

**REQUEST FOR PROPOSALS
FOR A CONSULTANT TO PROVIDE PLANNING SERVICES FOR THE
FOREST PARK GREAT STREETS PROJECT**

Solicitation # 091916-GRTSTS



**EAST-WEST GATEWAY
Council of Governments**

Creating Solutions Across Jurisdictional Boundaries

***1 S. Memorial Drive, Suite 1600
St. Louis, MO 63102***

August 22, 2016

**Request for Proposals
for
A Consultant to Provide Planning Services**

East-West Gateway Council of Governments (the Council) is seeking proposals from a consultant or a team of consultants to provide planning and related services for the Forest Park Great Streets project.

Submittals are due no later than 1:00 p.m. local time on September 19, 2016 to the following address:

<p>“RFP – 091916-GRTSTS” c/o Mr. James M. Wild Executive Director East-West Gateway Council of Governments 1 S. Memorial Drive, Suite 1600 St. Louis, MO 63102-2451</p>

Section III contains the formatting, content, and other requirements for a submittal. ***Unless otherwise due to extenuating circumstances and approved by the Council in advance, any submittals received after the date and time listed above will be rejected and returned unopened.***

Pre-Submittal Meeting – A mandatory pre-submittal meeting is scheduled at the Council’s offices. Please refer to Section IX of this RFP for more information regarding this meeting.

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- A Price Proposal
- B Firm Responsibility Information
- C Affirmative Action Checklist
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- E RFP Minimum Requirements Checklist
- F D/S/W/MBE Participation Form
- G Letter of Intent to Perform as a D/S/W/MBE
- H Certification Regarding Lobbying

**Fillable / savable version of Attachments A through H can be found on the Council's website at www.ewgateway.org/RFPs/rfps.htm*

Appendices**

- 1 *Reserved – Not part of this solicitation*
- 2 Draft Contract Terms & Conditions
- 3 Conflicts of Interest Policy

***Appendices are available on the Council's website at www.ewgateway.org/RFPs/rfps.htm*

The Council is seeking qualifications from a consultant or team of consultants (the Consultant) to develop a detailed plan for the Forest Park Great Streets project. Ten years ago the Council launched the Great Streets Initiative (the Initiative) to challenge communities to envision streets as more than spaces for automotive travel, but as integrated conduits for moving people, improving connectivity, enhancing local economies, and creating attractive, interesting places – in brief, building stronger communities. Further, the Initiative focused on providing communities with tools and relevant examples to assist them in rethinking the relationships between streets and their social and economic objectives.

The Council developed a digital design guide for Great Streets planning and implementation. The guide is available at www.greatstreets-stl.org. It defines expectations for Great Streets and includes a wide range of information and case study references.

The Council has recently finished a fourth round of the Great Streets Initiative, and has now selected a project in Forest Park for the Great Streets Initiative –. The Council, the City of St. Louis Parks Department and Forest Park Forever (FPF) have identified several key issues that this planning project is intended to address; however, this project will necessarily require an analysis and a community discussion to fully identify the context, challenges, opportunities, and options before the detailed plan document can be developed. More information regarding the project can be found in Part (b) below.

Additional information about the project and the Council’s Great Streets Initiative will be presented at a mandatory pre-submittal meeting and will be placed on the Council’s website as it becomes available.

(a) Forest Park in the City of St. Louis, Missouri

Forest Park is a historic crown jewel for the St. Louis metropolitan region. The 1,300 acre park houses several nationally renowned cultural institutions (e.g. the St. Louis Art Museum, St. Louis Zoo), hosts numerous regional events, draws over thirteen million visitors each year, and serves as the City’s largest park. In addition to the park’s cultural institutions, it offers many amenities and attractions for its visitors including restaurants, landmarks, natural features including hiking/biking trails, and recreational facilities. More information about Forest Park can be found at: www.forestparkforever.org/about-forest-park/ and at www.stlouis-mo.gov/government/departments/parks/parks/Forest-Park.cfm.

Forest Park is owned and operated by the City. FPF partners with the City to provide maintenance, operations, education, visitor services, and capital project management for the park. FPF is a private, non-profit conservancy that works in partnership with the City and the Department of Parks, Recreation, and Forestry (City Parks Department) to restore, maintain, and sustain Forest Park. More information about FPF can be found at: www.forestparkforever.org/about/.

In 1995, the City completed the Forest Park Master Plan, which outlines priorities and long-term goals for Forest Park. A board of trustees ensures planning and investment in the Park remains consistent with the Master Plan.¹

¹ The Forest Park Master Plan document is available at: www.stlouis-mo.gov/government/departments/parks/documents/forest-park-master-plan.cfm.

(b) The Forest Park Great Streets Project

As the neighborhoods and institutions that surround it thrive and the institutions within it expand, access to and within the park is often strained. Visitors to Forest Park arrive mostly by automobile for a range of activities, from leisurely strolls to formal theater productions. Bicyclists enjoy improved regional access due to the expanding regional greenway and bicycle route network. Pedestrians and runners from the adjacent neighborhoods and campuses use the park daily. Transit access to the park is provided directly by multiple bus lines and the soon-to-open Loop Trolley, and indirectly through two nearby light rail stations.

Despite operation of a bus trolley (#3 bus line), circulation throughout the park and adjacent places relies mainly on the use of personal automobiles, which compounds congestion, numerous conflicts with pedestrians and bicyclists, and parking problems, particularly during events.

To begin clarifying the challenges and potential options, a Connectivity Study is currently being completed, and the results will be presented to the public in August, 2016. To build upon this, and incorporate land use and mode shift facilities, FPF, in coordination with the City Parks Department, is sponsoring this Great Streets Initiative planning process through the Council.

The goal of this project is to investigate and plan regional and local access to Forest Park, effective and amenable circulation within the park, and appropriate mode shift facilities in conjunction with appropriate supportive land use strategies. The Consultant will need to consider physical, technology-based, and policy/management-based strategies.

To assess scenarios that encourage visitors to access the park at a variety of locations and move them throughout the park with less reliance on personal vehicles, the Consultant will need to consider access and circulation as a system that includes all modes and mode-shift facilities that are not simply functional and tolerable, but desirable. Access to internal and perimeter parking and transit facilities, an understanding of the immediate interstate and arterial roadway network, and possible integration of emerging technologies will likely all be necessary elements for the Consultant to assess and use to improve efficient access to the park. The Consultant will need to develop an internal circulator concept (identified by FPF as a priority) integrated with a multi-modal access plan, necessary to carry visitors to a range of destinations and functions within the park.

To develop a strategy to provide viable and complementary land uses that support the visitor experience, the Consultant will need to study and understand the local commercial and entertainment market. Dining and convenience commercial options are insufficient or not easily accessible for visitors to the park and patrons of the various institutions. The Consultant will need to develop an understanding of viable market demand for various services and dining, considering existing supply (both in and adjacent to Forest Park) and convenient or improved access to existing nearby businesses. Additionally, the Consultant will need to coordinate locations for these supportive services with parking and mode-shift facilities for Forest Park. The Consultant will need to develop the land use and transportation network in tandem in order to improve the overall function of the park and provide a better visitor experience.

As with any Great Streets Initiative project, the Consultant will investigate and integrate environmental best practices into all aspects of the plan and recommended technology and policy strategies.

The Consultant will develop a well-conceived multi-modal access and circulation strategy which is easy to use, rich in convenience, synchronous with natural systems, and wholly consistent with the park's exceptional quality space in order to lessen the safety, inconvenience, and aesthetic impacts of existing congestion. It will make the park a more refreshing place to be.

The project area will include the entire Forest Park footprint and a buffer that provides access to the adjacent MetroLink stations. Beyond the project area for detailed planning, broader geographies need to be considered to inform various planning decisions. Context areas for land use considerations need to minimally include all neighborhoods, commercial properties, major employers, and institutions that front or impact Forest Park and dining or commercial properties or districts that factor into market capacity. Transportation context areas will include pedestrian, bicycle, transit, and roadway system facilities that serve or are impacted by Forest Park and its users. Context areas for environmental infrastructure will minimally include the immediate watershed and connected or potentially connected open space and greenways.

The scope of work for this RFP is divided into two (2) sections. The first section, Part A addresses the General Scope of Work for the project. The second section, Part B, addresses Great Streets principles in general. Each responding firm's submittal must include Part A and Part B. For more information regarding submittal requirements please refer to Section III of this RFP.

A. General Scope of Work

The tasks described below provide a generalized scope of work the project. A responding firm's submittal must, at a minimum, address the tasks described below. The proposed approach must also reflect the practices described in the Council's digital design guide, which can be found on the Council's website at: www.greatstreets-stl.org/. Please note that the tasks described below reflect the minimum number of broad elements that will be included in the detailed plan that is created for the project. It is possible that the plan developed for the project will include more detail or other more specific sub-elements. Each responding firm is encouraged to identify other key elements that it expects may be an important part of the project, and describe its approach to addressing those elements.

Task #1 – Project Management/Administration

The Consultant must oversee all aspects of the project. The Consultant must meet regularly with the Council and project sponsor throughout the project period. At the beginning of the project, the Consultant and the Council will hold an in-person kick-off meeting to discuss the Consultant's approach to the project, recommendations for the project, and to finalize the project schedule. The Consultant must hold regular conference calls with the Council' staff and must conduct periodic in-person meetings with the Council at key points throughout the project period.

Each submittal must include a proposed project schedule. The final project schedule will be approved by the Council and the Consultant must adhere to the approved schedule. Please refer to Part C of this Section II for more information regarding the time constraints associated with the project and the requirements for the project schedule that must be submitted.

The Consultant must also submit regular invoices and progress reports to the Council and provide the Council with the information that it needs to complete its reports to the funding agencies. The Consultant will need to be available to answer any follow-up questions regarding its work or the information provided in its reports.

Task 1 Deliverables:

- ❖ *Project schedule, in agreed upon format*
- ❖ *Invoices, in approved format*
- ❖ *Progress reports, in approved format*
- ❖ *Other information, as needed*

Task #2 – Community Engagement & Collaboration

It is essential that this project include significant community engagement and collaboration; both of which will be used to inform the planning process. The Consultant must, in coordination with the Council, FPF, and City Parks Department, develop a community engagement plan, as well as a mechanism to capture the public feedback received for this project. This mechanism must capture all the relevant details of the public meetings, including time, date, and location of the meetings, level of attendance, as well as comments and feedback from the public. The Consultant should consider using the charrette process as part of the community engagement; however, the Council is open to other community engagement methods. The Consultant's submittal should clearly describe its proposed community engagement method.

The Consultant must provide the logistics and preparation required for all project meetings, including the kick-off meeting (see Task 1), advisory committee meetings, and community outreach / public meetings. Logistics and preparations include, but are not limited to, securing meeting facilities, preparing and distributing public notices regarding the meeting, preparing materials to be used at the meetings (i.e. agendas, presentations, informational hand-outs, etc.). The Consultant must also prepare public meeting reports, in the format specified by the Council. Currently, the public meeting reports are in an on-line / web-based format. Much of the information that the Consultant captures with its public feedback mechanism can be used to complete the Council's public meeting reports.

