the Zoo shall be let or made with MBE's and that 5% of the value of all contracts let and purchases made by the Zoo shall be made with WBE's.
- All contracts let by the Zoo for the purchase or lease of materials, equipment, supplies, commodities or services, the estimated cost of which exceeds \$5000, shall be subject to this goal.
- Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local M/WBE firms are encouraged.
- Participation of M/WBE firms located within the ZMD Tax District is preferred.

At contract completion, the Contracting Agency shall obtain final documentation of MBE and WBE participation. The Contracting Agency must have complete and acceptable documentation as determined by the Zoo of amounts paid to all project MBE and WBE subcontractors on file before the final payment is made to the prime contractor.

DATED: _____

SAINT LOUIS ZOO: _____

TITLE: _____

CONTRACTOR: _____

COMPANY: _____

SAINT LOUIS ZOO MBE/WBE UTILIZATION STATEMENT

Policy: It is the policy of the Saint Louis Zoo, a sub district of the City and County of Saint Louis, that minority and women-owned businesses, as defined in the following document, shall have the maximum opportunity to participate in the performance of contracts or sub-contracts financed by Zoo funds, in whole or part. The Zoo or its assigned Contracting Agencies shall take all necessary and reasonable steps to ensure that said business have the maximum opportunity to compete for and perform under all Zoo contracts. The Zoo or its Contracting Agencies shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts.

Obligation: The contractor agrees to ensure that minority and/or women-owned businesses have the maximum opportunity to participate in the performance of contracts or subcontracts financed in whole or in part with Zoo funds. The contractor shall take all necessary and reasonable steps to ensure that said businesses have the maximum opportunity to compete for and perform under this contract. The contractor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts. **The contractor agrees to submit all MBE/WBE applicable certifications of their and their subcontractors behalf as proof of certification.**

Assurance

I, acting in my capacity as an officer of the undersigned bidder or bidders if a joint venture, hereby assure the Saint Louis Zoo that on this project my company will: (check one)

COMPANY NAME

AUTHORIZED SIGNATORY

TITLE

DATE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION.