All public outreach must comply with the Council's Title VI Program and be consistent with the Council's Public Involvement Plan.²

Task 2 Deliverables:

- ❖ *Community engagement plan*
- ❖ *Meetings and related minutes/records*
- ❖ *Community outreach activities and related public feedback*
- ❖ *Presentation materials*
- ❖ *Public meeting reports*

Task #3 – Examination / Analysis of Existing Conditions

The goal of this project is to develop effective multi-modal networks, land uses, and policy or management practices that will support improved access to and overall functions of Forest Park and connect well with the St. Louis region and surrounding neighborhoods. To that end, the Consultant must complete an examination or analysis of the existing conditions in the project area. This examination must include, but is not limited to: developing an understanding of the park's management structure; reviewing the Forest Park Master Plan; reviewing recent planning/study documents; assessing land-use/parking conditions; examining the roadway and traffic conditions; studying transit, pedestrian, and bicycle facilities and access points; assessing access to the park, by mode; identifying potential ecological assets; and identifying any existing physical, policy, or other challenges and impediments to

² The Council's Title VI Program and Public Involvement Plan are available at:
<http://www.ewgateway.org/titlevi/default.htm>

implementation of the detailed plan. The Consultant must produce an existing conditions report that describes the results of its analysis.

Task 3 Deliverable:

- ❖ *Existing conditions report*

Task #4 – Market / Land-Use Analysis

The Consultant must perform a market analysis that will inform specific land-use recommendations, as well as identify the character type of commercial activity centers. The Consultant must analyze current land-use in the project area, identify potential barriers to plan implementation, and provide recommendations regarding land-use changes that will aid in plan implementation. The market study should include nearby accessible commercial and entertainment areas, relevant employee and resident demographics, and park visitor demographics and patterns in an effort to recommend viable additional supportive commercial or improved access to existing nearby commercial businesses within the context of proposed access, parking, and mode-shift facility locations. Based on its analysis, the Consultant must create a market / land-use analysis report.

Task 4 Deliverable:

- ❖ *Market / Land-use analysis report*

Task #5 – Goals, Objectives, Measures, and Strategies Statement

The Consultant must, in coordination with the Council, FPF, and City Parks Department, record and clarify the project vision, goals and objectives, based on existing conditions and community input. The Consultant must create a vision statement for the project. The Consultant must also create a draft goals, objectives, measures, and strategies statement for the project. This statement must define relevant baseline conditions, target measures, and potential strategies for implementation. The Consultant must conduct community engagement and collect stakeholder input on the draft statement. Based on this outreach, the Consultant will develop a final statement. The goals and strategies expressed in the statement must address the breadth of transportation, market, land-use, environmental, and policy issues that are examined as part of the project. The specific objectives expressed in the statement must directly relate to the goals. Finally, the measures and strategies must relate directly to specific objectives.

Task 5 Deliverables:

- ❖ *Vision Statement*
- ❖ *Draft goals, objectives, measures, and strategies statement*
- ❖ *Final goals, objectives, measures, and strategies statement*

Task #6 – Plan Options Assessment

The Consultant must, in coordination with the Council, FPF, and City Parks Department, develop preliminary conceptual options to address the physical, operational, policy, and technological aspects defined through the planning process. The Consultant must present these options in an objective, logical, organized manner that highlights each option’s strengths, challenges, overall integration potential, and phasing / sequence recommendations or constraints. The Consultant must also identify subsequent steps necessary for implementation of each option, including preliminary costing, timing, and immediate / short- and long-term strategies where relevant.

The Consultant will present the preliminary plan options to the public using the engagement process developed during Task 2. During this process the Consultant must collect public feedback, record the decisions made during the process, and clarify which option is selected as the preferred plan option.

Task 6 Deliverables:

- ❖ *Preliminary plan options*
- ❖ *Record of option selection*
- ❖ *Preferred plan option*

Task #7 – Detailed Plan

The Consultant must, in coordination with the Council, FPF, and City Parks Department, develop a detailed plan document that:

- Incorporates the results of the community engagement, existing conditions examination/analysis, market/land-use analysis, and transportation analysis,
- Supports the goals and vision expressed by the community for this project, and
- Includes each of the following:
 - Implementation strategies that address a prescribed multi-modal transportation and mode shift network, market and land-use recommendations (including conceptual plans for recommended mode shift facility / development areas), environmental infrastructure and best practices, and policy / management recommendations,
 - Short- and long-term recommendations for advancing and implementing the plan,
 - A scope for the eventual final design and implementation of the plan,
 - Identification of any needed phasing for the project, and
 - The budget and potential revenue sources for plan implementation.

Task 7 Deliverables:

- ❖ *Draft detailed plan document*
- ❖ *Final detailed plan document*

B. Statement of Great Street Principles

Each responding firm's submittal must also include an original Statement of Great Streets Principles that expresses the firm's understanding and view of the Great Streets movement, its potential value to community, and how the proposed planning process incorporates the Principles.

C. Project Schedule

It is anticipated that the work for this project will begin in the winter 2016 and continue through the summer 2017, spanning two fiscal years (July 1 through June 30). Contract work is expected to take approximately ten months. The project period may be adjusted to accommodate the actual start date of the project.

Each firm responding to this RFP must include in its submittal a recommended project schedule that, at a minimum, shows the estimated completion date for each of the tasks and sub-tasks and dates when the work products will be delivered to the Council. The recommended project schedule must clarify which tasks the responding firm estimates will be completed within fiscal year 2016 (ending June 30, 2017) and which tasks are to be completed in fiscal year 2017 (beginning July 1, 2017). **Submittals that do not contain a project schedule may be deemed non-responsive and rejected.**

A. Formatting & Other Requirements

Submittals must conform to the following parameters*:

Page #	No more than 25 pages, exclusive of the required attachments
Page Size	8.5" X 11"
Page Orientation	Portrait, Landscape, or Both
Margins	1"
Font Size	Not less than 11 point font
Font Type	No requirement

*The submittal requirements listed above **do not** apply to work samples.

Each responding firm must provide both printed and electronic copies of its submittal, including attachments and work sample. In addition to the parameters noted above, the submittal must adhere to the requirements described below for both the print and electronic versions.

Print Version – Submittal w/ Attachments included

# of Copies	6
Tabbing	Divide with tabs, organized in accordance with the outline provided in Part B below*
Binding	No binder clips, paper clips, etc. (can use spiral binding, comb binding, etc.)*

*The tabbing and binding requirements **do not** apply to work samples. **Note that the work samples may NOT be included as part of the printed submittal but must be submitted as separately bound documents.**

Electronic Versions

Submittal + Attachments	1 copy in *.pdf format
Attachment A	1 copy in *.xls or *.xlsx format
Work Samples	1 copy of each, in *.pdf format
Storage Format	1 CD, DVD, or other external storage device (e.g. USB flash drive)

Several attachments require a signature and **both** the print and electronic versions of these attachments **must include a signature**. A list of these attachments is provided below.

B	Firm Responsibility Information
D	Contract Terms & Conditions Comments
E	RFP Minimum Requirements Checklist
F	D/S/W/MBE Participation Form
G	Letter of Intent to Perform as a D/S/W/MBE
H	Certification Regarding Lobbying

B. Content

All of the items listed below must be addressed and included in each submittal. ***If all of these items are not provided in a firm's submittal, then the Council may deem the firm's submittal non-responsive and may not evaluate the submittal.***

The Council reserves the right to waive minor errors, omissions, or technicalities as determined to be in the best interest of the Council and that do not impede the Council's ability to evaluate a responding firm's quality of work, experience, or capability to perform the requested work.

In addition to the items noted below, each firm should ensure that its submittal provides any information that will be relevant to the evaluation process (see Section IV).

Sub-Part 1 – Approach & Qualifications

1. **Letter of Interest.** This letter must summarize the firm's approach to the project and describe how the firm is particularly qualified to complete the work described in Section II. The letter must also commit the submittal for a minimum of 90 calendar days and be signed by a firm principal. ***The letter must include the name, phone number, and e-mail address of the person who the Council should contact in the event that questions arise regarding the firm's submittal.***

2. **Project Approach.** The general scope of work for the project has been developed by the Council's staff and is provided in Section II. Each firm's submittal must include further detail about the specific methodology or approach that the firm intends to use to complete the project. Specifically, the description should, at a minimum, address each task listed in Section II and the following:
 - (a) The firm's approach, including project management, and how this approach will benefit the Council and allow the Council to accomplish its goals for the project.
 - (b) Any unique methods that the firm may employ to complete the project and why these methods are particularly well-suited to the project.
 - (c) A proposed project schedule (see Section II, Part C).

3. Qualifications. Each submittal must indicate the qualifications of the responding firm as it relates to the services requested in this RFP. The qualifications should be described in a brief narrative regarding the firm's capabilities to carry out the project, including special assets, areas of expertise, analytical tools, or data sources to which the firm has access. The qualification summary must also include the following:
- (a) *Experience Summaries* – For each key person that will be assigned to the project, the submittal must include an experience summary. The summary should clearly identify the key person's prior experience on similar projects, in similar roles, and outline the responsibilities the person will have in the context of the Council's project. An experience summary must be provided for the following key personnel, as applicable:
 - ❖ Account management personnel
 - ❖ Project management
 - ❖ Personnel with specialized experience needed to complete the work*Full resumes may be included as an attachment to the submittal.*
 - (b) *Team Organization Chart* – A graphic representation of the team members that will be assigned to the project. The chart must show:
 - (i) the hierarchy of the team structure (i.e. who reports to who for purposes of the project);
 - (ii) the name and title of each individual show in the organization chart;
 - (iii) the firm for which each key person works; and
 - (iv) the role the key person will have during the project (e.g. Project Manager).
 - (c) *Addresses* – The address of the office in which each key person currently works.

Changes to Key Personnel – By responding to this RFP, a firm agrees that the key personnel that the firm identifies in its submittal will be available for the entirety of the project, throughout the term of the contract, as long as that individual is employed by the responding firm or unless the Council agrees to a change in key personnel.

- (d) *Prior Work Experience* – Each submittal must include a description of no less than 3 projects similar in type and scope to the project described in this RFP. The projects described in the submittal must have been undertaken by the responding firm within the previous 3 years. In addition, for **each** project described, the submittal must include all of the following information:
 - (i) Project name and location.
 - (ii) Client point of contact to include: name, phone number, and e-mail address.
 - (iii) Brief project description.
 - (iv) For each key staff person proposed for the Council's project, a description of that person's role in the project.
 - (v) Completion date for both: scheduled completion date and actual completion date.
 - (vi) Budget information for both: initial project budget and the final project expenditures.

- (vii) If applicable, an explanation for any deviations in project completion dates or any deviations in the project budget.

Note that the Council understands that, due to confidentiality agreements, some of the above information may be considered confidential; therefore, the Council does not expect firms to provide any confidential information in response to this Section III, Sub-Part 1, #3(d). However, to the extent possible, firms should avoid using project descriptions from those clients that restrict information sharing. If this cannot be avoided, then a responding firm must provide as much non-confidential information as possible. The information provided must allow the Council to determine that the firm's projects meets the requirements described in Section III, Sub-Part 1, #3(d) and that the firm has a history of completing its projects on time and within budget. Responding firms should be aware that if the Council is not provided sufficient information, then the firm's submittal may be deemed non-responsive and rejected.

- (e) **Work Sample(s)** – Each responding firm must submit 6 printed and bound copies and 1 electronic copy of at least 3 work samples that meet all the following requirements:
 - (i) demonstrate that the responding firm has completed a project similar in type, scope, and magnitude to the project described in this RFP,
 - (ii) demonstrate that the responding firm's proposed key staff persons have performed work for / played roles in the firm's prior projects that are similar to the work / roles that the firm is proposing for these key persons for the Council's project, and
 - (iii) were produced by the responding firm for a project completed within the previous 3 years.

For each work sample, the firm must also provide a summary of the work that the firm's proposed key staff persons performed for that project / the role the firm's proposed key staff persons had in that prior project. For example, if the responding firm is proposing Person A as the project manager for the Council's project, then the firm's work sample summary must show that Person A was the project manager for the prior project.

- (f) **References** – Each responding firm must provide at least 3 professional references. These references **must** be the entities or organizations for which the responding firm performed work and produced the work sample which is included with the firm's submittal. The reference information provided in the submittal must include all of the following point of contact information:
 - (i) Organization's name.
 - (ii) Contact person's name, phone number, and e-mail address.

Sub-Part 2 – Project Price

The Council intends to award a single, firm fixed price contract for the services described in this RFP. Each submittal must include a price proposal. Each firm must submit its price proposal using *Attachment A – Price Proposal* (Attachment A). Attachment A is available in *.xlsx format on the Council’s website at www.ewgateway.org/RFPs/rfps.htm. This spreadsheet may only be modified as noted in the file.

*The Council reserves the right to reject, as non-responsive, submittals that **do not** include:*

- ❖ *Attachment A in the required format*
- ❖ *All of the information requested in Attachment A*
- ❖ *A price for each component of the project, including any optional services (if applicable)*
- ❖ *Pricing information for subcontractors*

The Council reserves the right to select any portion of the proposed services, only the optional services, or any combination of the offered / optional services and the final project costs will be determined based upon the services selected.

Sub-Part 3 – Firm Responsibility Information

Each responding firm must provide in its submittal a signed Attachment B – *Firm Responsibility Information* (Attachment B). This information will be used during Step 1 of the evaluation process and may be provided to the selection committee during other stages of the evaluation process. ***A submittal that does not include the information necessary for the Council to make its determination regarding a firm’s responsibility may result in the Council determining that the responding firm is not responsible and, therefore, is ineligible to be awarded a contract for the project.***

Attachment B includes several forms, as follows:

1. Corporate Profile
2. Financial & Resource Capacity
 - (a) Time Availability for Key Personnel
3. Insurance Coverage
4. Legal Proceedings
5. Statement of Past Performance
6. Conflicts of Interest Questionnaire & Disclosure Statement
7. Certification Regarding Debarment and Suspension

Each form in Attachment B must be completed in its entirety. A responding firm is **not** permitted to substitute its own format or information for the forms included in Attachment B.

The Council does not expect a responding firm to provide any confidential or proprietary information on any form contained in Attachment B; however, the Council does expect a responding firm to provide sufficient information that the Council can use to make a responsibility determination.

Responding firms should be aware that the Council may deem a firm's submittal non-responsive and reject the submittal for: (1) failure to sign Attachment B; (2) failure to provide all of the information requested in Attachment B; or (3) failure to provide sufficient information for the Council to make a responsibility determination. The Council reserves the right to waive minor errors, omissions, or technicalities in Attachment B as determined to be in the best interest of the Council.

Additional instructions are provided in Attachment B.

Sub-Part 4 – Other Forms & Certifications

1. Affirmative Action Checklist. Each responding firm must complete and submit *Attachment C – Affirmative Action Checklist*.
2. Contract Terms & Conditions. The draft contract terms and conditions are provided in Appendix 2. These terms will govern the project and may change if circumstances warrant it; however, any terms required by state or federal rules, regulations, or statutes or by the Council's agreement with a funding agency, are non-negotiable and are not subject to change. Each responding firm must review the terms and complete, sign, and submit *Attachment D – Contract Terms & Conditions Comments*, which will notify the Council of the firm's questions or concerns about the contract terms and conditions.

Please note that certain appendices referred to in Appendix 2 (e.g. Appendix I (Scope of Work) and Appendix II (Milestone Payment Schedule)) will not be included in Appendix 2 because these appendices are developed by the Council and the Consultant during contract negotiations.

3. RFP Checklist. Each responding firm must complete, sign, and submit *Attachment E – RFP Minimum Requirements Checklist*.
4. D/S/W/MBE Participation. The Council encourages D/S/W/MBE participation. D/S/W/MBE includes: disadvantaged, small, women-owned, and minority business enterprises. Please refer to Section VII for more information about what constitutes a certified D/S/W/MBE. ***A DBE goal has been established for the project; please refer to Section VII for more information.*** In order to document the D/S/W/MBE participation for the project, each responding firm must submit **ONE** of the following, as applicable:
 - (a) *No D/S/W/MBE Participation* – If the D/S/W/MBE participation for the project is 0%, the submittal must include a statement that there is no D/S/W/MBE participation for the project.

OR

- (b) *Some D/S/W/MBE Participation* – If the responding firm is a D/S/W/MBE or intends to hire / has hired a D/S/W/MBE to perform work for the project, then the submittal must include **each** of the following:
- (i) *Attachment F – D/S/W/MBE Participation Form.*
 - (ii) *Attachment G – Letter of Intent to Perform as a D/S/W/MBE for **each** certified D/S/W/MBE.*

Pursuant to 49 CFR Part 26 § 26.53, in the instance where the DBE goal is not met, a contract cannot be awarded to a firm that has not or cannot demonstrate good faith efforts to obtain DBE participation on the project. Prior to any contract award, the selected consultant will be required to submit evidence of its good faith efforts to meet the DBE goal. Please refer to Section VII to find more information about what constitutes good faith efforts.

5. Lobbying Certification. Each responding firm must complete, sign, and submit *Attachment H – Certification Regarding Lobbying*. This certification will also be included as part of any contract that is awarded for the project.

The Council's selection of a firm to provide the services described in this RFP will be conducted in accordance with the Council's purchasing policies and procedures. Unless otherwise noted in this RFP, the Council will open and review each submittal that the Council received by the deadline described in Section IX, Part C. Each submittal will be evaluated according to the steps and criterion listed in this Section IV.

Upon successful selection approval, the Council will make the contract award to a responsible firm which provided a submittal that is most advantageous to the Council. The Council reserves the right to select a firm other than the one that offered the lowest proposed price or to select a firm other than the one with the highest rank (i.e. #1) if doing so would be in the best interest of the Council. The Council also reserves the right to make a selection for the project based solely on the information contained in the submittal and without conducting any discussions with any firm. If the Council decides to conduct discussions, it will proceed as described below.

Discussions and Clarifications

At its option, and if the Council determines that it is in its best interest, the Council may conduct additional discussions with any firm at any time prior to making a final selection. These discussions may pertain, but are not limited to: clarifying information contained in the firm's submittal or provided by the firm to the Council, clarifying information contained in the solicitation documents, obtaining additional information from the firm, negotiating the scope of work / submittal, permitting a firm to modify its submittal, etc. As part of this process, the Council may elect to conduct oral discussions, request more information, and request presentations concerning the firm's project approach and its ability to meet the project's requirements, including the budget. In general, the Council will conduct these discussions with a firm that is in the "competitive range." Competitive range means that the firm has a reasonable chance of being selected for the contract award, when relevant factors are considered (e.g. price, other evaluation / selection factors); however, the Council may choose to conduct these discussions with all firms that provided a submittal or only those firms that were deemed responsible and that provided a responsive submittal.

If these discussions lead the Council to determine that the solicitation documents were unclear or otherwise deficient and need to be modified, then the Council will follow the procedures described in Section V, Part I.

A. Step 1 – Responsiveness / Firm Responsibility

During Step 1 of the evaluation process, the Council will review a submittal to ensure that it meets all of the minimum RFP requirements and that the responding firm is responsible. Each factor is described in more detail below. No points are assigned during this step of the evaluation process. Rather, the Council reviews the submittal and assigns either a "yes" or a "no" for each item of information reviewed.

1. **Responsiveness.** In order to be deemed responsive, a submittal must meet all of the minimum RFP requirements, as these requirements are described in Section III. A submittal that does not meet the minimum RFP requirements may be rejected as non-responsive and may not continue to future steps of the evaluation and selection process. *The Council reserves the right to waive*

minor errors, omissions, or technicalities as determined to be in the best interest of the Council and that do not impede the Council's ability to evaluate a responding firm's quality of work, experience, or capability to perform the requested work.

2. **Firm Responsibility.** The Council will not award a contract for the project to a firm that the Council determines is not responsible. For each responsive submittal, the Council will conduct a review of the firm's responsibility. The Council may make its determination regarding firm responsibility based upon the responding firm's submittal, reference evaluations, a review of the firm's financial situation, and any other information the Council requests or determines is relevant to its determination. Many of the factors described in this Section IV, Part A, #2 may also be used in the next steps of the evaluation process. ***A submittal that does not include the information necessary for the Council to make its determination regarding firm responsibility may result in the Council determining that the responding firm is not responsible and, therefore, ineligible to be awarded a contract for the project.***

- (a) **Definition** – A “responsible” firm is one that:
- (i) does not have any corporate, legal, or financial barriers to successful performance,
 - (ii) has, or has the ability to obtain, the financial and resource capacity to successfully complete the work described in this RFP within the estimated performance period,
 - (iii) has a satisfactory performance record, and
 - (iv) is not currently suspended or debarred or is not currently being considered for suspension or debarment.
- (b) **Factors** – The Council's determination of firm responsibility may include an evaluation of the following factors:
- (i) The firm's corporate profile. *Does the submittal provide a clear description of the firm and demonstrate that the firm has stability and the organizational controls necessary to perform all of the services throughout the entire contract period?*
 - (ii) The firm's current financial and resource capacity. *Does the submittal indicate that the firm has the necessary financial strength and resources (e.g. staff, facilities) or the ability to obtain the resources needed to successfully complete the project?*
 - (iii) The firm's past performance and record of integrity and business ethics. *Does the submittal indicate that the firm has a history of successful performance, no history of violating laws, regulations, or rules, and no history of a lack of integrity or business ethics?*
 - (iv) The firm's status regarding suspension or debarment? *Is the firm currently suspended or debarred by any state or federal authority? Is the firm currently being considered for suspension or debarment by any state or federal authority?*

B. Step 2 – Submittal Evaluation

A selection committee will evaluate each submittal that is deemed to be responsive and that is deemed to be from a responsible firm. The selection committee's evaluation will be conducted using the scoring and ranking processes described below.

Sub-Part 1a – Screening Process (Optional)

The Council may determine that it will conduct a screening process for the submittals received for this solicitation. If the Council conducts a screening process, then each submittal will be evaluated and assigned either a "Pass" or a "Fail" for each the following criteria:

1. **Qualifications & Experience.** The qualifications and experience of the firm and the key personnel assigned to the project. The factors that the screening committee may consider include, but are not limited to:
 - ❖ The qualifications of the firm, the subcontractors, and the key personnel assigned to the project
 - ❖ The firm's, the subcontractors', and the key personnel's prior experience performing work similar to the work described in Section II and on projects similar in type, scope, and magnitude to the project described in Section I
 - ❖ The firm's experience working with governmental entities similar to the Council
 - ❖ The firm's project descriptions and work sample(s) clearly indicate that the firm has the experience sought by the Council

2. **Project Understanding.** The firm's understanding of the project requirements, scope of work, and any conditions that may affect the project. The factors that the screening committee may consider include, but are not limited to:
 - ❖ The firm provided a clear and concise written submittal that demonstrates that the firm understands the scope of work and the Council's goals for the project
 - ❖ The firm's submittal demonstrates a thorough approach or methodology for providing the requested services
 - ❖ The firm and the key personnel are familiar with the Council and its mission / purpose, the project area, any local / regional conditions that may affect the project, and the stakeholders and other constituents that will be affected by the project
 - ❖ The firm has dedicated sufficient personnel to the project so that the project deadlines can be met
 - ❖ The project manager and other key personnel have committed sufficient time to the project so that the project deliverables can be provided within the contract period

A firm must receive a "Pass" in each category in order to receive an overall "Pass" for the screening process and move on to the Scoring Process described in Sub-Part 1b. A firm that receives a "Fail" in any category will not move on to other steps of the evaluation process and will not be selected for contract award.

If the Council does not choose to conduct a screening process, then the selection and evaluation process will begin with Sub-Part 1b.

Sub-Part 1b – Scoring Process

If the Council conducted a screening process, then each submittal that received an overall “Pass” during the screening process described in Sub-Part 1a will be evaluated assigned point values as indicated in Sub-Part 4 below. Based on the outcome of the computations performed, each firm will receive a total score from each member of the selection committee.

If the Council did not conduct a screening process, then the selection and evaluation process will start with the scoring process. Each submittal will be evaluated and assigned point values as indicated in Sub-Part 4 below. Based on the outcome of the computations performed, each firm will receive a total score from each member of the selection committee.

Sub-Part 2 – Ranking Process

After each selection committee member has independently scored each submittal, the committee will discuss each firm’s submittal, any additional information obtained by the Council or from Step 3, and the individual scores. Based on these discussions, the selection committee will, as a group, rank the firms based on a consensus of the committee members.

Sub-Part 3 – Short Listing Process (Optional)

If the Council determines that interviews are necessary, the Council will create a “short-list” of firms. The Council will create this short-list from the highest ranking firms. The short-listed firms will continue to Step 4 of the evaluation process. Those firms that are not short-listed will not be invited for interviews or selected for contract award. The Council is in no way required to create a short-list or to select a certain minimum or maximum number of firms for a short-list.

If the Council determines that interviews are not necessary, then the evaluation process will proceed directly to Step 5. At its option, the Council may proceed from Step 2 to Step 4 and not conduct Step 3 of the evaluation process.

Sub-Part 4 – Scoring Criteria

1. **Qualifications & Experience (35 points).** The qualifications and experience of the firm and the key personnel assigned to the project. The factors that the selection committee may consider include, but are not limited to:
 - ❖ The qualifications of the firm, the subcontractors, and the key personnel assigned to the project
 - ❖ The firm’s, the subcontractors’, and the key personnel’s prior experience performing work similar to the work described in Section II and on projects similar in type, scope, and magnitude to the project described in Section I
 - ❖ The firm’s experience working with governmental entities similar to the Council

- ❖ The firm's project descriptions and work sample(s) clearly indicate that the firm has the experience sought by the Council
2. Project Understanding (30 points). The firm's understanding of the project requirements, scope of work, and any conditions that may affect the project. The factors that the selection committee may consider include, but are not limited to:
- ❖ The firm provided a clear and concise written submittal that demonstrates that the firm understands the scope of work and the Council's goals for the project
 - ❖ The firm's submittal demonstrates a thorough approach or methodology for providing the requested services and will ensure a collaborative process for the project
 - ❖ The firm and the key personnel are familiar with the Council and its mission / purpose, the project area, any local / regional conditions that may affect the project, and the stakeholders and other constituents that will be affected by the project
 - ❖ The firm has dedicated sufficient personnel to the project so that the project deadlines can be met
 - ❖ The project manager and other key personnel have committed sufficient time to the project so that the project deliverables can be provided within the contract period
3. Past Performance (20 points). The firm's past performance on other projects. The factors that the selection committee may consider include, but are not limited to:
- ❖ The project descriptions provided by the firm indicate that the firm has consistently completed its projects on time and within budget
 - ❖ The firm's statement of past performance indicates that the firm has a history of successfully completing projects and working closely with clients
 - ❖ The firm's project descriptions and work samples demonstrate that the key staff persons assigned to the Council's project have worked in similar roles on prior projects
4. Project Price (10 points). The factors that the selection committee may consider include, but are not limited to:
- ❖ The reasonableness and adequacy of the proposed project price, as compared to the other price proposals submitted for the project
5. D/S/W/MBE Participation (5 points). The level of D/S/W/MBE participation the firm will provide and the experience of the D/S/W/MBEs included on the responding firm's project team. The factors that the selection committee may consider include, but are not limited to:
- ❖ The firm's committed level of D/S/W/MBE participation for the project
 - ❖ The D/S/W/MBEs included on the project team have the experience necessary to complete the work that the responding firm has assigned to the D/S/W/MBE

C. Step 3 – Reference Checks (Optional)

The Council may elect to contact the references of the top-ranked or short-listed firms. The reference check process, if conducted, will proceed as follows:

1. Reference Check Forms. Each reference will be sent a reference check form via e-mail. The reference will be provided the option to provide a reference in one of two ways: (a) complete the form and return it via e-mail or fax; or (b) complete the form over the phone.
2. Deadline. Each reference will be provided a deadline by which he / she must return the completed reference check form or provide a reference over the phone. In the event that a firm’s reference does not meet the deadline, the Council may, at its option, contact the responding firm to obtain an alternate reference.
3. Results. No points will be assigned to a firm based upon the reference checks. The reference check forms will be provided to the selection committee to use during Step 4 of the evaluation process. Even if no interviews are conducted, the Council may determine that reference checks will be conducted and the reference check results may be used by the Council or the selection committee to determine the final firm ranking (see Steps 2 and 5).

D. Step 4 – Interviews (Optional)

At its option, the Council may invite the short-listed firms to attend an oral interview. The Council will notify each short-listed firm that it has been selected for an interview. The selection committee will evaluate each firm as described below.

Sub-Part 1 – Scoring Process

Each firm will be evaluated and assigned point values as indicated in Sub-Part 2 below. Based on the outcome of the computations performed, each firm will receive a total score from each member of the selection committee.

Sub-Part 2 – Scoring Criteria

1. Qualifications & Experience (25 points). The qualifications and experience of the firm and the key personnel assigned to the project. The selection committee will consider the information provided by the responding firm’s key team members present at the interview. The information that the selection committee may consider include, but are not limited to:
 - ❖ Whether or not the project team has the qualifications sought by the Council
 - ❖ Whether or not the project team has the experience necessary to successfully complete the project
 - ❖ Whether or not the project team has experience working with governmental entities similar to the Council and navigating the challenges that this may present

2. Project Understanding (25 points). The firm's understanding of the project requirements, scope of work, and any conditions that may affect the project. The selection committee will consider the information provided by the responding firm's key team members present at the interview. The information that the selection committee may consider include, but are not limited to:
 - ❖ Whether or not the project team understands the scope of work and the Council's goals for the project and how best to accomplish the work
 - ❖ Whether or not the project team's proposed project approach or methodology will allow the Council to achieve its goals, including the team's proposed approach to project collaboration, communications, etc.
 - ❖ Whether or not the project team are familiar with the Council and its mission / purpose, the project area, any local / regional conditions that may affect the project, and the stakeholders and other constituents that will be affected by the project and understands how each of these will affect the project work and the needed approach

E. Step 5 – Final Firm Ranking

1. Post-Interview Final Ranking. If interviews are conducted, then, at the conclusion of Steps 1 through 4 of the evaluation process, the selection committee will develop a final ranking of the interviewed firms based on a consensus of the committee members using the information obtained throughout the evaluation process. The rank for each firm that was not short-listed for an interview will be the rank established by the selection committee during Step 2. The Council will note each firm's rank on a Firm Selection Form according to the final firm ranking determined by the selection committee (e.g. 1, 2, 3, 4).
2. No Interviews Conducted. If the Council does not conduct interviews, then the final firm ranking will be the selection committee's consensus ranking that was established during Step 2. The Council will note each firm's rank on a Firm Selection Form.

F. Step 6 – Selection & Negotiations

The final selection and contract award process will proceed as described below. The award process is considered open and on-going until all final negotiations have concluded.

1. Board Approval. After the conclusion of Step 5 and any other discussions / negotiations with the firm, the firm that provided a submittal that is most advantageous to the Council will be recommended to the Council's Board of Directors for contract award and approval of the contract price (this may be a firm that did not receive the highest rank after all stages of the evaluation process (i.e. #1) if it is in the best interest of the Council). If the Board of Directors approves the selection recommendation and contract price, then the Council can begin negotiations with the selected firm.
2. Firm Notifications. Once the Board of Directors has approved the selection recommendation and contract price, the Council will notify the selected firm that it has been awarded the contract. The Council may notify the unsuccessful firms of the results at any time after the

Board of Directors has approved the selection recommendation and contract price. The Council may, at its option, elect to notify unsuccessful firms only after all negotiations have been concluded and a contract has been executed.

3. Contract Negotiations. The Council may negotiate the contract terms and, at its option, refine the scope of work. As part of the negotiation process, the Council may elect to conduct oral discussions, request clarifications, and request presentations concerning the firm's project approach and its ability to meet the contract's requirements. If the Council cannot successfully negotiate a contract with the selected firm, then the Council may formally, and in writing, end all negotiations with the selected firm and may elect to:

- (a) proceed to negotiate with the next available firm in the order of selection ranking until a contract is successfully reached or negotiations with all ranked firms end; or
- (b) close the procurement process without conducting any negotiations with other firms.

During contract negotiations – with the exception of minor elements of cost, changes needed due to scope refinement, or due to good cause, the Council will not negotiate the project cost and the price provided in the selected firm's final price proposal and approved by the Board of Directors will be the final contract price.

A. Modifications of the Solicitation Documents

During the procurement process (including the evaluation and selection process), if the Council determines that this RFP is unclear, information is missing, or is otherwise deficient, the Council may decide to modify the solicitation documents by issuing an Addendum. In the event the solicitation documents are modified, the Council will determine how the evaluation and selection process will proceed (i.e. revert back to Step 2) and will explain this process in the Addendum document. The Council will notify the appropriate firms (e.g. the highest ranked, those in the competitive range) and provide instructions on how to provide a modified submittal. The Council is not required to notify any firms that had a submittal that was deemed non-responsive or any firms that were not deemed responsible. *The Council is under no obligation to modify the solicitation documents or provide any particular firm an opportunity to change its submittal. At all times, the Council will make its decisions based upon what is in the Council's best interest.*

B. Withdrawing a Submittal

A responding firm may withdraw or modify its submittal up to date and time noted in Section IX, Part C. A responding firm that wishes to withdraw or modify its submittal must provide a written notice (signed and on company letterhead) to the Council's designated point of contact identified in Section IX, Part A. Except as noted in Section V, Part A, once the deadline specified in Section IX, Part C has passed, a responding firm will not be permitted to withdraw or modify its submittal, unless the Council determines that it is in the Council's best interest to permit a firm to do so.

C. No Obligation to Award Contract or Pay for Cost to Develop Submittal

This RFP does not commit the Council to award a contract, to pay for any costs incurred in the preparation of a submittal, or to procure or contract for any particular goods or services.

D. Cancellation of this Request

The Council reserves the right to accept or reject any or all of the submittals received as a result of this RFP. The Council may also cancel this RFP, in whole or in part, at any time including, but not limited to, after the Council's Board of Directors has authorized the Executive Director to enter into a contract. The Council will make these determinations based upon what is in the Council's best interest.

E. Unauthorized Communications

After the release of this RFP, a responding firm's contact regarding this RFP or the subject of this RFP must be limited to the person identified in Section IX, Part A. Unless the person contacted is the person identified in Section IX, Part A, any communication (whether oral or written) about this RFP or the subject of this RFP with any person or organization listed below is prohibited and may result in the responding firm's disqualification from the procurement process.

1. Members of the evaluation team or selection committee.
2. A Council staff member.
3. A member of the Council’s Board of Directors or other committees.
4. The staff persons or personnel of an organization that will benefit from the project / RFP, including:
 - (a) The City of St. Louis, MO, and
 - (b) Forest Park Forever.

The restrictions noted here apply equally to any of the responding firm’s subcontractors or joint venture partners.

F. Gratuities, Favors, Gifts Prohibited

A responding firm is prohibited from offering any gratuity, favor, gift, or anything of monetary value to any officer, employee, agent, director, or Board or committee member of the Council for the purpose of influencing a favorable disposition toward the firm’s selection for contract award or otherwise affecting the procurement process. *The restrictions noted here apply equally to any of the responding firm’s subcontractors or joint venture partners.*

G. Non-Endorsement

If a firm is a selected for contract award, the firm shall not issue any news releases or other statements pertaining to the award or the agreement that state or imply the Council’s endorsement of the firm’s services.

H. Public Records & Information

Responding firms should be aware that any information submitted in response to this RFP might be subject to disclosure under the Missouri Sunshine Act or the Federal Freedom of Information Act. The Council will handle all requests for information related to this RFP in accordance with applicable federal and state statutes. The Council will not disclose any information submitted in response to this RFP *prior* to the selection and retention of a consultant unless the firm provides the Council with written authorization or the Council is compelled to disclose the information by law or judicial decree.

I. Contract Type

The Council anticipates awarding a single, firm fixed price contract paid based upon milestone completion / delivery of products. ***The payments issued by the Council under the contract will be for only completed milestones, and, except as stated in Appendix 2, Paragraph 10, Part (c)(vi), payments for partial milestones completed or percent work completed are not authorized.***

J. Project Funding

The Council anticipates funding the project using the following sources:

U.S. DOT through MoDOT	\$400,000
Forest Park Forever	\$100,000
Total	\$500,000

The Consultant shall not discriminate on grounds of the race, color, religion, sex, disability, age, national origin, or ancestry of any individual in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR Subtitle A, Part 21.5 including employment practices.

These nondiscrimination requirements apply to all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurement of materials or equipment. The Consultant shall notify each potential subcontractor or supplier of these requirements relative to nondiscrimination on grounds of the race, color, religion, sex, disability, age, national origin, or ancestry of any individual.

A. The Council's DBE Program

East-West Gateway Council of Governments has adopted a Disadvantaged Business Enterprise Program (DBE) to insure that DBEs, which includes small (S), women-owned (W), and minority owned (M) business enterprises (collectively D/S/W/MBE), have an equal opportunity to participate in Council projects. D/S/W/MBEs are encouraged to provide a submittal as prime contractors for this project. Non-disadvantaged firms are encouraged to use D/S/W/MBEs as subcontractors or form joint ventures on the project.

A DBE goal has been established for this project. In accordance with the Council's DBE Program and U.S. Department of Transportation (DOT) regulations found at 49 CFR Part 26, responding firms must make every good faith effort to utilize D/S/W/MBEs for the project when possible. More information about the DBE goal and what constitutes good faith efforts are described in Parts D and E of this Section VII.

B. Definitions

1. **Disadvantaged Business.** The term "Disadvantaged Business" means a small business concern:
 - (a) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly owned business, at least 51 percent of the stock is owned by one or more socially and economically disadvantaged individuals; and
 - (b) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

2. **Presumption of Disadvantage.** Members of the following named groups will be presumed to be both socially and economically disadvantaged by the Council:
 - (a) Black Americans,
 - (b) Hispanic Americans,
 - (c) Native Americans,
 - (d) Asian Pacific Americans,
 - (e) Asian Indian Americans,
 - (f) women (regardless of race, ethnicity or origin), and
 - (g) persons certified as socially and economically disadvantaged by the Small Business Administration (SBA) under the SBA Section 8(a) program.

- 3. Women’s Business Enterprise & Minority Business Enterprise. The terms “Women’s Business Enterprise” and a “Minority Business Enterprise” have the meanings set forth by the Missouri Office of Equal Opportunity (MoOEO), found at: http://oeo.mo.gov/oeo_certifications/.
- 4. Small Business Enterprise. The term “Small Business Enterprise” is defined in accordance with the SBA’s definition, as follows:
 - (a) *“... a small business concern is one that is independently owned and operated, is organized for profit, and is not dominant in its field. Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three-year period.”*
 - (b) The Council will use the SBE size standards provided in 13 CFR Part 121 (as it may be amended from time-to-time) to determine a small business enterprise’s eligibility.

C. Certifications

- 1. DBE. In order to be considered a DBE, a firm must be certified and registered as a DBE with the Missouri Department of Transportation (MoDOT). The MoDOT directory can be found at the following URL:
 - (a) [MoDOT MRCC Directory](#)
- 2. W/MBE. In order to be considered a WBE or MBE, a firm must be certified and registered with MoDOT or MoOEO. The MoOEO W/MBE directory can be found here: <https://apps1.mo.gov/oeo/>.
- 3. SBE. In order to be considered an SBE, a firm must certify that it meets the definition of a small business, as indicated above.

A D/S/W/MBE may include in its submittal a copy of its MoDOT, MoOEO, or SBA certification.

D. Goal

The Council has set a fair share goal of the work specified in this solicitation to be performed by DBEs as prime contractors or through subcontract or joint venture projects. The DBE goal is as follows:

DBE	12%
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D/S/W/MBEs are encouraged to provide a submittal as prime contractor for this project. Price alone will not be an acceptable basis for rejecting a D/S/W/MBE submittal as prime contractors or subcontractors on the project unless it is determined that a reasonable price cannot be obtained from a D/S/W/MBE.

The participation of DBEs may only be counted toward meeting the goals if the DBE **is certified by MoDOT**. Prime consultants that intend to hire DBEs are strongly encouraged to check the appropriate MoDOT DBE directory to ensure that the DBE has the proper certification.

The participation of DBEs that are not certified by MoDOT **cannot** be counted towards meeting the DBE goal. Similarly, participation by MBEs, WBEs, or SBEs that are not certified as DBEs with MoDOT **cannot** be counted towards meeting the DBE goal.

Any work that a DBE subcontracts out to a non-DBE **cannot** be counted towards meeting the DBE goal. A D/S/W/MBE is required to disclose its intent to subcontract out work. This disclosure should be made on Attachment F.

As described in Section III, Sub-Part 4, #4, each firm responding to this RFP must complete and submit Attachments F and G to document the level of D/S/W/MBE participation. Unless the Council determines that it is warranted, the firm selected for contract award **will not** be permitted to deviate from the participation percentages indicated on Attachment G.

E. Good Faith Efforts

In accordance with the Council's DBE Program and DOT regulations found at 49 CFR Part 26 (see Appendix A), responding firms must make every good faith effort to utilize D/S/W/MBEs for the project when possible. Prior to any contract award, a consultant will be required to **submit evidence** of its good faith efforts to meet the DBE goal. In the instance where either the DBE goal is not met, a contract cannot be awarded to a firm that has not or cannot demonstrate good faith efforts to obtain DBE participation on the project.

A responding firm can demonstrate good faith efforts in one of two ways. First, the responding firm can meet the stated DBE goal through commitments from certified DBEs (see Attachment G). Second, and in the instance where a responding firm does not meet the stated DBE goal, the firm can submit evidence that documents that it took all necessary and reasonable steps to achieve the DBE goal and these steps, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if the firm was not fully successful.

Steps that consultants should take to meet the DBE goal include, but are not limited to:

1. Identifying components of the project that can be performed by DBEs and breaking out these components of the project into economically feasible units to facilitate DBE participation.
2. Conducting research to identify DBEs that can perform the work, this research may include, but is not limited to:
 - (a) Reviewing the appropriate DBE directory to identify certified DBEs that are qualified to perform the services described in this RFP;
 - (b) Attending pre-submittal and business matchmaking meetings and events;
 - (c) Advertising or issuing/posting written notices regarding the firm seeking services (e.g. Notices of Sources Sought, request for proposal/qualifications, e-mails to firms listed in the appropriate DBE directory).

3. Contacting the qualified DBEs by phone, e-mail, fax, or in-person to encourage participation in the project – this contact should occur as early in the procurement process as practicable to allow DBEs enough time to respond to the firm and submit a timely offer for a subcontract.
4. In a timely manner, providing interested D/S/W/MBEs with adequate information about the project and the contract requirements to assist the D/S/W/MBEs submit an offer for a subcontract.
5. Providing DBEs the contact information for a person at the consultant’s firm that the DBE can contact with questions about the project.
6. Promptly responding to DBEs that have contacted the consultant to express interest in the project.
7. Negotiating in good faith with interested DBEs. Evidence of good faith negotiating includes, but is not limited to: the names, addresses, and telephone numbers of DBEs that were considered, a description of the information provided regarding the project and scope of work selected for subcontracting, and evidence as to why an agreement could not be reached for DBEs to perform the work.
8. Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities.
9. If applicable, making efforts to assist interested DBEs in obtaining:
 - (a) bonding, lines of credit, or insurance that may be required for the project / contract award, and
 - (b) necessary equipment, supplies, materials, or related assistance or services.
10. Effectively using the services of available minority/women community organizations; minority/women contractors’ groups; local, State, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in recruitment and place of DBEs.

Examples of what does **not** constitute good faith efforts include, but are not limited to:

1. Not choosing a DBE because the DBE is not the firm’s preferred subcontractor.
2. The fact that the firm may incur some additional costs in finding and using DBEs, as long as the costs are reasonable.
3. Using illegitimate reasons for rejecting offers for a subcontract or failing to solicit offers for a subcontract. Examples of illegitimate reasons include, but are not limited to: the firm’s standing within its industry, membership in specific groups, organizations, or associations and political or social considerations (e.g. union vs. non-union status).
4. Rejecting a DBE because the DBE’s offer for the subcontract work is not the lowest priced offer. Note that the responding firm is not required to accept unreasonable offers in order to satisfy the DBE goal.

For each step of this process, the Council strongly encourages responding firms to document (in writing) the steps it took and the results (e.g. copies of e-mails and other correspondence). A responding firm that is selected for contract award and that does not meet the DBE goal will be required to submit this documentation as evidence of its good faith efforts to meet the goal. Additionally, the firm will be required to provide a written explanation of why it was unable to obtain the level of DBE participation

required for the project. For example, the firm must demonstrate (through evidence) that there were no DBEs available to perform the work either because there are no certified DBEs that perform the work or because the certified DBEs were unavailable due to scheduling conflicts, workload, etc. The Council will direct the firm as to format and type of information that needs to be submitted in order to document these good faith efforts.

In the course of this RFP and the evaluation and selection process, a responding firm (bidder or offeror whose direct economic interest would be affected by the award of the contract) may file a protest when, in the firm's opinion, actions were taken by the Council's staff or the selection committee which could unfairly affect the outcome of the evaluation and selection process.

All protests should be in writing and directed to:

Executive Director
East-West Gateway Council of Governments
1 S. Memorial Drive, Suite 1600
St. Louis, MO 63102

Protests should be made immediately upon the occurrence of the incident in question, but no later than three days after the responding firm received notification of the outcome of the evaluation and selection process. The protest should clearly state the grounds for the protest.

Upon receipt of the protest, the Executive Director will review the actual procedures followed during the evaluation and selection process and the documentation available. If it is determined that the action(s) unfairly changed the outcome of the evaluation and selection process, negotiations with the selected firm will cease until the matter is resolved.

A. Inquiry Submission & Deadline

Inquiries regarding this RFP must be submitted no later than 1:00 p.m. local time on September 15, 2016. The Council will not accept any inquiries after this date and time. Inquiries include questions about or requests for clarification of the information contained in this RFP or about the project in general. All inquiries must be submitted to:

Staci Alvarez
Grant/Contract Compliance Administrator
East-West Gateway Council of Governments
1 S. Memorial Drive, Suite 1600
St. Louis, MO 63102
(314) 421-4220 ext. 263
staci.alvarez@ewgateway.org

B. Q & A – Addendums Posted On-Line

In order to ensure that all firms receive the same information about this RFP or the project, the Council will post its response to any inquiry on its website at www.ewgateway.org/RFPs/rfps.htm. Each firm should visit the Council’s website periodically to check for any additional information. If a firm wishes to have a printed copy of the information mailed to it, then the firm must mail or e-mail a written request to the person identified in Section IX, Part A. This request must be received no later than 1:00 p.m. local time on September 15, 2016.

C. Submission Date, Time & Address

Submittals are due no later than 1:00 p.m. local time on September 19, 2016 to the following address:

“RFP – # 091916-GRTSTS”
c/o Mr. James M. Wild
Executive Director
East-West Gateway Council of Governments
1 S. Memorial Drive, Suite 1600
St. Louis, MO 63102-2451

A submittal will **not** be accepted if it is:

- ❖ Faxed
- ❖ E-mailed

Section III contains the formatting, content, and other requirements for a submittal. ***Unless otherwise due to extenuating circumstances and approved by the Council in advance, any submittals received after the date and time listed above will be rejected and returned unopened.***

All submittals, including any attachments, appendices, and work samples, that are received in response to this RFP will become the exclusive property of the Council and will not be returned to the responding firm unless otherwise noted in this RFP or the Council determines that returning the submitted materials is warranted.

D. Mandatory Pre-Submittal Meeting

A mandatory pre-submittal meeting is scheduled at the Council’s offices at 10:00 a.m. on Thursday, September 8, 2016. The intent of the meeting is to provide submitting firms the opportunity to ask questions and meet staff so that firms can obtain a greater understanding of the goals and expectations of the project.

For local firms (i.e. firms with an office in the St. Louis region) in-person attendance at the pre-submittal meeting is required. The in-person meeting will convene in the Board Room on the 16th floor. It is within the Council’s discretion whether or not to allow a local firm to participate in the meeting by conference call and, generally, will only permit a local firm’s conference call participation for reasons outside the firm’s control (e.g. firm’s project lead is out of town).

The Council will make the conference call line available for **non-local** firms (i.e. do not have an office in the St. Louis region). ***A non-local firm that will attend the meeting via conference call must contact the Council’s staff person designated in Section IX, Part A no later than 12:00 p.m., local time, on September 7, 2016, to obtain the call-in information.***

The person that a firm sends to the meeting / has call-in to the meeting must be the person that the firm expects will be assigned to a lead role in the project. Attendance / participation by other team members is optional.

Submittals from firms that did not attend the pre-submittal meeting, either in-person or via conference call, will not be evaluated and will be returned unopened.

E. Interviews

Interviews, if conducted, are tentatively scheduled for Friday, October 7, 2016. It is anticipated that each firm selected for an interview will be notified of the interview no later than September 28, 2016.

F. Solicitation Schedule

Below is a tentative schedule for this solicitation. This schedule may be modified, as needed.

Description	Date
Pre-Submittal Meeting	9/8/16
Submittals due	9/19/16
Selection Committee review / firm short-listing*	9/26/16
Interview notices sent*	9/28/16
Interviews* / firm selected for contract award	10/7/16
Board meeting / contract award approval	10/26/16
Selection notifications sent	10/27/16

**Note that short-listing and interviews are optional and may not be conducted.*

ATTACHMENTS

Fillable / Savable versions of the attachments are available on-line at:

www.ewgateway.org/RFPs/rfps.htm

2017 Great Streets - Forest Park RFP
 Solicitation # 091916-GRTSTS
 Attachment A - Price Proposal, Prime

Attachment A - Price Proposal

Tasks		PRIME CONTRACTOR																Total	
		Staff #1		Staff #2		Staff #3		Staff #4		Staff #5		Staff #6		Staff #7		Staff #8			
		Hrs	Costs	Hrs	Costs	Hrs	Costs	Hrs	Costs	Hrs	Costs	Hrs	Costs	Hrs	Costs	Hrs	Costs		
1 - Project Management / Administration			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
2 - Community Engagement & Collaboration			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
3 - Examination / Analysis of Existing Conditions			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
4 - Market / Land-Use Analysis			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
5 - Goals, Objectives, Measures, and Strategies Statement			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
6 - Plan Options Assessment			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
7 - Detailed Plan			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Hours & Raw Labor Costs Subtotal		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
O/H Rate	Rate																		
	0																		
Fixed Fee Rate	0																		
ODCs																			\$0.00
Prime Total		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00

Other Direct Costs (ODCs)			
Item	Unit	Rate	Total
Airfare	0	\$0.00	\$0.00
Meals	0	\$54.00	\$0.00
Lodging	0	\$143.58	\$0.00
Ground Transportation	0	\$0.00	\$0.00
Car Rental	0	\$0.00	\$0.00
Parking	0	\$0.00	\$0.00
Mileage	0	\$0.54	\$0.00
Printing #1	0	\$0.00	\$0.00
Printing #2	0	\$0.00	\$0.00
Delivery #1	0	\$0.00	\$0.00
Delivery #2	0	\$0.00	\$0.00
Subcontractor #1	1	\$0.00	\$0.00
Subcontractor #2	1	\$0.00	\$0.00
Subcontractor #3	1	\$0.00	\$0.00
Subcontractor #4	1	\$0.00	\$0.00
Subcontractor #5	1	\$0.00	\$0.00
Subcontractor #6	1	\$0.00	\$0.00
Subcontractor #7	1	\$0.00	\$0.00
Total ODCs			\$0.00

<i>Out-of-Region Travel</i>	<i>\$0.00</i>
<i>In-Town Travel</i>	<i>\$0.00</i>
<i>Printing/Delivery</i>	<i>\$0.00</i>
<i>Subcontractors</i>	<i>\$0.00</i>
<i>Total</i>	<i>\$0.00</i>

Assumptions:

2017 Great Streets - Forest Park RFP
 Solicitation # 091916-GRTSTS
 Attachment A - Price Proposal, Sub #1

Attachment A - Price Proposal

Tasks		SUBCONTRACTOR																Total	
		Staff #1		Staff #2		Staff #3		Staff #4		Staff #5		Staff #6		Staff #7		Staff #8			
		Hrs	Costs	Hrs	Costs	Hrs	Costs	Hrs	Costs	Hrs	Costs	Hrs	Costs	Hrs	Costs	Hrs	Costs		
1 - Project Management / Administration			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
2 - Community Engagement & Collaboration			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
3 - Examination / Analysis of Existing Conditions			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
4 - Market / Land-Use Analysis			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
5 - Goals, Objectives, Measures, and Strategies Statement			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
6 - Plan Options Assessment			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
7 - Detailed Plan			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00
Hours & Raw Labor Costs Subtotal		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
<i>O/H Rate</i>		<i>Rate</i>																	
		0																	
<i>Fixed Fee Rate</i>		0																	
<i>ODCs</i>																		\$0.00	
Subcontractor Total		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00

Other Direct Costs (ODCs)			
Item	Unit	Rate	Total
Airfare	0	\$0.00	\$0.00
Meals	0	\$54.00	\$0.00
Lodging	0	\$143.58	\$0.00
Ground Transportation	0	\$0.00	\$0.00
Car Rental	0	\$0.00	\$0.00
Parking	0	\$0.00	\$0.00
Mileage	0	\$0.54	\$0.00
Printing #1	0	\$0.00	\$0.00
Printing #2	0	\$0.00	\$0.00
Delivery #1	0	\$0.00	\$0.00
Delivery #2	0	\$0.00	\$0.00
Total ODCs			\$0.00

<i>Out-of-Region Travel</i>	<i>\$0.00</i>
<i>In-Town Travel</i>	<i>\$0.00</i>
<i>Printing/Delivery</i>	<i>\$0.00</i>
<i>Total</i>	<i>\$0.00</i>

Assumptions:

ATTACHMENT B Firm Responsibility Information

2017 Great Streets - Forest Park, # 091916-GRTSTS

Each responding firm must provide in its submittal a fully completed Attachment B - Firm Responsibility Information. This Attachment B includes several forms, as follows:

- (1) Corporate Profile
- (2) Financial & Resource Capacity
 - (a) Time Availability for Key Personnel
- (3) Insurance Coverage
- (4) Legal Proceedings
- (5) Statement of Past Performance
- (6) Conflicts of Interest Questionnaire & Disclosure Statement
- (7) Certification Regarding Debarment and Suspension

Each form in this Attachment B must be completed in its entirety. Please type the information into the forms using Adobe Reader or other compatible Adobe product. The forms in this Attachment B contain rules, which means that many of the boxes / spaces will auto fill depending on your answers to the questions. If you have any issues with the forms please contact the Council's staff person designated in Section IX, Part A of the solicitation documents.

A responding firm is *NOT* permitted to substitute its own format or information for the forms included in this Attachment B.

If you need additional space to provide the information requested in this Attachment B, please use the form titled "Additional Information."

An authorized representative of the responding firm **must sign and date** the certification provided below. **A typed signature is not acceptable.**

The Council does not expect responding firms to provide any confidential or proprietary information on any form contained in this Attachment B; however, the Council does expect a responding firm to provide sufficient information that the Council can use to make a responsibility determination. Incomplete or inaccurate information is not acceptable.

A submittal that does include the information necessary for the Council to make its determination regarding a firm's responsibility may result in the Council determining that the responding firm is not responsible and is, therefore, ineligible to be awarded a contract for the project.

Responding firms should be aware that the Council may deem a firm's submittal non-responsive and reject the submittal for:

- (1) Failure to sign this Attachment B,
- (2) Failure to provide all of the information requested in this Attachment B, or
- (3) Failure to provide sufficient information for the Council to make a responsibility determination.

The Council reserves the right to waive minor errors, omissions, or technicalities in this Attachment B as determined to be in the best interest of the Council.

CERTIFICATION

By signing below, I certify that I am authorized to sign this Attachment B on behalf of my firm and that the information contained in each of the forms contained in this Attachment B (as noted in #1 - 7 above) is accurate and complete to the best of my knowledge.

Responding Firm _____

Name & Title of Authorized Official _____

Signature of Authorized Official _____

Date _____

ATTACHMENT B Firm Responsibility Information

2017 Great Streets - Forest Park, # 091916-GRTSTS

#1 - Corporate Profile

Each submittal must include a Corporate Profile Form for the prime contractor. ***Firms that intend to use subcontractors or work in some form of joint venture partnership must provide this form for each subcontractor or joint venture partner.***

This form is for the Prime Contractor. This form is for a Subcontractor. This form is for a Joint Venture Partner.

Firm Name _____ Phone Number _____

Business Address

Street _____ City _____ State _____ Zip Code _____

Year Established _____ In which State was your firm organized or incorporated? _____

Type of Ownership _____ DUNS # _____ No DUNS #

Is your firm registered to do business in Missouri? Yes No Is your firm registered to do business in Illinois? Yes No N/A

Firms must be properly registered to do business prior to beginning work for the project. If the IL business registration "N/A" box is checked, then only a MO business registration is required for the project.

In the space provided below, please describe your firm's core business.

What is the estimated percentage of total revenues that your firm generates from the type of services described in the solicitation documents? _____

Does your firm have a former name / year established? Yes No Does your firm have a parent company or a subsidiary? Yes No

If your firm has a former name, year established, a parent company, or a subsidiary, in the space provided below, please describe your firm's former name, year established, parent company name and location, or subsidiary name and location, as applicable.

2017 Great Streets - Forest Park, # 091916-GRTSTS

#2 - Financial & Resource Capacity

Answer each of the questions below regarding your firm's financial and resource capacity. The Council may request that your firm submit additional information or documentation regarding the information provided on this form.

A responding firm is **not** required to include this form in its submittal for the firm's subcontractors or joint venture partners; however, the Council reserves the right to request this information for the firm's subcontractors or joint venture partners.

Responding Firm _____

Financial Capacity

1. Does your firm currently have sufficient financial resources to meet its obligations? Yes No
2. Does your firm currently have access to, or does it have the ability to access, a line of credit or similar financial resources? Yes No
3. Within the previous 3 years has your firm had an independent, external audit performed for any of the following (**check all that apply**)?
 Financial Statements Internal control over financial reporting Compliance None
Indicate the period covered by your firm's most recent audit: _____
Did the audit reveal any material misstatements, control deficiencies, or failure to comply with applicable standards? Yes No N/A
Applicable standards include, but are not limited to, the Federal Acquisition Regulation or FAR and Generally Accepted Accounting Principles or GAAP. These standards do not necessarily apply to every firm.
4. Within the previous 5 years, has your firm ever been unable to perform or complete a project due to insufficient financial resources? Yes No
5. Is your firm currently or, within the previous 3 years, has your firm been involved in any bankruptcy or reorganization? Yes No
6. Can your firm provide copies of its financial statements, audit reports, or other information to demonstrate its current financial condition? Yes No

Resource Capacity

1. Does your firm have staff, software, or other resources that it can use to effectively manage a contract with the Council? Yes No
2. Does your firm have staff, software, or other resources that it can use to account for project costs and submit timely invoices to the Council? Yes No
3. Does your firm have access to, or have the ability to access, the resources necessary to successfully complete the Council's project? Yes No
Resources include, but are not limited to, staff, office space, subcontractors, software, materials, etc.
4. Does your firm have the capacity to successfully complete the Council's project within the estimated performance period? Yes No
This should be measured after considering your firm's current and anticipated work commitments and the time frame estimated for the project (see Section II of the solicitation documents).

Please complete the Time Availability for Key Personnel form that is provided on the next page.

If you have more information you would like to provide about your firm's financial or resource capacity, please use page 12 of this Attachment B.

ATTACHMENT B Firm Responsibility Information

2017 Great Streets - Forest Park, # 091916-GRTSTS

#2 - Financial & Resource Capacity - (a) Time Availability for Key Personnel

For each key person that will be assigned to the project, please provide the information requested below. The information regarding current or anticipated projects should reflect only those projects that will be or likely will be occurring during the estimated performance period of the project (see Section II of the solicitation documents). The key personnel listed below should be the same persons identified in Section III, Part B, Sub-Part 1, #3 of the solicitation documents.

Responding Firm _____

Name & Title	Project Role	Firm	List of Current or Anticipated Projects	% of Time Committed to Other Projects	Hrs. Committed to the Council's Project

Attach as many of these forms as needed to capture all of your firm's key personnel.

ATTACHMENT B Firm Responsibility Information

2017 Great Streets - Forest Park, # 091916-GRTSTS

#3 - Insurance Coverage

A responding firm, and each subcontractor hired to work on the project, will be required to meet certain minimum insurance coverage requirements if the firm is awarded a contract for the project. The Council's standard insurance coverage requirements are described in the *Draft Contract Terms & Conditions*, Paragraph 5. **Please select one of the options listed below.**

Responding Firm _____

- #1 - My firm's current insurance coverage meets the Council's standard insurance coverage requirements.
- #2 - My firm's current insurance coverage does not meet the Council's standard insurance coverage requirements, but my firm is able to obtain the coverage necessary to meet the Council's requirements.
- #3 - My firm's current insurance coverage does not meet the Council's standard insurance coverage requirements and my firm will not be able to obtain the coverage necessary to meet the Council's requirements. My firm's current insurance coverage is described below.

Please indicate which types of insurance coverage your firm currently carries and indicate the amount of coverage your firm carries. If professional liability insurance is not required for the project (see the Draft Contract Terms & Conditions, Paragraph 5), check the "N/A" box.

- Commercial General Liability Insurance Coverage Aggregate Per Occurrence
- Commercial Automobile Liability Insurance Coverage Per Accident
- Professional Liability Insurance Coverage N/A Aggregate Per Claim

The final insurance coverage requirements will be determined by the Council, in consultation with the firm selected for the contract award. The Council reserves the right to require higher or lower insurance coverage requirements where warranted. The final insurance coverage requirements will be included in any contract entered into between the Consultant and the Council.

Once the contract is awarded, the Consultant may be required to submit proof that it has the agreed upon type and amount of insurance (see the Draft Contract Term & Conditions, Paragraph 5).

ATTACHMENT B Firm Responsibility Information

2017 Great Streets - Forest Park, # 091916-GRTSTS

#4 - Legal Proceedings

The following questions ask a responding firm to indicate whether or not it has had any legal proceedings or does have any on-going or pending legal proceedings (i.e. arbitration, complaint, administrative process, court action, etc.). The answers that your firm provides to the questions below should be answered "Yes" only if: ***The legal proceeding was filed by an owner, client, contractor, or governmental entity against your firm for any project within the previous 5 years.***

Responding Firm _____

Has your firm had a legal proceeding or does it have an on-going or pending legal proceeding that meets the criteria listed above and that was due to:

Your firm's non-performance? Yes No *If "Yes," was non-performance related to:*

- | | | | |
|--|------------------------------|-----------------------------|------------------------------|
| Failure to complete a project on time? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Failure to complete a project at all? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Unsatisfactory performance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Providing products of a poor quality? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

Your firm's breach or default of contract? Yes No *If "Yes," were the proceedings based on:*

- | | | | |
|---------------------|------------------------------|-----------------------------|------------------------------|
| Misfeasance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Error? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Omission? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Failure to perform? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Other? _____ | | | <input type="checkbox"/> N/A |

Your firm's violation of:

- State law? Yes No
- Federal law? Yes No

State or federal rules or regulations related to:

- | | | |
|--------------------------|------------------------------|-----------------------------|
| business ethics? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| conflicts of interest? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| the procurement process? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please provide any additional information that you believe will help the Council make a determination regarding your firm's responsibility in light of the legal proceedings described above.

ATTACHMENT B Firm Responsibility Information

2017 Great Streets - Forest Park, # 091916-GRTSTS

#5 - Statement of Past Performance (pg. 1 of 2)

The following questions ask a responding firm to provide information about its past performance on the Council's projects, other publicly funded projects, or in general. Each responding firm must indicate whether or not it has successfully completed past projects.

Responding Firm _____

Has your firm ever performed work for the Council? Yes No

If "Yes," in the space provided below, please describe the project (i.e. name, dates, etc.), your firm's role in the project (i.e. prime contractor), and indicate whether your firm successfully completed the project.

In the previous 3 years, has your firm ever performed work on other publicly funded projects? Yes No

If "Yes," in the space provided below, please describe a few of the most recent projects (i.e. names, dates, clients, etc.), your firm's role in the projects (i.e. prime contractor), and indicate whether your firm successfully completed the projects.

N/A If your firm has not worked for the Council or on other publicly funded projects, then, in the space provided below, please describe your firm's performance on a few of its most recent projects (i.e. names, dates, clients, etc.), your firm's role in the projects (i.e. prime contractor), and indicate whether your firm successfully completed the projects.

ATTACHMENT B Firm Responsibility Information

2017 Great Streets - Forest Park, # 091916-GRTSTS

#5 - Statement of Past Performance (pg. 2 of 2)

As it relates to contracts your firm has or has had with the Council:

Is your firm currently in breach or default of a contract? Yes No N/A

Is your firm currently delinquent or past due on any monies owed to the Council? Yes No N/A

Firms that are currently in breach or default of a Council contract or that owe the Council monies may be deemed ineligible for a contract award.

In the previous 3 years, has your firm ever had a client (e.g. person / entity contracting with your firm) that:

Terminated the contract for breach or default? Yes No *If "Yes," please indicate the # of times this has occurred.* _____

Sued to compel performance? Yes No *If "Yes," please indicate the # of times this has occurred.* _____

Sued to recover damages including, but not limited to: upon alleged breach of contract, misfeasance, error or omission, or other alleged failure of your firm to perform as required by the contract? Yes No *If "Yes," please indicate the # of times this has occurred.* _____

Called upon a surety to perform the work? Yes No *If "Yes," please indicate the # of times this has occurred.* _____

Please provide any additional information that explains any "Yes" answers to the questions on this page 2 of 2 or any other information that you believe will help the Council make a determination regarding your firm's responsibility in light of the performance issues described on this form.

2017 Great Streets - Forest Park, # 091916-GRTSTS

#6 - Conflicts of Interest Questionnaire & Disclosure Statement (pg. 1 of 2)

Instructions

The Council's Conflicts of Interest Policy was included as part of the solicitation documents for the above captioned project. Please refer to this policy for a description of the Council's policies and procedures regarding this Conflicts of Interest Questionnaire & Disclosure Statement (Statement). The definition for each relevant term used in this Statement can also be found in the Council's Conflicts of Interest Policy.

Each responding firm must complete this Statement in full and include a copy in its submittal.

(A) If the responding firm answers "Yes" to any of the questions, then the responding firm must check box #1 below and attach the following: (i) the applicable question number; (ii) a concise description of the conflict; (iii) an explanation as to why the situation does not affect the firm's ability to objectively perform the contract or does not / will not present an unfair competitive advantage to the firm; and (iv) a concise description of the efforts the firm has taken, or proposes to take, to mitigate the effects of the interest.

(B) If the responding firm answers "No" to each question, then the responding firm must check box #2 below certifying that there is no interest and that, to the best of its knowledge and belief, there is no affiliation / relationship that exists that is relevant to a possible conflict of interest.

When completing this questionnaire, please keep the following in mind:

1. "Organizations that are expected to benefit from the project / solicitation" are those organizations that are listed in Section V, Part E of the solicitation documents.
2. References to the firm's "employees" include all personnel of the responding firm, including part-time, contract, or temporary employees.
3. References to committees or sub-committees refer to every committee or sub-committee of the Council or STARRS including the Board of Directors of each organization. These references also include those committees set-up to monitor, oversee, or coordinate specific projects. Membership on any committee or sub-committee includes non-voting or ex officio membership.
4. References to the "firm" include the firm's proposed subcontractors / subconsultants; therefore, the answers given below must take into account the prior, present, or planned activities, relationships, contracts, or financial interests of the subcontractors / subconsultants.

Responding Firm _____

Questions

I. INTERESTS - The questions below relate to the prior, present, or planned interests of the responding firm. Please refer to the Council's Conflicts of Interest Policy for the definition of "prior," "present," and "planned" interests. A firm must respond "Yes" to the question if the firm has an interest, including if the interest is in regard to the Council itself, STARRS, or the organizations that are expected to benefit from the project / solicitation.

- A. **Prior Interest** - In the past year (from the date the solicitation was issued) did the firm engage in activities, relationships, or contracts or have any financial interests that are directly related to the Council's project? Yes No
- B. **Prior Interest** - Has the firm ever engaged in activities, relationships, or contracts or have any financial interests that were conducted / engaged in as a prior part or phase of the Council's project? Yes No
- C. **Present Interest** - Is the firm presently engaged in activities, relationships, or contracts or does the firm presently have any financial interests that are directly related to the Council's project? Yes No
- D. **Planned Interest** - Does the firm have any planned activities, relationships, or contracts or financial interests that are directly related to the Council's project? Yes No

II. COMMITTEES & SUB-COMMITTEES - The questions below relate to the membership on or participation in meetings of the committees and sub-committees of the Council and STARRS. Please refer to note #3 in the Instructions for information about what is meant by "committee" or sub-committee."

- A. Are any of the firm's employees presently members of any Council or STARRS committees or sub-committees? Yes No
- B. In the past year (from the date the solicitation was issued) were any of the firm's employees members of any Council or STARRS committees or sub-committees? Yes No

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#6 - Conflicts of Interest Questionnaire & Disclosure Statement (pg. 2 of 2)

II. COMMITTEES & SUB-COMMITTEES, con't.

- C. Did any of the firm's employees attend any Council or STARRS committee or sub-committee meeting where the project / solicitation was discussed? Yes No

III. COMMUNICATIONS - The questions below relate to communications with the staff / personnel of the Council, STARRS, the organizations that are expected to benefit from the project / solicitation, or any member of Council or STARRS committees or sub-committees. Communications include oral discussions and e-mails or other written correspondence. A firm must answer "Yes" to the question only if the firm's communications were in regard to the project / solicitation and were with any person other than the person identified in Section IX, Part A of the solicitation documents.

- A. Did any of the firm's employees communicate with any staff / personnel of the Council? Yes No

- B. Did any of the firm's employees communicate with any staff / personnel of STARRS? Yes No

- C. Did any of the firm's employees communicate with any staff / personnel of the organizations that are expected to benefit from the project / solicitation? Yes No

- D. Did any of the firm's employees communicate with any member of Council or STARRS committees or sub-committees? Yes No

IV. SPECIFICATIONS / SCOPE OF WORK FOR PROJECT / SOLICITATION - The questions below relate the development of the specifications / scope of work for the project / solicitation. "Assist" includes providing any information that was used to create the specifications / scope of work for the project / solicitation, except for information that was provided as part of a request for information or similar formal process initiated by the Council. A firm must answer "Yes" to the question if the assistance was provided directly to the Council itself or if it was provided to STARRS, any of the organizations that are expected to benefit from the project / solicitation, or any member of Council or STARRS committees or sub-committees.

- A. Did any of the firm's employees assist with the development of the specifications / scope of work for the project / solicitation? Yes No

Based on the information contained in this Statement (please check one):

- #1 -- My firm does / may have an interest, as described in the Council's Conflicts of Interest Policy, and I have provided the information required by Part A of the Instructions above (**Additional Information MUST be attached**). *A firm must check box #1 if the firm answered "Yes" to any of the questions in this Statement.*

OR

- #2 -- My firm does not have an interest, as described in the Council's Conflicts of Interest Policy, and that, to the best of my knowledge and belief, there is no affiliation that exists that is relevant to possible conflicts of interest. *A firm may only check box #2 if it answered "No" to each question in this Statement.*

Please note that if a box is not checked, then the Council will assume that your firm has a conflict of interest and may disqualify it from the procurement process or may deem your firm's submittal non-responsive.

ATTACHMENT B Firm Responsibility Information

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#7 - Certification Regarding Debarment and Suspension

Please read the certification below and check the appropriate box. If you are unable to provide this certification, then you must provide an explanation in the space provided below.

Responding Firm _____

#1 - I certify that, to the best of my knowledge and belief, that the responding firm and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any State or Federal department or agency;
- (b) Have not within a three-year period preceding its submission for the above captioned project been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding its submission for the above captioned project had one or more public transactions (Federal, State or local) terminated for cause or default.

#2 - I am unable to certify to any of the statements in this certification. *An explanation must be provided in the space below.*

ATTACHMENT B Firm Responsibility Information

2017 Great Streets - Forest Park, # 091916-GRTSTS

Additional Information

Use this page to provide any information that you either could not provide on Forms #1 - 7 or that you believe is relevant to the Council's responsibility determination. You may attach as many of these sheets that you need.

Please make sure that you indicate which form and question for which you are providing additional information (i.e. Form #7, Box #2; Form #1, Former Firm Names, etc.)

Responding Firm _____

ATTACHMENT C Affirmative Action Checklist

2017 Great Streets - Forest Park, # 091916-GRTSTS

Responding Firm _____

Please answer each of the questions below.

1. Does your firm have an affirmative action plan? Yes No

2. What date was the plan adopted? N/A Date

3. In the spaces below, provide the name and contact information for your firm's affirmative action officer. My firm does not have a person who is responsible for affirmative action matters.

Name _____ Title _____

Phone Number _____ E-mail _____

4. How many persons are employed by your firm? _____

ATTACHMENT D

Contract Terms & Conditions Comments

2017 Great Streets - Forest Park, # 091916-GRTSTS

Use this form to notify the Council about any concerns you may have about the draft contract terms and conditions. The draft contract terms and conditions can be found as Appendix 2 on the Council's website at www.ewgateway.org/RFPs/rfps.htm. These concerns can include, but are not limited to: questions, comments, or requests for changes.

If the draft contract terms and conditions are acceptable and you do not have any questions, comments, or requests for changes, please check the "No" box.

If you have any questions, comments, or request for changes please check the "Yes" box and use the space provided below to explain your concerns. Please make sure that you reference the applicable contract Paragraph and Part number.

This form must be signed and returned to the Council with your submittal.

It is the responsibility of each responding firm to review the draft contract terms and conditions. The Council may not consider a firm's requests for changes to the contract if the firm's concerns are not noted on this form. It is within the Council's sole discretion to consider requests for contract changes that the selected consultant did not include on this form.

It is within the Council's discretion to decide whether or not to change any contract terms and conditions, even if concerns are noted on this form. Any terms that are required by state or federal rules, regulations, or statutes or by the Council's agreement with a funding agency are not negotiable and are not subject to change.

No - The firm does not have any questions, comments, or requests for changes.

Yes - The firm has a question, comment, or request for a change as noted below.

Responding Firm _____

Name & Title of Authorized Official _____

Signature of Authorized Official _____

Date _____

ATTACHMENT E

RFP Minimum Requirements Checklist

2017 Great Streets - Forest Park, # 091916-GRTSTS

This form includes a list of all of the items that need to be included in your submittal. Some items listed on this form may not be required (shown below with an "N/A" option). For those items that are not listed in Section III, Part B of the RFP, check the "N/A" box. Refer to Section III, Part B of the RFP for a complete description of the items listed below. Review Section III, Part A of the RFP for the Submittal Formatting and Other Requirements, including the number of copies that need to be submitted.

Sub-Part 1 - Approach & Qualifications

- 1. Letter of Interest
- 2. Project Approach
Includes Great Streets Principles Statement
Includes Project Schedule
- 3. Qualifications
 - (a) Experience Summaries
 - (b) Team Org Chart N/A
 - (c) Addresses
 - (d) Prior Work Experience
 - (e) Work Sample(s) N/A
 - (f) References

Sub-Part 2 - Project Price

Attachment A

Sub-Part 3 - Firm Responsibility Information

Attachment B

Sub-Part 4 - Other Forms & Certifications

- 1. Attachment C
- 2. Attachment D
- 3. Attachment E
- 4. D/S/W/MBE Participation
 - (a) 0% Statement N/A
 - (b) Attachments F & G N/A
- 5. Attachment H N/A

Responding Firm _____

Name & Title of Authorized Official _____

Signature of Authorized Official _____

Date _____

ATTACHMENT F
D/S/W/MBE Participation Form

2017 Great Streets - Forest Park, # 091916-GRTSTS

Total Proposed Project Costs

D/S/W/MBE Information

Type of Firm (Check all that apply)	Name & Address	\$ Value of Work	Estimated % Participation
1. <input type="checkbox"/> DBE <input type="checkbox"/> SBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>
2. <input type="checkbox"/> DBE <input type="checkbox"/> SBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>
3. <input type="checkbox"/> DBE <input type="checkbox"/> SBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>
4. <input type="checkbox"/> DBE <input type="checkbox"/> SBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>
5. <input type="checkbox"/> DBE <input type="checkbox"/> SBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>
Total		<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>

In general, any work performed by a firm that is not a D/S/W/MBE cannot be counted toward the D/S/W/MBE participation for the project. This includes work that a D/S/W/MBE subcontracts to a non-D/S/W/MBE. A D/S/W/MBE that has been included as part of the project team must disclose its intent to subcontract a portion of its work to a non-D/S/W/MBE.

Will any of the D/S/W/MBEs listed above subcontract out any of its work to a non-D/S/W/MBE? Yes No

If "Yes," please provide a description of the work that will be subcontracted to a non-D/S/W/MBE and the estimated percentage of work to be subcontracted.

The undersigned submits the above list of D/S/W/MBEs that will be used to accomplish, at least in part, the work described in the solicitation documents.

Responding Firm _____

Name & Title of Authorized Official _____

Signature of Authorized Official _____

Date _____

ATTACHMENT G Letter of Intent to Perform as a D/S/W/MBE

2017 Great Streets - Forest Park, # 091916-GRTSTS

Prime Contractor Name _____

The undersigned intends to perform work in connection with the above captioned project as one of the following (*check one*):

- a prime contractor a subcontractor
 a joint venture other (*please specify*)

The undersigned represents that it is a certified (*check all that apply*):

- DBE SBE
 WBE MBE

The undersigned is prepared to perform the work described below in connection with the above captioned project.

What is the dollar value of the undersigned's work? _____

In general, any work performed by a firm that is not a D/S/W/MBE cannot be counted toward the D/S/W/MBE participation for the project. This includes work that a D/S/W/MBE subcontracts to a non-D/S/W/MBE. A D/S/W/MBE that has been included as part of the project team must disclose its intent to subcontract a portion of its work to a non-D/S/W/MBE.

Will the undersigned subcontract out any of its work to a non-D/S/W/MBE? Yes No

If "Yes," please provide a description of the work that will be subcontracted to a non-D/S/W/MBE and the estimated percentage of work to be subcontracted.

The undersigned submits this letter of intent to perform as a D/S/W/MBE and certifies that it is prepared to perform the work described in this letter for the dollar value indicated above and that the information provided in this letter is accurate and true to the best of his/her knowledge.

D/S/W/MBE Name _____

Name & Title of Authorized Official _____

Signature of Authorized Official _____

Date _____

ATTACHMENT H Certification Regarding Lobbying

2017 Great Streets - Forest Park, # 091916-GRTSTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Responding Firm _____

Name & Title of Authorized Official _____

Signature of Authorized Official _____

Date _____